

JOB DESCRIPTION

DEPUTY HEAD OF JUNIOR SCHOOL (CURRICULUM)

Employment Conditions	Full-time, 5 year fixed term tenure January 2023 to December 2027
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
Reports to	Head of Junior School
Last Revised	August 2022

Our overarching purpose is **to engage hearts and ignite curious minds**.
 Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity •

The Junior School is committed to developing a love of learning in all our students through a rich and engaging curriculum. St Mary's Anglican Girls' School strives to ensure that every girl's educational needs are met through targeted learning experiences. The Deputy Head of Junior School (Curriculum) provides strategic leadership of the Junior School's curriculum programs, demonstrating their proficiency as an outstanding junior primary educator.

The Deputy Head of Junior School (Curriculum) is expected to promote the Anglican ethos of the school and participate actively in the Christian life of the School.

ROLE

The Deputy Head of Junior School will be a strong transformational leader of learning and an exemplary educator with excellent interpersonal and organisational skills. The role has responsibility for the development and implementation of innovative curriculum and learning. The Deputy will work collaboratively with Head of Junior School and teaching staff to enable the delivery of innovative learning programs that inspire our students' love of learning, enabling them to flourish and attain their personal best.

The Deputy Head of Junior School (Curriculum) demonstrates executive leadership by:

- Working in collaboration with the Head of Junior School in the planning, development, implementation, evaluation and improvement of Junior School policy and educational innovations
- Engaging with and demonstrating leadership in relation to the School's strategic direction, programs and initiatives
- Working in collaboration with the Head of Junior School and Dean of Studies (Senior School) in developing whole school curriculum and initiatives
- A working knowledge and understanding of inquiry-based learning
- Promoting and implementing key strategic objectives that support the collaborative engagement of staff at all levels to enable students to thrive and grow in the Junior School context
- Responding strategically and proactively to the changing education sector, leading innovation collaboratively and modelling a positive approach to change

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- Competent in using data including “value add” at individual student level, assessment tools and evidence-based research to inform pedagogy and practice that leads to increasing levels of student achievement.
- Supporting the Head of Junior School in promoting high professional standards and conduct amongst Junior School staff
- Participating in continuing Professional Development to ensure skills and knowledge are at the forefront of contemporary education
- Promoting a culture of active and purposeful leadership within the school community.
- Maintaining a strong participation at School events and functions
- Applying a flexible approach to the role by undertaking other tasks to support all of the above

RESPONSIBILITIES

The Deputy Head of Junior School (Curriculum) is responsible for the following:

- Development and implementation of innovative curriculum and learning
- Working closely with the Deputy Head of Junior School (Pastoral Care) to ensure the curriculum incorporates and aligns with the School’s wellbeing and pastoral care initiatives
- Assist in the planning, organisation and delivery of a diverse range of Junior School and whole of school activities including testing and orientation days
- Attend and participate in relevant School Committees
- Work with Dean of Academic Services on developing the Junior School timetable
- To be a visible leader/participant in School activities and events
- Support the Head of Junior School role, including assistance with the recruitment and selection of Junior School staff
- Manage the Junior School budget for academic administration activities
- In collaboration with the Head of Junior School, and Dean of Studies (Senior School), lead the reporting and assessment of Junior School students
- Share in the responsibility of the planning and implementing annual year Kindergarten to Year 6 timetable that makes the most efficient and optimum use of school resources, providing for part-time specialist, support and peripatetic staff
- Act in the place of the Head of Junior School when necessary
- Develop, coordinate and review assessment and reporting policy and procedures for the Junior School
- Manage the students’ NAPLAN; AAS Testing; Data Analytics and other relevant data sources.
- Oversee and co-ordinate the assessment schedule for the Junior School including Brightpath, and Academic Assessments on entry for new students

1. Other

- Provide energetic leadership, mentoring and support to build leadership capacity
- Actively participate in professional associations and professional development opportunities
- Perform any other duties as determined by the Principal and Head of Junior School

The Deputy Head of Junior School (Curriculum) is required to teach 0.4 FTE.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Relevant tertiary qualifications or equivalent

Desirable

- Attainment of a Masters or post-graduate leadership qualification is highly desirable

Experience and Skills

Essential

- Have an extensive working knowledge and understanding of the Western Australian Curriculum and an inquiry approach to teaching and learning
- Be able to plan, implement and assess a differentiated academic program to cater for a wide range of students' needs
- Display extensive planning incorporating Learning Assets across all areas of the curriculum
- Monitor academic performances of students within the Junior School
- Demonstrated success as a high performing teacher with a passion for experiential learning
- Outstanding professional presentation and manner with excellent written and interpersonal communication skills
- Excellent technological literacy across a range of applications
- Ability to build strong, positive relationships and liaise professionally with the executive, staff, students, parents, and broader St Mary's community members
- Demonstrated innovative practice, lateral thinking, use of initiative, effective problem-solving techniques and the ability to anticipate the needs of the School
- Proven ability to work collaboratively and energetically as contribute positively to a team.
- Ability to maintain a high level of resilience and emotional agility
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution
- Contribute significantly to co-curricular activities
- Good sense of humour with a positive outlook

Professional Leadership Qualities

Essential

- Be an exemplary professional role model for staff and students
- Respond optimistically and strategically to the changing educational sector
- Maintain an active involvement in the wider educational community and attend a wide range of School activities regularly
- Initiate and access appropriate professional learning to strengthen personal development

WORKING RELATIONSHIPS

Internal

Principal
Executive staff
Head of Junior School
Deputy Head of Junior School (Pastoral Care)
Administrative staff
Teaching staff
Students

External

Board of Governors
Current families
Community support groups
Hale School and the broader St Mary's
community

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.