

Head of Primary School



Position Description

Position Title:	Head of Primary School
College Department:	Executive Team
Reports to:	Principal
Tenure:	Full-time 5 year tenure
Salary and Conditions:	Executive salary based on applicant's experience <ul style="list-style-type: none">• 4 weeks annual leave (accruable) + 2 weeks leave (non accruable)• Consummate conditions

Mission

To serve our community through high quality education in a caring Christ-centered environment; empowering our students to shape a better world.

Vision

To be a leading model of innovative Christian educational excellence.

Overview

The head of Primary School is a member of College Executive and, in addition to the Head of Primary School role, may be called upon to act in other Executive roles as deemed necessary by the Principal.

Leadership across all aspects of the Primary School (academic, pastoral care, spiritual and cocurricular) is essential for the Head of Primary School to ensure that St James is a vibrant, caring community of learners that teaches and lives out the Christian faith.

In keeping with College Council and Lutheran Education Australia policy, it is expected that the Head of Primary School will provide leadership and model the Christian faith in fulfilling their role at work and as a public figure to the St James Lutheran College community.

Personal Attributes

Calling

- Preference for a worshipping member of the Lutheran Church of Australia and holding accreditation through Lutheran Education Australia.
- Identification with the ethos/orientation of the College as outlined in College publications and the Mission and Vision statements.
- Possession of appropriate attitudes, knowledge and skills needed by the St James Executive team to assist the members to work together harmoniously and collectively fulfil the College's Mission.
- Capacity to reflect on your own performance and engage in targeted professional learning.

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Character

- Have an engaging personality, a sense of humour and a positive outlook on life.
- Is humble, hungry to learn and lead displaying the ability to think deeply, make informed decisions while ambiguity still exists.

The successful person will be able to demonstrate:

- Capacity to provide curriculum leadership leading to the achievement of quality learning outcomes for all students.
 - Strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
 - Capacity to use strategic thinking and analytical skills and the ability to use those to influence educational outcomes in the Primary School.
1. Actively support the Christian values and ethos of the college.
 2. Display discretion, honesty and integrity in their relationships with the differing sectors of the college and wider community.
 3. Proactively communicate with individuals, groups, authorities as necessary to expedite good management and present the college in the best possible light.
 4. Recognise the complexities of the relationships between the governing body, the Principal, teaching staff, students, administration, support staff, and college parents, uphold the roles and responsibilities of each group and individual member, and seek to encourage the development of positive relationships between all sectors of the college community.
 5. Maintain and further develop high standards of administrative efficiency in the college.
 6. Demonstrate initiative and responsibility in the role of Head of Primary School.
 7. Keep abreast of all local, Lutheran, State and Federal government policies. Regulations and legislation in so far as they affect the administration of the college and associated entities.

Practice effective leadership, displaying excellent management, strategic planning, delegation and the development of leaders within the curriculum sphere of the college.

Areas of Responsibility

1. Leadership of the academic programs of the Primary School, working closely with the P – 10 Curriculum Coordinator.
2. Leadership and management of the pastoral care structures and processes of the Primary School.
3. Co-curricular activities, programs and their development in the Primary School.
4. Leadership and support of the spiritual life of the College.
5. Through the Principal, oversight of all staff in the Primary School.

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6. General administration responsibilities both within the Primary School and, as necessary, whole of College tasks and issues as pertinent to the role of Head of Primary School, or as directed by the Principal.

Specific Duties

1. Leadership of the academic programs of the Primary School:
 - 1.1. Carry out limited regular teaching duties by negotiation with the Principal.
 - 1.2. Work in cooperation with the Head of Secondary (HOSS) in the development of the college timetable.
 - 1.3. Liaise with the Head of Inclusive Learning (HOIL) concerning the learning needs of individual students.
 - 1.4. Liaise with the relevant Curriculum Leaders, particularly the P - 10 Curriculum Coordinator leading curriculum development in the Primary School.
2. Leadership of the pastoral care structure and processes of the Primary School:
 - 2.1. Foster among students and staff an awareness of belonging to and contributing to the whole college community.
 - 2.2. Be responsible for the administration of the pastoral care in the Primary School.
 - 2.3. Liaise with the Executive and leadership staff and Well-being Coordinator, to ensure a team based approach to pastoral care.
 - 2.4. Convene and chair Primary School cluster meetings.
 - 2.5. Oversee Restorative Practice in the Primary School.
 - 2.6. Establish and monitor effective means of communication with parents.
3. Co-curricular activities, programs and their development in the Primary School:
 - 3.1. Oversee Primary School involvement in the College based co-curricular and extracurricular activities.
 - 3.2. Assist as necessary with the management and development of Primary School cocurricular programs (e.g. Camps, excursions, competitions).
4. Leadership and support of the spiritual life of the College:
 - 4.1. Lead Chapel and devotions on a regular basis.
 - 4.2. Foster and uphold the Lutheran ethos within the Primary School, especially among the staff.
5. Through the Principal, oversight of staff in the Primary School:
 - 5.1. Foster within the staff a sense of cohesion and identity.
 - 5.2. Be involved in the selection of new staff for Primary School at the direction of the Principal.
 - 5.3. Work in cooperation with the HOSS and Curriculum Coordinator in the provision of staff professional development programs.

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- 5.4. Be responsible for the care of all staff in the Primary School both professionally and personally to the point that staff understand supportive structures and processes if required.
- 5.5. Arrange for the induction of new Primary School teaching staff, in conjunction with the HOSS, Business Manager and Principal.
- 5.6. Provide support and leadership of the Kindergarten Service Leader.
6. General administration responsibilities both within the Primary School and, as necessary, whole of college tasks and issues as pertinent to the role of Head of Primary School, or as directed by the Principal
 - 6.1. Assist the Principal in fulfilling the aims and objectives of the college.
 - 6.2. Oversee the daily running of the Primary School.
 - 6.3. Facilitate, both individually and as a member of the Staff Executive the overall educational program of the college.
 - 6.4. Ensure the effective operation of all aspects of the Primary School, both in its education goals and in its Christian ministry and witness.
 - 6.5. As necessary, consult with the Principal regarding specific academic, pastoral care, spiritual, and co-curricular issues which may support and enhance the College and our Programs.
 - 6.6. Maintain oversight of student attendance in the Primary School.
 - 6.7. Assign Primary School students to classes.
 - 6.8. Oversee the organisation of Primary School year level camps and major excursions.
 - 6.9. Work with The Executive in maintaining open and effective lines of communication between the sub-schools.
 - 6.10. Conduct enrolment interviews at the direction of the Principal.
 - 6.11. Advise the Principal of the present and future needs of the Primary School in staffing, resources and facilities.
 - 6.12. Provide annual budget requests and estimates at the request of the Business Manager and/or Principal.
 - 6.13. Maintain oversight of the aspects of the budget for which the Head of Primary School may be responsible, in consultation with the Business Manager and/or Principal.
 - 6.14. Report annually to St James Lutheran College Council as directed by the Principal.

St James Lutheran College may vary these duties and responsibilities as necessary and may require you to carry out other duties within your competence, skill and training.

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Committee Membership

College Executive
Learning & Teaching Committee (Chairperson)
Wellbeing Committee
Kindergarten Sub Committee (Chairperson)
ICT Committee

Qualifications

The Head of Primary School:

- Is registered or has the capacity to be registered with the Queensland College of Teachers.
- Is an accredited Lutheran school teacher, or has the capacity to attain accreditation through Lutheran Education Australia.
- Has tertiary qualifications and/or a broad professional learning history conducive to the key tasks and responsibilities of the role.
- Has a strong personal Christian faith as evidenced by local Christian community involvement.

Instructions on how to apply

Please

- Submit a CV which includes relevant qualifications and employment experiences.
- Include a written application (maximum of 2 pages) that summarises how your skills and experience will fulfil this role.
- Provide the names and contact of 3 referees (one must include your current or immediate past employer).
- Email to Mr Luke Schoff, Principal – ea@stjameslc.qld.edu.au.

Applications close 9am Monday, 18th October 2021.

Conditions

During the term of this Agreement, the Head of Primary School remuneration shall be appropriate to the successful applicant's experience and qualifications including an appropriate leadership allowance.

For a confidential discussion regarding Salary and Conditions please contact, Mr Luke Schoff at ea@stjameslc.qld.edu.au

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Workplace Health and Safety

Effective implementation of the School's Workplace Health Safety Policy requires the active involvement of all employees. All employees have an obligation to comply with statutory and organisational requirements, procedures and rules that are intended to protect the health and safety of persons at the workplace including the general public.

Employment Collection Notice

1. In applying for this position, applicants will be providing St James Lutheran College with personal information.
2. Information provided will be used with the express purpose to assess and respond to an application for employment.
3. Applicants agree that St James Lutheran College may store this information for eight (8) weeks.
4. Applicants may seek access to the personal information that is held about them if they are unsuccessful in securing the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. St James Lutheran College will not disclose personal information to a third party without the applicant's consent.
6. Applicants who provide St James Lutheran College with personal information of others are encouraged to inform such persons:
 - a. that they are disclosing that information to the School;
 - b. the reason they are disclosing that information;
 - c. that they can access that information if they wish;
 - d. that the School does not disclose the information to third parties; andthat the school may store the information for eight (8) weeks.

September 2021