

ROLE DESCRIPTION

The following position description will remain current and valid until a review is undertaken.

Position Title	Deputy Head of Junior School
Employment Type (Full time/Part time/Casual)	Full Time
Position Summary	The Deputy Head of Junior School provides administrative and leadership support to the Head of Junior School. This position is primarily focussed on day to day operational matters but also provides assistance in the areas of student-centred learning, wellbeing, and innovation as required. The Deputy Head of Junior School reports to the Principal through the Head of Junior School.
Academic Qualifications	Minimum of a Bachelor of Education or equivalent. Postgraduate qualifications in relevant areas would be an advantage.
Selection Criteria Essential	<ol style="list-style-type: none"> 1. Demonstrate an ability to design contemporary teaching, learning and assessment programs. 2. Demonstrate an ability to inspire, mentor and guide teachers to develop high quality, differentiated teaching practices through the use a wide range of appropriate contemporary teaching methodologies. 3. Demonstrate an understanding of students' social and emotional development, using a restorative practice approach. 4. Demonstrate the ability to design, develop and implement wellbeing practices and policies. 5. Demonstrate knowledge of child protection procedures and policies, both internal and external. 6. Demonstrate an excellent ability to liaise and communicate with staff, parents/carers and external agencies. 7. Demonstrate an ability to mentor staff for professional growth. 8. Demonstrate strong written and oral communication skills, and a high degree of interpersonal skills and computer literacy. 9. Demonstrate a high level of effective organisation, time and personnel management skills. 10. Demonstrate an ability to work in a team contributing to team effectiveness. 11. Demonstrate an ability to chair, lead and be a part of relevant committees. 12. Demonstrate a willingness to continue to develop professionally in their teaching career. 13. Demonstrate ability to adapt to new and changing environments. 14. Demonstrate a willingness to continue to develop professionally. 15. Support the Lutheran ethos and Christian values of the college and model appropriate character and living within the community accordingly.

Demonstrated Leadership Attributes	<ol style="list-style-type: none"> 1. Models the highest standards of professional practice and interaction with staff and students. 2. Understands, applies and shares contemporary educational research, theory and practice in pedagogy, curriculum planning, assessment and reporting. 3. Defines challenges clearly and seeks positive solutions, often in collaboration with others. 4. Communicates, negotiates, collaborates and builds partnerships effectively while relating to the whole School community. 5. Develops strategies to ensure educational opportunity for all staff and students. 6. Operates in a highly collaborative and cohesive manner with the Head of Junior School.
Key Responsibilities	<p>Learning and Innovation</p> <ol style="list-style-type: none"> 1. In conjunction with the Head of Junior School and key stakeholders, develop and implement strategic planning for Contemporary Learning and the integration of information technology. 2. Investigate, demonstrate and encourage teaching and learning strategies that ensure a distinctively Lutheran foundation. 3. Investigate, develop and encourage innovative teaching practices in line with the College's vision and strategic direction. 4. Liaise with secondary personnel to ensure a unified approach and seamless transition across whole college. 5. Research, trial and implement (in collaboration with key stakeholders) inclusive teaching strategies that facilitate learning opportunities and differentiation for students with a disability. 6. Lead and support Junior School Co-ordinators in the development of a bank of teaching and learning strategies and resources in conjunction with key stakeholders. 7. In conjunction with Head of Junior School and key stakeholders, support and develop Instructional Coaching program within the Junior School. 8. Assist the teaching staff by providing support, encouragement and affirmation in the trial and adoption of innovative teaching and learning strategies including assistive and purposeful technology. 9. Contribute to Junior School assembly, Chapel and staff devotions programs. <p>Student Care (Wellbeing)</p> <ol style="list-style-type: none"> 1. Establish and maintain appropriate and professional relationships with students, colleagues, and parents/carers in regard to student wellbeing. 2. Lead Junior School Wellbeing Team and meet regularly with class teachers to discuss the progress of students receiving pastoral care, with a view to discerning next steps and the current well-being status of these students. 3. Lead and Investigate student issues and incidents using a restorative practice model. 4. Communicate in a timely manner with students, colleagues and parents/carers as required concerning student wellbeing. 5. Support new student entry into the college with transition programs, welcome packs, school tours, prep entry interviews and prep experience days. 6. Locate, disseminate, and create resources for student and staff wellbeing in the primary school. 7. Research and implement social skills programs across the Junior school. 8. Maintain accurate and appropriate student wellbeing records and facilitate Junior School staff following this process. 9. Refer matters of concern in relation to students to the Head of Junior School. 10. Assist the Head of Junior School in the compilation of information and analysis of students for class placement for Preparatory to Year 6.