



ST JOHN'S Anglican College

POSITION DESCRIPTION

Head of Junior School

Overview of St John's

St John's Anglican College is the leading Kindergarten to Year 12 coeducational school in south west Brisbane and is an International Baccalaureate World School for the Primary Years and Middle Years Programs. St John's Anglican College strives to provide an extraordinary, globally innovative and future-focused education from Kindergarten to Year 12. Our graduates are well educated, respectful, resilient and compassionate; equipped to be people of influence in their communities. Our teachers care about their students and are leaders in learning, focused on providing the best possible educational environment and ensuring that each child's academic potential is maximised. We value and acknowledge the skills, energy and commitment of our employees. Accordingly, we seek to attract, develop and retain staff of the highest calibre and provide a working environment that enables them to maximise their contribution to achieving the College's mission, vision and values.

Mission

St John's inspires lifelong learning by living faith with the courage to lead self and serve others.

"where learning comes alive"

Vision

Every learner is empowered to excel and equipped to embrace the challenge of any future.

"developing people of good character"

Values

Faith – We are guided by faith in God, our community and our self.

Hope – We believe in the power of mindset and attitude. We foster a positive, safe, optimistic and empowering environment.

Love – We flourish by demonstrating cooperation, encouragement, compassion and joy.

Courage – We grow by being brave, confident, determined, resilient and putting in the effort.

Community – We are service-led and do so with respect by nurturing and celebrating relationships and traditions.

Justice – We stand for inclusivity, equity, acceptance of diversity and are stewards of the environment.

Student Protection

The following Statement of Commitment seeks to provide a foundation to reflect, encourage and support a child safe culture.

The Statement is to be implemented by all persons within an Anglican School or Education and Care Service.

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatably.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

POSITION DETAILS			
Department:	Senior Leadership Team	Location:	Primary campus
Position reports to:	Principal		
Positions reporting to this role:	Assistant to Head of Junior School, PYP Coordinator, Junior School Teachers, Junior School Teacher Aides and Administration staff.		
Status:	Permanent, Full-time		
Salary Level:	This is a non-Award position		
Academic Qualifications required:	Master of Education, Educational Leadership		
Registrations:	Queensland College of Teachers registration		
Required experience:	School leadership at primary or secondary level with track record of achieving excellent student learning outcomes.		

Purpose of the Position

The Head of Junior School is responsible for providing strategic and operational leadership of the College's Junior School in accordance with the College's vision and values in the pursuit of the highest quality learning outcomes for all students.

This role reports to the Principal for operational purposes; to the Deputy Principal Curriculum and Innovation in relation to curriculum matters and works with the Deputy Principal, Pastoral Care as part of the pastoral care team.

Duty of Care

The Head of Junior School will contribute to the College's duty of care for both staff, parents and students by adhering to all requirements relating to the development of an environment which is free from the risk of injury, harm and/or disease as required by the Work Health and Safety and Child Protection Acts and relevant College policies and practices.

College Expectations

Leadership and Management staff at St John's Anglican College will be:

- Supportive of the Aims and Philosophy of the College
- Supportive of the Anglican values and ethos of the College
- Focused on the needs of the College's clients
- Strategic in their leadership and management
- Supportive of the effectiveness of the Senior Leadership Team
- Maintainers of confidentiality of the team
- Facilitators of positive and productive community relationships
- Focused on developing a culture of excellence

DOMAINS OF PROFESSIONAL RESPONSIBILITY	
The Head of Junior School is responsible for meeting the following professional responsibilities. These responsibilities should be read within the context of modelling the Statement of Principles of Leaders and Managers below.	
Strategic Leadership:	<ul style="list-style-type: none"> • Contribute to the development, monitoring and evaluation of the College’s Strategic Plan and the Academic Plan. • Lead regular assessment and development of Junior School staff capability. • Provide recommendations to the Principal for enhancing growth opportunities and educational performance. • Role model and actively contribute to building the Junior School culture to align with the College’s strategy, mission, vision and values.
Educational Leadership:	<ul style="list-style-type: none"> • Continuous monitoring and improvement of Junior School teaching and learning programs for spiritual development, academic performance, social-emotional development and physical wellbeing. • Curriculum design, evaluation and continuous improvement, in collaboration with the Deputy Principal Curriculum and Innovation and industry experts, to meet accreditation standards and exceed national benchmarks. • Enable student learning through innovation and quality of curriculum design, pastoral care offerings and a learning environment that encourages students to be problem solvers, decision makers and lifelong learners who are contributing members of society. • Monitor and analyse student academic achievement, discussing relevant trends and patterns with teachers and parents. • Establish and maintain networks with representatives from education industry bodies and organisations to enhance the profile of the College and gain access to expert / contemporary educational approaches. • Monitor special service requirements for Junior School year levels and ensure they are met.
Business and Risk Management:	<ul style="list-style-type: none"> • Assist College marketing initiatives for securing and retaining enrolments. • Liaise with parents and the community proactively to promote and maintain a positive profile of the College and Junior School (eg. participation in Parent Liaison Group, P&F Meetings and College Carnival). • Oversee the development and implementation of the Junior School reporting system to parents, initiating and maintaining contact with parents relating to welfare and discipline issues for individual students. • Identify grant opportunities for the Junior School and manage application processes by coordinating with College staff and engaging networks external to St John’s Anglican College. • Oversee in collaboration with relevant members of the Senior Leadership Team, grant-funded projects and research delivered by the Junior School and some grant-funded projects delivered by other areas of the College. • In collaboration with the Principal and Deputy Principal Curriculum and Innovation, identify and establish key partnerships within the educational sector, such as Universities and professional associations, to enhance research opportunities and grow the College’s reputation. • Work with the Deputy Principals in relation to student and staff welfare issues. • Supervise work of the College Psychologist at the Junior School.

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<p>Staff Management:</p>	<ul style="list-style-type: none"> • Ensure the Junior School fulfils duty of care requirements for staff and campus visitors. • Lead and role model the Junior School compliance with work health and safety requirements, including risk management (eg. guidelines and after hours care, lock down and evacuation procedures). • In collaboration with the Manager Human Resources and Compliance, contribute to the development of Junior School policies and procedures to enhance service delivery to students and parents. • Lead, manage and mentor all Junior School staff, and manage poor performance. • Ensure Junior School staff work in compliance with the College’s Enterprise Bargaining Agreement. • Establish and maintain clear lines of accountability for Junior School staff. • Manage, in collaboration with Human Resources, processes for Junior School staff selection and induction. • Maintain confidentiality, as appropriate, through managing and leading the Junior School.
<p>Operational Management:</p>	<ul style="list-style-type: none"> • Keep the Principal informed of the Junior Schools’ business plan progress, budget and issues that arise through the operational management of the Junior School (eg. cancellation of enrolment, funding opportunities, legal matters and staff management matters). • Develop and monitor Junior School budgets. • Develop and implement Annual Operational Plan for the Junior School. • Manage funds awarded through grants to the Junior School. • In collaboration with the Assistant to Head of Junior School and PYP Coordinator, manage Absentee relief for the Junior School. • Manage student behavioural issues. • Oversee and, where required, manage Junior School events. • Assist the Principal in developing the College’s Annual Report. • Liaise with appropriate staff to manage Junior School facilities. • Work with the Principal on the management and collection of overdue fees directly with parents.
<p>Professional Development:</p>	<ul style="list-style-type: none"> • Keep abreast of current trends and issues likely to impact on the Junior School. • Participate in professional networks to gain access to industry experts and maintain professional knowledge (eg. Independent Primary School Heads Association). • Participate in the College’s Professional Review and Learning Program as a supervisor and review coordinator.

All employees recognise and accept that multi-skilling is an essential component of employment with the College and that they may be required to undertake duties that are outside their normal position description but within their skills, competency and capability.

SELECTION CRITERIA/COMPETENCIES

The ideal candidate will possess the following skills, abilities, knowledge qualifications and experience.

<p>Skills and Abilities:</p>	<ul style="list-style-type: none"> • Computer literate. • Financial and budget management ability. • Performance management skills.
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	<ul style="list-style-type: none"> • Strong ability to analyse student and staff data to make informed decisions and recommendations. • Strategic planning ability. • Very strong interpersonal and relationship management skills. • Very strong conflict management and negotiation skills. • Very strong decision making and stakeholder management skills under stressful situations in the school environment. • Very strong planning and organising skills. • Superior ability to apply curriculum and pedagogical knowledge.
Technical Knowledge:	<ul style="list-style-type: none"> • Knowledge of Child Protection Acts • Knowledge of Curriculum leadership • Knowledge of curriculum standards and benchmarks • Knowledge of grant identification and application process • Knowledge of Kindergarten legislation requirements • Knowledge of NAPLAN requirements of students • Knowledge of National Curriculum • Knowledge of school funding requirements and obligations • Knowledge of school Work Health and Safety requirements
Qualifications:	<ul style="list-style-type: none"> • Curriculum and / or syllabus development and evaluation • Master of Education or above • Educational Leadership in areas including, but not limited to education staff, curriculum development, curriculum research and spiritual leadership (postgraduate level) • Business Management – budgeting (desirable)
Experience:	<ul style="list-style-type: none"> • Financial and budget management. • Leadership role of crèche and / or kindergarten. • Management of pastoral care programs. • Management of sensitive / difficult student issues in school environment. • School leadership at primary or secondary school, with track-record of achieving excellent student learning outcomes. • Successful identification and award of grant funding opportunities. • Experience with or ability to become familiar with the International Baccalaureate PYP Program.
Personal Qualities:	<ul style="list-style-type: none"> • Support for Anglican school ethos, values and independent schooling • Strategic thinker and innovator – forward-thinking • Creative problem solver • Desire to continuously learn and improve – a passion for innovation • Responsive to the needs of the academic community • High standards of personal care and presentation • Strong interpersonal and communication skills • Maturity of judgement and discretion • Integrity, diplomacy and sensitivity in communicating with a wide range of internal and external stakeholders • Adaptable and resilient under pressure

St John's Anglican College Statement of Principles for Leaders and Managers

The College believes that success as leaders and managers requires:

- A growth mindset
- A positive and proactive approach
- Social competence, including empathy, interpersonal skills and the capacity to motivate others
- The ability to delegate, encourage and empower others
- The ability to use a variety of decision making skills, seeking consensus through collaboration and consultation
- The capacity to build positive and affirming relationships creating trust and harmony
- The ability to coach, mentor and develop skills in other staff
- The ability to communicate the vision and to generate ideas and strategies to support its implementation
- An understanding of school culture and the ability to implement strategies that will support and enhance its development
- A positive approach to reflective practice and continuing professional growth
- Personal qualities including integrity, resilience, and good humour
- The ability to manage stress and live a balanced life

Effective leadership and management at the College will therefore involve:

- Modelling the College's Christian values in all areas of College community life
- Developing and implementing leadership and management approaches that are valued by the College community
- Managing processes for employee's induction, supervision, professionalism, review and development and welfare
- Generating ideas and strategies that enhance and support the implementation of the College's aims, philosophy, goals and culture
- Using decision making processes which include consultation and collaboration and consensus building
- Developing policies and procedures that support the implementation of the strategic direction appropriate to each area
- Reviewing policies and procedures regularly for improvement and to protect the College legally
- Developing operational plans which support the implementation and regular review of the achievement of strategies and actions
- Establishing a culture of reviewing outcomes, using student and staff data, evaluation feedback and client perceptions, to make informed decisions
- Managing budgeting and resources to achieve the College's overall goals for program effectiveness
- Creating and enabling teams to facilitate participation and develop leadership skills in others
- Ensuring that the workplace is safe and secure for all staff and students
- Reporting annually to the Principal on the achievements of each area and future plans for development

Important Information

People who work for St John's Anglican College must comply with the Code of Conduct, relevant legislation, policies and procedures.

- A Safe Ministry Check will be conducted on recommended candidates in relation to any circumstances which exist that may conflict with the candidate's employment at St John's Anglican College.
- People appointed to teaching positions must have current registration with the Queensland College of Teachers and the ability to maintain their registration in accordance with the *Education (Queensland College of Teachers) Act 2005*.
- People appointed to administration or support positions must have the ability to successfully obtain and maintain a Working with Children Blue Card in accordance with the *Working with Children (Risk Management and Screening) Act 2000*.