

## Director of the Junior School (Prep to Year 6)

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Emmaus College is a proudly co-educational Catholic college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation in 2025 was with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

**Our school motto:** To Know Christ

**College Vision:** To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

**College Mission:** Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

### EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

### Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation with the best interests of all students at the forefront and within the confines of College policies and procedures to achieve the goals of the College.

### The Position

The Director of the Junior School is a member of the College Leadership Team and as a member of that team assists and supports the Principal in all aspects of the College. The position holds particular oversight of Junior school; maximising the learning opportunities of all students from the Preparatory to Year 6 in a faith filled Catholic College community.

### The Role:

#### As a Member of the College Leadership Team

- Promotes the Mission, Vision and Catholic ethos in the life of the College community
- Is supportive of the Leadership of the College and publicly exhibits this support
- Works in an honest, open, flexible, creative manner that contributes positively to the operations of the Leadership Team
- Retains confidentiality and professional conduct at all times

- Works actively and positively in the College community to implement directions and decisions of the College Leadership Team
- Provides opportunities for staff input into the Leadership Team considerations and provides appropriate and comprehensive feedback
- Shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect
- Support the Principal in actively seeking to build leadership capacity which embodies critical reflection and continuous growth in professional practice
- Attend, and at times, leads College evening events as negotiated each term
- Represents the College leadership in forums external to the College, maintaining a consistent representation
- Liaises effectively and collaboratively with the Principal in regard to issues relating to leadership of the College
- Acts upon directions from the Principal in regard to the leadership of the College and maintains loyalty to the Principal and the Leadership Team

#### As Head of Junior School and a Member of the Leadership Team

- Give personal witness to Catholic values in carrying out duties
- Leads the College's learning and academic program, articulating a clear, strong vision for excellence
- Inspire and encourage the College community to have high expectations and value excellence
- Enable the most effective delivery of learning programs for all students from Prep to Year 6
- Shares responsibility for College strategic planning and the continued implementation of the priorities established through the College Strategic Plan
- Develops, implements, and maintains appropriate channels of communication at all levels of the College and the local community
- Actively contribute to the development of procedures, structures and programs that create a school climate that is reflective of our ethos and philosophy, forward-looking, global in outlook and up-to-date with 21st-century education
- Accept the delegated responsibility for the overall management of the Junior School, Prep to Year 6
- Support staff in enabling a safe and academically rigorous learning environment for all students
- Works with the Deputy Principal - Students to implement a student pastoral care and wellbeing program
- Works closely with the MACSEYE Kindergarten Coordinator to promote a seamless educational journey

#### Key responsibilities and duties are to

- Act as the point of contact for all Junior School matters, liaising with parents, students, teachers and administrative staff, as required, in relation to the day-to-day organisation and operation of the Junior school
- Work collaboratively with College leaders and teachers in order to ensure developmentally appropriate and engaging learning programs, including specialist programs, are implemented
- Ensure a comprehensive case management approach (STAR) is implemented in relation to student wellbeing
- Maintain and oversee accurate and up-to-date individual records and learning plans for all children in the Junior School
- Ensure that comprehensive, accurate and up-to-date records of all matters concerning student academic progress, wellbeing and involvement in the life of the College are kept
- Maintain a knowledge of contemporary educational theory and practice
- Develop, implement and evaluate strategic projects in learning and teaching
- Create opportunities for a systematic analysis of educational data (e.g. Diagnostic testing, NAPLAN data, PAT data, etc.)
- Foster and promote professional dialogue and a collaborative approach among all teachers
- Ensure the provision of adequate and appropriate resources to ensure the implementation of a high-quality educational program for all students
- Take a leading role in matters pertaining to student enrolment and transition

- Create a culture of the celebration of excellence
- Oversee student involvement in all programs beyond the College grounds, such as camps, excursions, etc.
- Be available as point of contact for relevant camps in case of emergency
- Oversee student attendance, ensuring the student files, attendance/absentee records, records of meetings and other pertinent student information are accurately and appropriately maintained and stored
- Organise the orientation program for new students
- Oversee students' presentation, uniform, order and stewardship of grounds and buildings
- Recognise and actively promote the partnership of parents in the education of their children from Prep to Year 6
- Foster healthy relationships between the College, the Kindergarten and the wider community
- Facilitate the development and maintenance of a school environment which is conducive to optimal learning outcomes and promotes physical safety of all children
- Ensure the College policies are consistently applied in the Junior School
- Oversee Junior School compliance with Victorian Regulation and Qualifications Authority requirements in conjunction with the Director of Business Operations.
- In consultation with the Director of Daily Organisation, ensure adequate staffing at all times
- In collaboration with the College Leadership Team and the Director of Daily Organisation, oversee the Junior School calendar, including assemblies, annual events, information nights and special functions and events
- Organise significant Junior School events, assemblies and information nights, ensuring College protocol is followed and the Leadership Team is informed of the details
- Prepare all reports, articles, letters, circulars and memos pertaining to the operation of the Junior School in conjunction with the Principal
- In conjunction with the Principal oversee the appointment of Student Leaders
- Attend key College functions, in addition to those solely pertaining to the Junior School
- Assist the College Registrar in all aspects of the enrolment process as this pertains to the Junior School, including new student interviews
- Promote Junior School events in the College newsletter, other school publications and the wider community as required, paying particular attention to regular communication via the College's Instagram and Facebook feeds
- Maintain and manage appropriate channels of communication with staff, students and parents, ensuring high-quality, timely and accurate communication at all times
- Assist with decisions made in relation to the individual needs of a student including learning support as appropriate
- Assist the College nurse in ensuring the student medical records are up to date and the medical needs of the students are met
- Teach an appropriate load as allocated by the Principal, approximately 20%

### Planning and communication

- Provide authoritative advice to the Principal in the areas of student needs, curriculum programs and staffing where appropriate
- Prepare, manage and act as a delegate for an allocated budget in the Junior School
- Oversee relevant budgets and ensure appropriate stewardship of resources
- In conjunction with the Director of Education in Faith, monitor the inclusion of liturgies and sacraments so as to promote the faith life of the school
- Work with relevant staff to ensure that the daily operations of the school are carried out effectively and efficiently
- Communicate with the Parent and Friends Association and attend meetings as required
- Assist in the selection and appointment of staff as required

### Policy Implementation

- Be aware of all MACS Policies and College Procedures and advise, where appropriate, the Principal and Leadership Team of implementation processes and/or issues regarding implementation and communicate these effectively to teachers in the Junior School
- Analyse the outcomes and impact of College policies and procedures on the learning and wellbeing within this Catholic College community
- Contribute effectively to policy and procedures development

#### Other Duties as Director of the Junior School

- Approve the final format and play an active role in all Junior School events, public presentations, performances, after-hour formal events and information evenings
- Chair particular College Committees as negotiated with the Principal
- In conjunction with the Leadership Team, coordinate, support and implement the induction program for new teachers and support staff and ongoing professional support through an effective mentor program
- Provide advice and support to staff in professional and work-related areas
- Oversee teacher punctuality and professional conduct
- Play an active leadership role in the evaluation of the effectiveness of College programs and identify strategies for improvement and facilitate appropriate change
- Oversee other programs and activities as designated by the Principal
- **Any other duties as directed by the Principal**

#### Accountability

- The Director of the Junior School is accountable to the Principal
- The Director of the Junior School will work closely and collaboratively with the Deputy Principals to ensure a consistent and whole-school approach to student learning and wellbeing
- Provide regular reports and presentations to the Leadership Team
- Prepare and provide the Principal with a comprehensive Annual Report with supporting statements and evidence, including a critical evaluation of goals

#### Additional Information

- Attendance at evening functions and meetings of a general nature concerning the College is expected; the Director of the Junior school represents the Principal at public meetings, school activities and parent meetings as required
- Actively role model effective teaching by involvement in the academic program
- Involvement in co-curricular programs of the College is expected
- Undertake other duties as required by the Principal from time to time

#### Essential Qualifications and Accreditations

- Full registration with the Victorian Institute of Teaching, including a current National Criminal Record Check
- post-graduate or recognised qualification in teaching, leadership, or wellbeing
- Master's level qualifications or working towards this level is considered important for this leadership role
- hold and maintain an *Accreditation to Teach and Lead in a Catholic School* or upon employment to be working towards such accreditation within a five-year period. Professional learning opportunities for this purpose will be provided.

#### Professional Review

This Position Description is intended as a framework for professional review.

*This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.*