

Deputy Head of Junior School (Maddingley)

POSITION DESCRIPTION

POSITION: Deputy Head of Junior School (Maddingley)

ORGANISATIONAL UNIT: Maddingley Leadership

POSITION STATUS: Full time, ongoing

CLASSIFICATION: Senior Teacher

POSITION OVERVIEW:

The primary responsibility of the Deputy Head of Junior School is to lead staff and students within Prep to Year 4 across the Maddingley Campus. As a Leading Teacher, this position also plays a significant role in the development of the student journey at Bacchus Marsh Grammar and fostering a culture of continuous improvement in teaching and learning. In addition, the position is responsible for supporting the Head of Junior School in the overall management of the Junior School and compliance requirements across all areas and maximizing the effectiveness of teaching and learning Prep to Year 4.

KEY DUTIES & TASKS

1. Educational Leadership

- Collaborate with the Head of Junior School to implement strategies and change processes driven by the Executive Leadership Team, ensuring the School's ethos and values are enhancing the delivery of education with the overarching goal of improving students' level of academic achievement.
- Build teacher capacity to use data to inform curriculum development, pedagogy and student learning growth.
- Collaborate to systematically develop and maintain clear structures to enhance curriculum development, delivery, monitoring and review.
- Supervise the production of all student reports ensuring teaching staff have entered results into the Student Management System, meeting the relevant timeframes.
- Promote school innovation and measure impact to enhance student learning outcomes.
- In collaboration with the Principal and the Head of Junior develop policies pertaining to Junior School operations.
- Contribute to the development and coordination of strategic planning for curriculum development that supports the whole School.
- Lead the enhancement of the curriculum through organization of camps, excursions and co-curricular opportunities.
- Oversee Junior School Leadership Team meetings with Year Level Coordinators and address any complex matters that have been escalated.
- Co-Lead Junior School staff meetings and Professional Learning.
- Facilitate the revision of curriculum development and keep current with curriculum developments in the education industry.
- Represent the Junior School on teams and committees as required.
- Maintain a public face in the School and local community by attending School functions and community events.
- Develop and manage the Junior School co-curricular program.
- Systematically monitor and review Primary curriculum from Prep to Year 4 as required.



2. Pastoral Care of Junior School Students (Welfare and Discipline)

- In collaboration with the Head of Junior Maddingley Campus provide support to all Junior School staff in relation to complex student behaviour management.
- Foster an inspiring and nurturing environment to ensure that there is appropriate pastoral care provided to students and staff, both within and outside the classroom.
- Monitor and enhance student development and performance in consultation with teachers and other key stakeholders.
- Be responsible for student welfare concerns and general discipline matters beyond the management of classroom teachers and year level coordinators.
- Participate in and visit camps as required.
- Refer students to the Wellbeing team, Student Services team and Health Centre for additional support as required.
- Promote Positive behaviour reinforcements and lead the explicit teaching of high expectations and excellence in learning;
- Assist in oversight of the provision of classroom assistance.
- Identify, manage and show leadership in working through staff or parent concerns in a supportive and proactive manner.
- Collaborate with the Deputy Principal Student Wellbeing and Pastoral Care in the development of Prep to Year 4 pastoral care program.

3. Transition and Orientation

- Work with relevant stakeholders on transitional programmes and interview procedures to ensure a smooth transition between Kinder and Prep.
- Conduct enrolment interviews for Junior School as required.
- Work with the Head of Junior School and Deputy Head of Middle School (Maddingley) to ensure a smooth transition for Junior School students as they finish Year 4 before moving into Year 5.
- Coordinate orientation programs for new students that are about to transition to Bacchus Marsh Grammar.

4. Staff Management and Development

- Foster a supportive and collaborative professional environment.
- Assist in staff recruitment and induction processes in collaboration with Principal and the Head of Junior School.
- Ensure ongoing development of professional goal setting and participation in professional development opportunities.
- Actively promote the development of Professional Learning teams and facilitate their work as appropriate.
- Mentor and model for staff within the Junior School as they seek to improve their practice or where they have been put on a Staff Support Plan.
- Model and advocate for the instructional model as directed by the Executive Leadership Team.
- Set an example for teaching staff across the Junior School at the Woodlea Campus in relation to school protocol and policies.
- Manage staff in a collegiate and professional manner.

5. Critical Incidents and Emergency Management

- Assist with school-wide management of, and response to, critical incidents and emergencies;
- Provide individual and group support to students and their families;
- Liaise with external service providers where necessary; and
- Provide advice and support to teaching staff regarding communication to parents in relation to critical incidents and emergency management matters.

6. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, PROTECT Four Critical Actions for Schools: Responding to incidents, disclosures, and suspicions of child abuse, and any other policies or procedures relating to child safety.
- Assist in the provision of a child-safe environment for all students.
- Demonstrate duty of care to all students in relation to their physical, emotional, and mental wellbeing.



- Complete all School assigned learning by the required due date.

7. Managing Self & Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct.
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct.
- Adhere to and cooperate with all OHS policies and procedures and relevant legislation.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Manage own development and professional learning relative to this position.

8. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values.
- Participate in meetings in an active and constructive manner.

9. Other duties

- The incumbent can expect to be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Assistant Principal Head of Junior School (Maddingley Campus). This position has a secondary report to the Principal.
- **Direct reports to this position:** This include Junior School Teaching Staff and Education Assistants.
- **Internal Relationships:** Principal, Senior Deputy Principals, Deputy Principals, Assistant Principals, Heads of Department, Year Level Coordinators, teaching staff and all other employees within the organisation.
- **External Relationships:** Students, parents and other external stakeholders.

WORK DIRECTION/ SUPERVISION

This senior position has a broad range of authority relative to the position, to achieve the position objectives.

- Any issues that involve working outside of the position description need the approval of the position's direct report (Assistant Principal, Head of Junior School (Maddingley Campus) and/ or Principal);
- Guidance is provided in the form of broad policy direction or legislative requirements established through the vision and direction of the School Council and the Principal. This position will normally resolve issues with minimal review by the Principal;
- The incumbent has authority to perform tasks within the limits of documented operational policies and procedures;
- The incumbent has authority to make independent and appropriate decisions as they relate to this position description to the operation of the School, in alignment with principles underpinning School values and strategic objectives; and
- The incumbent has authority to use judgement to determine which issues should be referred to other senior staff, including the Principal.

KEY SELECTION CRITERIA

Qualifications/Licences

- Teacher qualifications.
- VIT Registration.
- A tertiary qualification in one of the disciplines within the School or management/ administration qualifications desirable.



Demonstrated Experience and Skills

- Experience in a leadership role in an educational setting.
- Extensive knowledge of curriculum development, assessment and reporting within Prep to Year 4 (Junior School).
- Demonstrated ability to lead the purposeful use of data to inform curriculum development and result in improved student learning outcomes.
- Demonstrated ability to lead and effectively organise school operation.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School.
- Ability to build a cohesive and effective team.
- Ability to initiate and implement ideas to enhance the School.
- Ability to manage pastoral issues through effective dialogue and process with staff, students and parents.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines and concurrently manage a number of competing tasks.
- Displays strong work-related character traits, including honesty, humility, sensitivity and selflessness.
- Outstanding ability and experience in classroom teaching.

AUTHORISATION

PRINCIPAL APPROVAL

_____ Date: _____
Debra Ogston, Principal

STAFF AUTHORISATION

I have read and agree to abide by the requirements of this position description.

Staff Name: _____

Signature: _____ Date: _____