



Position Description

Position Title	Deputy Head of Junior High
Department	Junior High
Reports to	Head of Junior High
Direct Reports	Year Level Coordinators
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of Deputy Head of Junior High is an operational and developmental leader of Junior High, working in strategic partnership with the Head of Junior High to shape a cohesive, high-performing and student-centred sub-school. This role requires a demonstrated commitment to the education and development of young adolescents and a deep understanding of the pastoral, academic and social complexities of this stage of schooling. The Deputy Head is responsible for ensuring that Junior High provides a safe, respectful and high-expectation environment in which students flourish and staff are supported to perform at their best. In partnership with the Head of Junior High, the Deputy leads the continuous improvement of the Junior High experience.
Key Accountabilities	As a senior member of the Junior High provide leadership and role modelling to achieve high standards of performance, accountability, collaboration, ethics, and integrity; ensure your work is delivered to achieve required outcomes on time and to budget; coach and develop other staff; and demonstrate a strong commitment to a positive workplace culture. Leadership: • Provides visible, consistent and decisive leadership to staff and students within Junior High • Line manages the Year Level Coordinators and is accountable for their performance, development and cohesion as a leadership team • Supports the development of Junior High staff in relation to pastoral care, academic care, wellbeing, behaviour, student engagement and consistent sub-school practice. • Conducts performance and development conversations with YLCs and, where required, other Junior High staff in partnership with the Head of Junior High • Builds a unified and collaborative leadership culture across Years 7–9, ensuring clarity of roles, shared standards and consistent practice • Raises and supports the management of staff conduct or performance concerns within Junior High, in partnership with the Head of Junior High and Head of Academic Staff (7-12) and in accordance with College policy and procedural fairness. • Leads designated Junior High improvement projects and change initiatives as



Position Description

	agreed with the Head of Junior High. Pastoral Care, Academic Care and Wellbeing: - Leads the design, implementation and continuous review of the Junior High Academic Care and Wellbeing framework - Oversees case management processes for students requiring academic, behavioural or wellbeing intervention - Monitors attendance, behaviour and wellbeing data to identify patterns and emerging concerns - Ensures consistent documentation and follow-up of student matters - Ensures behaviour management processes are fair, proportionate and aligned with College values - Partners with Counsellors, Learning Support staff and Curriculum Leaders to coordinate student support - Promotes a restorative culture, where restorative practices are applied consistently and effectively - Maintains oversight of serious student matters and escalates complex or high-risk cases appropriately - Works with Curriculum Leaders, Counsellors, Learning Support staff and Year Level Coordinators to identify students whose learning progress, engagement or wellbeing requires coordinated intervention. Operations: - Manages investigations into significant behavioural incidents - Oversees behaviour and attendance processes for Junior High - Leads parent meetings relating to student conduct, wellbeing and academic concerns in the first instance - Ensures compliance with College policies and relevant legislative requirements - Maintains accurate records relating to student matters - Contributes to risk management processes within Junior High - Deputises for the Head of Junior High when required, including representing Junior High in meetings, events, parent matters and operational decision-making. - Leads key events and operational functions as directed by the Head of Junior High. Student Experience: - Oversees the development and implementation of Junior High assemblies and student leadership programs - Supports the design and review of transition programs across Years 7 to 9 - Works with relevant College leaders to ensure Junior High students are actively connected to co-curricular, service, leadership and character development opportunities. - Encourages recognition of student achievement in academic, cultural, sporting
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Position Description

	and service domains - Monitors student voice initiatives and ensures student feedback informs improvement Strategy: - Contributes to the development and execution of the Junior High annual business plan - Translates Junior High strategic priorities into clear operational plans, routines, projects and practice - Leads designated improvement initiatives as agreed with the Head of Junior High - Identifies emerging trends and risks impacting students, staff or parents - Uses data to inform decision-making and continuous improvement - Supports alignment between Junior High priorities and whole-school strategic direction - Acts as a strategic thought partner to the Head of Junior High
Key Relationships	Internal: Head of College, Deputy Head of College, Senior and Corporate Leadership Teams, Heads of Department, Heads of School / Sub-School Leaders, Year Level Coordinators, Junior High Teaching and Support Staff, Director of Teaching and Learning Innovation, Curriculum Leaders, Counsellors, Exceptional Learners Department, E-Learning Department, Ministry, Corporate Departments, Students External: Parents, caregivers and families, Queensland College of Teachers, Lutheran Education Queensland, Independent Schools Queensland and other education sector bodies, regulatory and government agencies, professional associations.
Committee Membership	Junior High Academic Care and Wellbeing Team Junior High Admin Team Other Committees as required
Selection Criteria	Applicants are asked to address each of the following selection criteria in no more than half a page per criterion. These criteria, together with the applicant's CV and educational philosophy, will inform short-listing and selection. Essential Requirements The role requires: - A Current registration or eligibility for registration, with the Queensland College of Teachers. - Significant experience working in a leadership and management role. - Training and/or qualifications in Lutheran Education are preferable. - Significant experience in Pastoral Care and/or Curriculum. - Proven results working with this age group, along with a strong record of achievement in similar roles that contribute to organisational excellence, high



Position Description

	performance standards, and a positive workplace culture. Knowledge, skills and capabilities SC1: People Leadership and Culture Demonstrated capacity to: - lead and develop staff, including setting expectations, fostering cohesion and managing performance with clarity and professionalism, and - to exercise delegated authority in operational leadership, including managing investigations, parent concerns and staff matters in alignment with College policy. SC2: Strategic and Operational Leadership Demonstrated experience in leading and sustaining initiatives that align with strategic priorities and improve student outcomes within a sub-school or similar context. SC3: Student Wellbeing, Behaviour and Pastoral Care Demonstrated expertise in student management, pastoral care and wellbeing systems, including the ability to manage complex student matters with sound judgement and procedural fairness. SC4: Curriculum, Pedagogy and Student Learning Demonstrated ability to analyse and use academic, attendance and wellbeing data to inform intervention and strengthen student learning and engagement. SC5: Middle Years Education Demonstrated understanding of middle years education and the developmental needs of young adolescents, with a commitment to building high-expectation, supportive environments. SC6: Respectful Relationships Demonstrated ability to build and sustain professional, respectful and productive relationships with staff, students and parents, including managing challenging conversations constructively. SC7: Communication and Community Engagement Demonstrated highly effective written and verbal communication skills, including the ability to represent the sub-school with confidence and clarity. SC8: Personal and Professional Leadership Demonstrated ability to: - exemplify care, dignity, and respect, delivered through high personal accountability for professional workplace conduct, and - executive presence, integrity, resilience, sound judgement and personal accountability, with a commitment to high standards, collaboration and the College's aspiration of Plus Ultra – More Beyond. SC9: Christian Ethos An understanding of, respect and demonstrable support for the College's Christian ethos.
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Position Description

Job Details	
Position Status	Position of Added Responsibility Maximum Term Contract– Full Time
Hours of Duty	Full time - 38 hours per week Monday to Friday, 8am to 4pm This is an all-year leadership position, with responsibilities extending across term time and non-term time periods to support the effective operation, planning and leadership of Junior High.
Classification	Teacher Proficient 1-7 Positions of Added Responsibility (Other) – Curricular Leader 1
Annual Allowance	\$28,974.00 per (per annum)
Annual Salary	Determined based on teacher classification. Ranges from Teacher Proficient 1 - \$99,162.00 to Teacher Proficient 7 - \$124,349.00 (based on 1 FTE Teacher wage rates as of 1 July 2026) Terms and Conditions – Please refer to the Employment Contract, which may or may not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 . not include reference to the Queensland Lutheran Schools Single Enterprise Agreement 2024 .
Superannuation	12.75% employer contribution from 1 July 2025
Location	St Peters Lutheran College – Indooroopilly 66 Harts Road, INDOOROOPIILLY QLD 4068
Professional Behaviours	Applicants are expected to respect and uphold the College's Mission of "Excellence in Christian Co-Education", support the Christian ethos of St Peters Lutheran College, and uphold the Code of Conduct and Valuing Safe Communities standards. All employees are expected to demonstrate courtesy, co-operation and teamwork with fellow members of staff, and actively and effectively participate in reasonable directions provided.
Child Protection	All employees of St Peters are required to complete annual Child Safety Training. New employees must complete this training upon commencement, and/or provide certificate of completion from previous workplace. Employees must understand and adhere to the College's Child Protection Policy and Procedures.



Position Description

Job Details	
Health & Safety	All employees are required to take reasonable measures to protect their own health, safety and wellbeing, and that of others, and to follow all reasonable Health and Safety policies, guidelines, and directions. Managers hold additional accountability for operational management of safe work practices in their area, including making appropriate resources, information, and training available to their team members.
Policies & Procedures	Employees are expected to understand and act in accordance with St Peters policy and procedure documents that are available on the College's intranet, relevant legislation and directions within the employment contract and/or <i>Queensland Lutheran Schools Single Enterprise Agreement</i> and take the responsibility to maintain currency with these.
Compliance Requirements	Right to work in Australia Current Blue Card and/or Queensland College of Teachers Registration. Identified positions will require additional security clearances. All successful candidates will be required to obtain and maintain currency and levels of security clearance. Timely completion of mandatory training requirements and training relevant to their role.
Other Relevant Information	The College will conduct relevant and required applicant checks which includes and is not limited to, contacting current and previous employer(s) to substantiate employment history, past conduct and performance. St Peters Lutheran College aims to be a preferred employer by fostering and valuing diversity, ensuring equitable and fair treatment for all, and respecting and upholding human rights. The College is committed to increasing the participation rate of Aboriginal and Torres Strait Islander people through best-practice recruitment methods and producing positive training and employment outcomes for Aboriginal and Torres Strait Islander people within the wider communities. The collection and handling of information will be consistent with the requirements of the <i>Privacy Act 1988</i>.
Further Information	Further information about St Peters can be found at www.stpeters.qld.edu.au

Reviewed and approved by People and Culture: 22 June 2026