

Position Description

Position Title	Interim Deputy Head of Primary Years
Department	Primary Years (Prep - Year 6)
Reports to	Head of Primary Years
Direct Reports	N/A
Purpose and Objectives	St Peters Lutheran College is the pre-eminent coeducational day and boarding school in Brisbane. The position of Interim Deputy Head Primary Years will take direction from the Head of Primary Years. The incumbent plays an important role in the managing and leadership as part of a team, with each member allocated specific roles. Teamwork in relation to leadership is also essential. The College is committed to the process of restorative practices in interactions with students, parents and staff; and the Interim Deputy Head Primary Years must be committed to its implementation and development. The primary purpose of all staff members is to actively support and assist in the delivery of the Mission of St Peters Lutheran College 'Excellence in Christian Coeducation'. Key to the success of this role is: • To develop and implement programs and provide pastoral care through restorative practices and St Peters Academic Care and Wellbeing Architecture to students in the Primary Years. • To provide key administrative assistance to the Head of Primary Years. • Be aware of, communicate, support and implement whole school values, aims, policies, objectives and practices. • To model best practice teaching and learning classroom practice in an area of expertise as negotiated with the College. • To reflect the ethos of the College as both a Lutheran institution and a P – 12 college.
Key Accountabilities	As a senior member of the Primary Years Department, 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. • Student Pastoral Issues – in liaison with the Head of Primary Years: - Oversee all aspects of the pastoral care program in operation for the students, families and staff in the Primary Years, and monitor the students in this area. - Liaise with parents, students, staff members and senior staff of the College on student –related issues and concerns particularly in relation to behaviour management. - Be the first point of contact, to follow through issues pertaining student wellbeing (social, emotional, spiritual and behavioural).



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- Encourage, guide and professionally develop staff in the social and emotional needs of the students and the effective use of Pastoral Care programs in the Primary Years.
- Deputise for the Head of Primary Years as necessary:
- In the absence of the Head of Primary Years, perform all the roles of the Head of Primary Years in an acting capacity.
- As directed, perform any duties to support the Head of Primary Years.
- Organisational requirements - produce and be the first point of contact tasks such as timetabling, duty rosters, assembly agendas and the likes.
- Oversee and support staff in the organisation of key Primary Years events.
- Be an active member of the Primary Years Leadership team and provide support to build community within the sub-school.
- Work in support of the Head of Curriculum P-6 to assist in the implementation of State and National requirements together with the International Baccalaureate Primary Years Programme.
- To liaise with personnel in the P-6 context as well as other areas of the College with regards to the facilities, resources and programming in an area of expertise.
- To lead in the investigation and development of best practice for age-appropriate leadership structures and capacity for students.
- Other responsibilities:
 - Teach classes as directed.
 - Attend professional development - workshops and conferences, as directed
 - Other duties as directed by the Head of Primary Years or Head of College.

Skills

- Communicate sensitively and confidentially with staff, parents and students.
- A high degree of teaching competence and be vitally concerned about the needs of students.
- A high degree of flexibility.

Abilities

- Able to demonstrate high levels of personal initiative and responsibility.
- Able to work collaboratively and develop a positive rapport with staff within the whole College.
- Able to network with relevant people in Lutheran Education Queensland (LEQ), Education Queensland (EQ) and Independent Schools Queensland (ISQ).
- Able to facilitate, develop and maintain working relationships with other members of the various staff teams.
- Demonstrate a strong commitment to the ethos of Lutheran Education.
- Strive for honesty and integrity.
- Able to adapt to a new and changing environment.
- Prepared to work outside normal hours on special projects or tasks.



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	Workplace Health & Safety: - The Interim Deputy Head Primary Years is also accountable for the day-to-day control of their respective area of operations regarding Workplace Health and Safety. - In addition to the mandatory duties and obligations imposed by the statutory requirements, the Interim Deputy Head Primary Years must be familiar with the <i>Work Health and Safety Act 2011</i> and the policies and procedures associated therewith. - The Interim Deputy Head Primary Years must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, reporting all hazards and incidents to People and Culture.
Key Relationships	Internal: All Primary Year staff, Corporate and Academic, Families and Students External: School Partners and others as directed by the Head of Primary Years
Committee Membership	As directed by the Head of Primary Years
Selection Criteria	These selection criteria will form the basis to assess applicants for short-listing and determine the successful candidate. Experience and qualifications SC1: Suitable Qualifications - A Queensland Teacher Registration and further Training and/or qualifications in Lutheran Education and the International Baccalaureate Primary Years Programme, would be highly regarded. Personal capabilities SC2: The ability to communicate and influence - Must have highly effective written and verbal communication skills SC3: The ability to manage relationships - Must have the ability to manage human relationships including parents, colleagues and students while creating a culture of collegiality - Must demonstrate the ability to work collaboratively with other members of the Primary Years community as well as staff from other sub-schools SC4: Commitment to Restorative Practices - Demonstrated ability to lead and build pastoral care through the lens of restorative practices and age-appropriate programs - Sensitivity to student needs and the capacity to develop strategies to assist these SC5: Capacity for Leadership and Self-Management - Participate in decision-making, team building and the ability to accept, promote



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	and manage change. SC6: Capacity to model personal integrity Must have the capacity to model exemplary standards of personal integrity as well as a commitment to personal professional development
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Job Details	
Position Status	Maximum Term, Full Time
Hours of Duty	Full time - 30 programmed hours per week 40 school calendar weeks per year
Classification	Position of Added Responsibility – Curriculum Leader 1
Annual Salary	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 .
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.
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.



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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 Queensland Lutheran Schools Single Enterprise Agreement 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