



**ST HILDA'S SCHOOL  
GOLD COAST**

**POSITION DESCRIPTION**

St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. We seek to share with the girls the values, knowledge, skills, voice and faith to enrich our world for living our motto, *Non Nobis Solum, Not for Ourselves Alone*.

St Hilda's School is owned by the Diocese of Brisbane and the School Council is appointed by the Archbishop in Council. The major functions of the School Council are the appointment of the School Principal, the fixing of the annual budget and the fixing of school policy. The Principal, in the role of Chief Executive Officer is responsible for the day-to-day running of the School. All staff are responsible for carrying out their duties

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to the Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative performance
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example
- Maintain professional competence and current knowledge in appropriate professional areas
- Consistently demonstrate commitment to the core values of the School of love, compassion, forgiveness, hope and grace
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times

**Position:** **Deputy Head of Junior School**

**Classification:** **Fixed Term, Full Time 5-Year Tenure Contract  
Promotional Position; Junior School Leadership  
Team**

**Reports to:** **Deputy Principal - Head of Junior School through to  
Principal**

**Direct Reports:** **Nil**

**Key Relationships:** **Deputy Principal - Head of Junior School  
Principal  
Head of Teaching and Learning – Junior School  
Senior Leadership Team  
Timetabling Officer  
Teaching and Teaching Support Team – Junior  
School**



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### **POSITION PURPOSE**

#### **The Role of Deputy Head of Junior School**

The Deputy Head of Junior School's primary role is to provide support and service to the Principal and Deputy Principal - Head of Junior School and assumes the role of Acting Head of Junior School in the absence of the Deputy Principal - Head of Junior School for staff, students and the general school community for Prep to Year 6.

The Deputy Head of Junior School is a teacher, administrator and leader, and in this capacity, is expected to be a strong role model for teachers. Therefore, this role is required to undertake a teaching load. This will reflect the balance between staffing requirements and role responsibility as negotiated with the Deputy Principal - Head of Junior School. The Deputy Head of Junior School will collaborate as required and demonstrate loyalty, confidentiality and support for the Deputy Principal - Head of Junior School, Principal and the School ethos at all times.

### **KEY AREAS OF RESPONSIBILITY**

#### **Leadership – Pastoral Care**

- Enact the Junior School's Pastoral Care Framework and provide support to staff and students in alignment with the Pastoral Care Framework and Behaviour Expectation of the Junior School
- Coordinate Pastoral Care Values program across Prep-Year 6 in alignment with Australian Curriculum
- Attend and support curricular and co-curricular activities and events, when requested or required
- Liaise with families and teachers in response to individual student needs and wellbeing
- Facilitate effective communication practices to support school practices and ensure student wellbeing
- Lead the delivery of the Pastoral Care Values Program in Junior School classrooms

#### **Administration**

- In consultation with the Deputy Principal - Head of Junior School construct and maintain the Junior School Timetable
- Assist the Deputy Principal - Head of Junior School with the preparation of the Junior School Hours of Duty
- Assist in the employment of staff when required
- Where required, conduct tours and enrolment interviews with new students and parents
- Administration of Child Protection requirements and management of volunteers and visitors to Junior School through induction programs and effective record keeping
- Assist the Deputy Principal - Head of Junior School and the Head of Teaching and Learning – Junior School with the management of the Junior School Academic Assemblies and Speech Day requirements
- Organise and implement rosters for replacing absent staff
- Be responsible for Playground Duty and other Supervision Rosters



## ST HILDA'S SCHOOL GOLD COAST

- When appropriate, contribute to the Junior School News sections of School publications
- Assist the Deputy Principal - Head of Junior School Staff Briefing and Staff Meetings
- Organise the Junior School's Assembly Rosters
- Organise the Junior School's Chapel Rosters
- Organise and maintain the Junior School Term and Yearly Calendars
- Liaise with the Deputy Principals in all matters pertaining to whole school functions including such events as Speech Day, St Hilda's Day
- Liaise with the Heads of House and the Junior School Sports Coordinator regarding House Competitions, results and collation of details of Andrew's Cup and Club Sports requirements
- Assist with the organisation and timing of incursion/excursions/camps to ensure that they are timed to minimise impact on teaching time and ensure they do not conflict with other school events
- Liaise with the Head of Teaching and Learning – Junior School and EA to the Deputy Principal - Head of Junior School regarding information in relation to Junior School events relevant to the construction of the Junior School Term and Yearly Calendar related to incursions/excursions/camps
- Assist with Junior School Supervisions, booking relevant relief staff and liaising with JS Reception staff to ensure all staff absent are covered

### **Pastoral Care, Wellbeing and Behaviour Management**

- Liaise with the Head of Teaching and Learning – Junior School in regard to the wellbeing and pastoral care needs and issues pertaining to students and staff
- In conjunction with the Head of Junior School, Head of Teaching and Learning – Junior School and Heads of House, develop and manage a Years 3-6 Junior School Leadership Program
- Oversee and liaise with key staff and student leaders in the operation of the Junior School Student Representative Council
- In consultation with the Deputy Principal -Head of Junior School and Junior School Sports Coordinator/Andrews Cup Coordinator and the Junior School HPE staff, manage all staffing issues associated with the management of these carnivals
- Attend the Prep-Year 2 and Years 3-6 Assemblies
- Attend the Prep-Year 3 and Years 4-6 Chapels
- Assist with award recipient identification through collation of data and records
- Review, maintain and communicate and embed the pastoral and wellbeing program through the scope and sequence document
- Oversee the Student Needs referral process, including scheduling meetings and maintaining records
- Assist the Deputy Principal - Head of Junior School, Head of Teaching and Learning – Junior School and Human Resources Manager with staff pastoral care
- Provide guidance to staff in regard to interpersonal matters relating to the Junior School
- Assist with Junior School staff appraisals
- Assist with student pastoral care, programming and management



## **ST HILDA'S SCHOOL GOLD COAST**

### **Representation**

- Assist the Deputy Principal - Head of Junior School in representing the School at official functions
- Represent the Deputy Principal -Head of Junior School when requested
- Assist with presentations at information evenings, parent workshops, staff meetings and professional development
- Attend Parent Support Group meetings as required

### **Support**

- Be a positive line of communication for all staff members
- Provide loyal, confidential and honest support to the Deputy Principal - Head of Junior School
- Be completely supportive of the whole School
- Support the Anglican ethos of the School

### **TEACHING DUTIES**

As negotiated with the Deputy Principal - Head of Junior School

### **PROFESSIONAL DEVELOPMENT**

- undertake appropriate professional development to maintain Queensland College of Teachers (QCT) requirements
- the appointee to this position will be required to undergo a performance review involving goal setting with the Deputy Principal – Head of Junior School
- all appointees holding Promotional Position status will be involved in a regular process of Professional Reflection and feedback

### **SELECTION CRITERIA**

#### **SKILLS, KNOWLEDGE AND ABILITIES**

- Experienced in Anglican faith practices, with an awareness to promote in students and colleagues high ideals of love and service to God and to the community
- Experienced classroom practitioner with the ability to motivate and inspire other teachers to keep their teaching practice current through the use of research and new technologies
- A professional, visible leader with a proven ability to build strong relationships based on trust and collaboration
- Advanced communication skills, with proven success in leading and influencing change across a variety of stakeholders including students, staff, families and community
- Ability to actively listen to leadership, staff, students and parents
- Demonstrated experience in leading projects and managing resources
- High level knowledge, understanding and operational capacity of ICT systems, particularly Learning Management Systems, Timetabling Software, Data Analytics and curriculum-related software tools
- Ability to lead strategic decision making in timetabling with relation to staffing classes, curriculum, staffing and structures



## **ST HILDA'S SCHOOL GOLD COAST**

- Strong emotional intelligence with the ability to inspire and develop others whilst supporting the Deputy Principal - Head of Junior School and Senior Leadership Team
- Demonstrated belief in inspiring young women to reach their full potential
- Ongoing commitment to life-long learning

### **QUALIFICATIONS**

- Eligibility to work in Australia and current QCT Registered Teacher
- Current QCT, Exemption Blue Card, First Aid, CPR (including Asthma and Anaphylaxis due to interactions with Pre-Preparatory and Outside School Hours Care students
- Post Graduate Qualifications highly regarded

### **OTHER DUTIES**

Perform other such duties as are from time to time required by the Deputy Principal - Head of Junior School

**All staff at St Hilda's School are to:**

#### **DUTY OF CARE:**

- Be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative.
- Take responsibility for pastoral needs, Duty of Care and the standards of behaviour of students inside and outside the classroom. This includes students you do not teach.
- Act as an appropriate role model for students.
- Actively support the Responsibilities and expectations for Anglican Schools and Education and Care Services and insist on acceptable standards of behaviour in students.
- Encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships.
- Know and implement Emergency and Accident procedures.
- Follow Workplace, Health and Safety procedures.
- Be punctual to classes, roll calls, House meetings, assemblies, Chapel services, and playground duties.
- Report irresponsible or improper behaviour to the Deputy Principal - Head of Junior School or their delegate, indicating what action you took.
- Report student problems (academic/personal) to the Deputy Principal - Head of Junior School or their delegate, indicating what action you took.
- Report continuing or significant behavioural problems and academic problems to the Deputy Principal - Head of Junior School at the earliest opportunity.
- Report failure to complete homework to parents as and when it occurs.



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**PASTORAL CARE:**

**Provide supportive and effective Pastoral Care by:**

- Insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships
- Encouraging students to use pastoral care and personal development opportunities provided
- Reporting students' needs promptly to the Head of Junior School or their delegate
- Ensuring that the School environment remains clean and pleasant
- Participating in the co-curricular life of the School

**CLASSROOM / CURRICULUM:**

**Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:**

- Teaching the timetable of classes allocated
- Noting and reporting absent students
- Supervising other classes as required
- Striving for good teacher practice
- Being innovative where appropriate
- Using technology as a tool for teaching
- Catering for individual differences (in ability, personality and need) in students
- Catering for different learning styles
- Giving students and parents regular feedback (oral and written) on academic performance and behaviour
- Keeping abreast of changes in your Junior School Curriculum and assessment procedures for evaluation and measurement
- Following School policy in relation to academic matters, unit planning and QCAA and government requirements including NSSAB
- Attending professional development activities to improve teaching and pastoral skills and knowledge
- Providing reports to parents at meetings, interviews and in writing as required.
- Participate in the St Hilda's Outdoor Education Program, excursions and year level organised events
- Complete assessment, reporting and parent teacher interviews as required

**GENERAL**

**Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:**

- Ensuring daily behaviour reflects the School's ethos and values
- Fulfilling responsibilities outlined in the School's Child Protection Policy
- Ensuring records of communication are maintained and provided to other relevant staff members as required
- Communicating effectively with all teaching staff, parents, students and all other staff
- Playing an active role in supporting the cleanliness and safety of the school site
- Encouraging cooperative parent contact and fostering positive community attitudes toward the School.
- Following safe working procedures developed for the School
- Completing an Incident Report Form for all incidents that occur via the Staff Portal as soon as possible
- Reporting any Workplace Health and Safety concerns or hazards immediately to the Facilities Department



## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

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 the 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 unrepeatable.
- 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 practised.

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; and
- respond 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.

### **Other duties as may be required from time to time**

- Given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.



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**VERIFICATION**

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

**Position Holder:**

Name: .....

Signature: .....

Date: .....

**Deputy Principal – Head of Junior School**

Name: .....

Signature: .....

Date: .....