



ST HILDA'S SCHOOL
GOLD COAST

Recruitment Position

Deputy Head of Junior School

Registered CRICOS Provider No. 00510M

Inspiring Women for more than a century

St Hilda's School is an Anglican Day and Boarding School for girls from Pre-Prep to Year 12.

For more than a century, St Hilda's has provided an outstanding environment for girls' education, delivering the highest standards in teaching, boarding and pastoral care.

Our aim at St Hilda's School is to create a nurturing and engaging learning environment which inspires young women and equips them with the values, knowledge, skills and confidence they will need to reach their full potential, and to serve, shape and change the world. We celebrate intellectual pursuit and consider learning to be a privilege, a joyous life-long journey for both students and staff.

Our 14-hectare campus is located on Queensland's beautiful Gold Coast, where studies are complemented by access to beautiful beaches, rainforests, a vibrant CBD and major sporting facilities.

Our Boarding House is a home-away-from-home for 180 girls from Years 6 to 12, representing families locally and from rural Australia, interstate and overseas.

From modern facilities to stained-glass windows, we honour our century-old heritage while providing first-class spaces designed for optimal learning, training, community and creativity.

As an Anglican School, we are guided in all things by Christian values. Non Nobis Solum (Not For Ourselves Alone) is the heartbeat of St Hilda's School; the motto guides the traditions of leadership, learning and community service, encouraging students to lead positive change in their world, in their way.

We invite you to take a virtual tour of our campus by clicking here <https://sthildas.youtour.com.au/>



Position Purpose

The role of the Deputy Head of Junior School

Background

St Hilda's mission is to offer a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. Our students and staff value love, compassion, forgiveness, hope and grace. Our world is constantly changing, and our challenge is to ensure that St Hilda's is prepared to take advantage of the opportunities that change brings and continue to evolve. We need to be creative with our approach to learning and teaching and enrich, protect and nurture the lives of the young women in our care. We have a responsibility to ensure a sustainable future for the School, remain relevant to the community and strive to leave a positive global footprint. A key driver is the need for future young women to be well educated, but to also demonstrate behaviours and attitudes which align with our motto, *Non Nobis Solum* - Not for Ourselves Alone, and be empowered to serve, shape and change the world.

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.



Appointment

Commencement

The Deputy Head of Junior School is a full-time role, five-year contract commencing January 2025.

Remuneration

Remuneration will be commensurate with the experience of the successful candidate. This is equivalent to a Senior Leadership Promotional position as per The Queensland Anglican Schools Enterprise Agreement 2021.

Staff Benefits

The School offers 25% discount for children of staff who attend St Hilda's School or The Southport School.

Comprehensive Staff Wellbeing Program and Employee Assistance Program

Complimentary Staff Car Parking

Complimentary Staff Gym

Light rail public transport right near the School

Located minutes from the Gold Coast Broadwater



Primary Role Purpose

The role of the Deputy Head of Junior School

Reports to: Deputy Principal – Head of Junior School through to Principal

Classification: Member of the Junior School Leadership Team

Key Relationships: Deputy Principal – Head of Junior School
Deputy Principal - Head of Senior School
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



Primary Role Purpose

Key areas of responsibility

The Deputy Head of Junior School will promote the goals of the School by:

1. 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

2. 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
- 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



Primary Role Purpose

Key areas of responsibility

3. 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 regarding interpersonal matters relating to the Junior School
- Assist with Junior School staff appraisals
- Assist with student pastoral care, programming, and management



Primary Role Purpose

Key areas of responsibility

4. 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

5. 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

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
- all appointees holding Promotional Position status will be involved in a regular process of Professional Reflection and feedback

TEACHING DUTIES AND PROFESSIONAL RESPONSIBILITIES

- teach according to Promotional Position requirements as negotiated with the Deputy Principal – Head of Junior School each semester
- undertake continuing professional development
- perform other such duties as required by the Deputy Principal – Head of Junior School



Selection Criteria

Skills, Knowledge, and Experience

- 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 using 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 and 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
- 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 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

To view the position description please refer to our website <https://www.sthildas.qld.edu.au/employment/>



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