

Position Details

Position	Deputy Head of Junior School
Award	Educational Services (Teachers) Award 2020
Agreement	Trinity Grammar School, Kew – Enterprise Agreement 2023
Salary Level	POR 5
Position reports to	Head of Junior School
Direct reports	Heads of Year Coordinators

Position Summary

Guided by the strategic plan and in partnership with key stakeholders, the Deputy Head of Junior School is an integral part of the Junior School Leadership Team and will enact and shape Trinity Grammar's vision and direction for student learning and wellbeing across the whole School. The Deputy Head of Junior School, in collaboration with the Head of Junior School and Director of Wellbeing is responsible for the development and implementation of a Junior School wellbeing program, aligned with the whole school wellbeing framework. The Deputy Head of Junior School is responsible for overseeing the pastoral structures within the Junior School and collaboratively engaging with the Head of Junior School and Heads of Year, Cocurricular and Curriculum leaders to lead, support and care for pastoral wellbeing and school engagement of students. The Deputy Head of Junior School will demonstrate a strong ability to implement strategies to promote social and emotional learning, as well as positive learning behaviours. This role will also lead the operational management of the Junior School ensuring the rich program offered our students runs smoothly and safely.

The Deputy Head of Junior School will work collaboratively with the Director of Wellbeing, Wellbeing Coordinator (Senior School) and the Junior School Leadership Team to deliver on the School's commitment to Personalised Wellbeing. A key component of this role is to assist in the development and implementation of the School's personalised wellbeing approach.

As Deputy Head of the Junior School, you will build strong and trusted relationships across the school and deputise for the Head of Junior School as needed. As a member of the School's leadership team, you will engage in behaviours that reflect a shared understanding of outstanding leadership practice, respect, positive behaviours, collaboration and supporting other leaders and proactively seek feedback as they reflect on the strengths and opportunities for growth in their own leadership.

The Deputy Head of the Junior School will support and contribute actively to the Christian life of the School as an affiliate of the Anglican Church.

Teaching Staff Commitment

All teachers are expected to support our students in our three academic pillars of curricular, co-curricular and pastoral care. All teachers are expected to teach vertically across a range of year levels, years ELC, Prep – 6 in the Junior School and years 7 – 12 in the Senior School. Teachers are expected to support and extend the school's ethos and culture, foster in their students the enjoyment of learning and challenge, provide opportunities for students to have a whole of school experience, while striving for a broad world outlook. Staff must continue their professional development and participate in any mandatory training provided by the School.

Teachers are employed in accordance with and under the Educational Services (Teachers) Award 2020 and the Trinity Grammar School, Kew - Enterprise Agreement 2023.

Responsibilities and Duties

Wellbeing

- Collaboratively develop and implement a best practice pastoral and wellbeing that aligns with Trinity's whole school Learning and Wellbeing framework and wellbeing program model to support the learning and engagement of students.
- Working collaboratively with the Head of Junior School to drive improvement in the Junior School student wellbeing program and ensure student wellbeing needs are met.
- Work closely with key internal stakeholders such as Director of Wellbeing and Head of Counselling regarding wellbeing, student safety and staff capability.
- Work closely with key internal stakeholders such as Director of Leadership, Director of Wellbeing and Head of Counselling regarding wellbeing, student safety and staff capability.

Learning and Development

- Provide support, leadership and guidance to Heads of Year and classroom teachers in the resolution of any significant student issues and be a key contact for the Head of Years and staff.
- Lead and collaborate with the Heads of Year to support the pastoral wellbeing and behaviour management of all students in the Junior School.
- Measure and evaluate data that underpins academic progress, including indicators such as attendance, punctuality and alignment to Trinity values.
- Actively build staff capacity in pastoral care and behaviour management through support, coaching, education and feedback. This will include leading professional learning for staff.
- Develop collaboratively any associated policies and systems relating to student behaviour, consequences and recognition programs.

Staffing and timetabling

- Working collaboratively with the Head of Junior School to oversee the staffing, logistics and timetabling.
- Support the Head of Co-curricular and Sport to ensure student and staff needs are met for a successful Junior School co-curricular program.
- Provide administrative and event management support as part of the Operations team to prepare for all major dates managed by Operations and events significant to the Junior School calendar.
- Support the Operations Coordinator in the timetabling and duties coverage to ensure the school is compliant with its duties and child safety obligations.
- Proactively lead by being involved in key events for parents such as Information Nights, Sport and Trinity Events. This would include preparation of any associated materials.
- Supporting the school's recruitment and development of staff

Junior School Leadership Team

- Deputy for the Head of Junior School in their absence.
- As part of the Junior School leadership team, collaborate with other members of the school leadership team to support the Head of Junior School and strategic direction of the school.
- Policies and procedures related to the operations of the Junior School are regularly reviewed and updated.
- Junior School staff are compliant with all training and education provided to them
- Become an integral part of the below committees:
 - School Operations Team
 - Junior School Management Team
 - Junior School Leadership Team

Key Working Relationships

- Head of Junior School
- Deputy Director of Teaching and Learning (Junior School)
- Heads of Year
- Junior School Staff
- Director of Wellbeing
- People & Culture team
- Director of Leadership

Knowledge and Skills

- Achieved or working towards a postgraduate qualification such as Master of Education, Educational Leadership, Wellbeing or equivalent would be advantageous.
- A deep understanding of the wellbeing needs of primary aged students
- A forward thinker with a collaborative problem-solving approach to issues, challenges and improvements.
- Strong organisational skills, particularly in event planning

- Excellent interpersonal skills that are evident through effective communication across the School and building and maintaining constructive working relationships.
- Adaptable and flexible work ethic with a good understanding of the evolving nature of schools.
- Demonstration of patience and empathy.
- Ability to champion and embody the School's values through conduct, performance and collegiality.
- A positive mindset, high emotional intelligence and the ability to think analytically and problem-solve.
- A reliable and dependable person who displays professional integrity.

Personal Qualities

- Ability to build strong connections with students
- Capacity for knowing students and associated needs
- Ability to foster student leadership and growth
- Collaborative leadership approach
- A strong capacity for patience and empathy in fostering a culture of care, innovation, and high performance
- Building and maintaining strong professional relationships within and across teams
- A positive mindset, high emotional intelligence, and the ability to think analytically and problem-solve
- A reliable and dependable person who has good professional integrity

Our Values

- **Truth** – seeking understanding.
- **Service** – putting others first.
- **Community** – connecting and learning together.
- **Courage** – being our best selves.

Policies and Procedures

All employees of Trinity Grammar School are expected and required to understand and adhere to all school policies and procedures. It is a condition of employment that all employees attend and participate in all training provided to them regarding policies and procedures in accordance with legislative requirements. A breach of school policy may result in disciplinary action.

Child Safety

Trinity Grammar is a school where the dignity of each person is recognised, respected, and fostered. The School has zero tolerance for child abuse and will treat very seriously all allegations and concerns. In line with its commitment to child safety, the School has put in place policies and procedures to uphold the Victorian Child Safe Standards. These standards aim to promote child safety, prevent child abuse, and set up processes to properly respond to allegations of child abuse.

All Staff at Trinity Grammar School are required to:

- Have current VIT registration or a current employee Working with Children Check;
- complete all mandatory reporting training and education about child safety;
- adhere to the School's Child Protection Policies, Staff Code of Conduct and associated policies and procedures;
- report suspected cases of child abuse in accordance with the School's policies.

Occupational Health and Safety

All employees must:

- take reasonable care for their own psychological and physical health and safety;
- take reasonable care not to adversely affect the health and safety of other persons;
- comply with reasonable health and safety instructions, as far as they are reasonably able, and
- cooperate with reasonable health and safety policies or procedures.

Approval

Developed by	Office of People & Culture
Approved by	Principal or delegate
Approval date	August 2024
Next review date	August 2027