



Head of Junior School

Position:	Head of Junior School
Salary & Conditions:	Band 2, Level 4 In accordance with the College Enterprise Agreement
Superannuation:	SGL Employer contribution
Employment Type:	1.0 FTE (Full-time 5 year contract – see “Terms & Conditions”)
Commencement Date:	January 2018
Line Manager:	Principal
Closing Date:	Monday 21 st August 2017 at 5pm

COLLEGE OVERVIEW

Emmaus Christian College is an R-12 school seeking to provide a high quality Christian education to children and young people who are from Christian families that are actively involved in their local church and other families who fully support the involvement of their children in the Christian teaching, life and expression of the school.

It is critical to the College that our Christian beliefs are lived and modelled by our teachers. Therefore we seek to employ staff whose lives are a genuine reflection of their Christian faith.

The College is organised into three sub-schools, Junior (Rec – Yr 6), Middle (Yrs 7 – 9) and Senior Yrs 10 – 12) and has a total enrolment of approximately 700 students.

The College is a low fee school which is affordable and accessible for students from a wide range of family backgrounds.

KEY PURPOSE

The Head of Junior School works closely with the Principal, Leadership team and staff, and is responsible for students’ high level outcomes and personal qualities as graduates of an authentic Christian College. Broadly this Senior Leadership role involves:

- Educational leadership and vision for the Junior School learning community
- Development of staff
- Pastoral care through policies, systems and at times, direct intervention
- Organisational and management structures integral to Junior School
- Community engagement

The College plans to establish a second Junior School campus (ELC to Year 6) at Brooklyn Park and it is anticipated that this role may develop to oversee both campuses.

KEY RESPONSIBILITIES AND OUTCOMES

Leadership & Vision

The Head of Junior School has a key role to work with the Leadership team and the Board of Governors to discern and clarify vision for the College and the application of this to the Junior School. There are a number of areas of responsibility, including to:

- Work in collaboration with the Principal and Leadership team in:
 - Setting strategic directions
 - Motivating, inspiring and aligning practice with College Vision, Mission, Philosophy and Purpose
 - Policy development
- Encourage staff to provide a positive and supportive learning environment where student achievements are acknowledged
- Establish and strengthen a strong sense of community across stakeholders
- Take up and lead an R-12 portfolio area consistent with the College Strategic Plan (to be negotiated with, and approved by, the Principal)
- Lead and support staff in spiritual areas and support them to be authentic Christian teachers
- Develop and encourage professional collaboration
- Facilitate the devotional life of Junior School staff, and together with the wider Leadership team, the devotional life across the College

Organisation and Management

The Head of Junior School (together with the Principal and Deputy Principal) will have input to and oversight of the quality of organisational structures that deliver curriculum and pastoral care. Oversight for the running of events and communication with parents is part of this role. Included in these areas are:

Sub-school Management

- Manage the overall day to day running of the Junior School
- Work closely with Special Education Coordinator, Special Education Assistants, Librarians, Librarian Assistant and R-Year 10 Gifted and Talented Coordinator who report to the Head of Junior School
- Work closely with Out of School Hours Care (OSHC) Director to support management of staff, students and families (including interviewing staff). Insure that high standards are maintained in all areas of OSHC
- Interview all Junior School TRT staff and arrange observation days
- Manage and plan all Junior School assemblies
- Support staff to manage and deal with student and family issues
- Manage and support new staff, including induction and appraisal
- Share line management of teaching staff incorporating the requirements of the implementation of Australian Teacher Performance and Development Framework
- Actively manage staffing matters within the Junior School in consultation with the Principal where necessary
- Oversight of student teachers undertaking placement within Junior School
- Manage any complaints regarding members of Junior School staff, or unacceptable performance (referring to the Principal where serious or ongoing)
- Provide advice to the Principal on issues affecting Junior School (staffing, resources, budget)
- Ensure good communication with parents in relation to issues affecting Junior School students through event management and parent meetings
- Overall responsibility & support for 'event-management' across Junior School, including, but not limited to:
 - Mothers' Day High Tea, Fathers' Day Breakfast, Grandparents' Day, Parents' Day, Musical, Year 6 Graduation
 - School activities, such as Camps, Excursions, Indonesian Day, Identity Day, Moving up Day (class placements)

- Parent/Teacher Interviews including Student-Led Interviews and Parent Information Nights
- Facilitate and organise Year 6 Academic Awards, and Special Awards for Graduation Night
- Share responsibilities with NAPLAN Coordinator in supporting teachers manage and facilitate NAPLAN assessment
- Work with teachers to reflect on results and implement changes to improve future results. Use of data (including NAPLAN and twice yearly whole school assessment results), reflection and information to guide improvement strategies
- Interview prospective Junior School students and parents and consult with the Principal regarding placements offers. Undertake exit interviews with all Junior School families who are leaving the College and report findings back at Leadership meetings
- Participate in Junior School Principal Tours
- Share responsibility with the Principal and Deputy Principal for fortnightly College Newsletter lead articles
- As practical, be present and engage with the Junior School community for all Junior School events both within and outside normal school hours
- Overall responsibility for Junior School Yard Duty roster
- Share responsibility with Deputy Principal for Junior School Timetabling

Student Management

- Ensure that high standards are maintained in all areas of student performance, behaviour and presentation. Take overall responsibility for behaviour management of students in Junior School
- Overall responsibility for signing and proof-reading of reports
- Meet with individual students to support/mentor/counsel as required
- Provide opportunities for students to take on leadership responsibilities within Junior School and support structures to help students develop their leadership potential
- Regularly acknowledge student achievements in assemblies, newsletters etc

Committees & meetings

- Be available to take up periodic membership on the College Board of Governors as requested by the Board Chair
- Facilitate and Chair regular (twice a term) Emmaus Connect Group meetings
- Participate in weekly Coffee Connect Group
- Attend and participate in the Uniform Committee
- Facilitate and attend regular Junior School staff meetings
- Attend and contribute to Leadership meetings

Extra-Curricular and Co-Curricular Involvement

- Attendance at staff morning devotions and staff meetings
- Attend Professional Development sessions where necessary
- Be involved in co-curricular programs of the College (eg Camps)
- Contribute to extra-curricular activities

Teaching

- Maintain a teaching role (normally 0.4 FTE, negotiated each year)

WORKING RELATIONSHIPS

The Head of Junior School would be expected to have good working relationships across the College, but specifically in the following instances:

- Report to the Principal

- Work closely with the College Leadership team, Junior School Coordinators, Class Teachers, Student Services Officers and Administration staff
- Work closely with the Deputy Principal and Junior School Director of Teaching & Learning regarding curriculum in the Junior School
- Work in close consultation with the Special Education Coordinator, and School Counsellors to address student needs and/or concerns

KEY PERSONAL AND PROFESSIONAL SELECTION CRITERIA

Educational Experience

- Degree or higher qualification in Education
- Registered as a teacher
- Experience in educational management - curriculum and pastoral care
- Able to meet National Professional Standards of a Highly Accomplished or Lead Teacher

Personal and Key Qualities

- A personal commitment to and relationship with the Lord Jesus Christ
- A personal commitment to the College Vision, Mission and Values that underpin the delivery of a Christian based education to students in the school community is essential
- Regular commitment to meeting with other believers within their own personal lives
- Genuine heart for supporting students, listening and journeying with them, and an encouraging spirit for both engagement at school and solid transitions beyond school
- Reliable, accountable, friendly
- Encouraging and team / community builder

Skills & Abilities

- Demonstrated skills in establishing effective working relationships with staff, students and parents
- Effective oral and written communication skills
- Polished presentation skills
- Leadership of people and projects
- Teamwork from setting goals through to providing feedback / improvements
- Empathy and relational qualities
- Management of issues of confidentiality with discretion
- Management of self and others through problems, tensions and difficulties
- Operating at both a strategic as well as detailed level

Experience and Knowledge

- A record of success in achieving agreed goals in collaboration with others
- Successful experience in leading others
- Experience and understanding of moving an organisation towards high standards and excellence
- Evidence of working effectively with adolescents, peers and parents
- A record of managing workflows, developing work plans
- Effective use of relevant technologies used in administration

GENERAL COLLEGE EXPECTATIONS

All staff are expected to:

- Be a committed Christian with a strong passion for biblically based Christian education
- Contribute to the efficient and effective functioning of the team to meet College objectives. This includes demonstrating appropriate and professional workplace behaviours, providing assistance

to team members if required and undertaking other key responsibilities or activities as directed by the Principal

- Perform their responsibilities in a manner which reflects and responds to continuous improvement
- Support the policies and expectations of the College

TERMS AND CONDITIONS

The release time for the Head of Junior School role is between 0.5 – 0.6 FTE. It is anticipated that the successful applicant will also bring to the position the ability to teach approximately 2-3 classes (0.4 -0.5 FTE) in their teaching areas as directed by the Principal.

Key aspects of this position are:

- Member of the College Senior Leadership team
- Full time position
- Band 2, Level 4 salary
- 5 year contract (Head of School positions at Emmaus Christian College are Deputy Principal positions which are 5 year contracts with the ability to be extended by mutual agreement following a successful performance review)
- Appraisal within the first four terms of taking up the position (in recognition of the work patterns of this position) by the Principal

SUBMITTING YOUR APPLICATION

Applicants should provide:

- Curriculum Vitae which provides full personal details, qualifications, previous employment and experience
- A written application that addresses the selection criteria
- A completed Emmaus Christian College "Application for Teaching Position Form" (This form can be downloaded from our website www.emmauscc.sa.edu.au)
- A character reference which gives evidence of participation in a Christian fellowship and commitment to the Christian ethos of the College (ideally from your pastor or relevant church leader)
- Applications can be emailed to hheadland@emmauscc.sa.edu.au or posted to:

Mrs Heather Headland
PA to Principal
Emmaus Christian College
Lynton Avenue
SOUTH PLYMPTON SA 5038

CONTACT DETAILS:

For further information about this position, please contact Mrs Heather Headland on 8292 3888 or email hheadland@emmauscc.sa.edu.au.

*Mr Andrew Linke
Principal*