

Job Description – Head of Primary

Primary purpose

The Head of Primary is responsible for providing strategic leadership and management to the Primary school, ensuring a high standard of education, fostering a positive learning environment, and promoting the overall development of students and staff.

Relationships

The Head of Primary leads and manages the Primary staff and works with key stakeholders in Secondary and Learning Support to ensure effective learning for all students. This role is part of the Executive Leadership Team, reporting to the Principal. The duties are directed by the Principal.

Key Responsibilities

Students

1. Ensure that the Primary School has in place school-approved best practice effective teaching and learning programs that provide for a seamless transition through the different stages of schooling.
2. Ensure that the learning environment of each classroom is in line with the College pedagogy and philosophy.
3. Develop a culture of celebration through age and culturally-appropriate assemblies and encouragement of teaching practice that promotes student agency, a basis of project and inquiry-based learning, personalisation, and incorporates student interest.
4. Foster a caring environment for students while maintaining high standards of behaviour to facilitate a high level of pastoral care.
5. Orientate all new students in the Primary school and oversee their overall welfare.
6. Support the Principal and the Enrolments team with the enrolment process, including interviews, testing, school tours, and marketing events.
7. Oversee the Primary Student Leader selection process and ensure that these groups meet regularly and create opportunities for student agency.
8. Oversee appropriate behaviour management strategies and documentation for Primary students in conjunction with the teaching staff, the Pastoral Care team, the Head of Learning Support and Inclusion, the Deputy Principal/Head of Secondary, and the Principal.
9. Implement behaviour plans for students in keeping with the policies and procedures of the College and make recommendations to the Principal regarding discipline of students including suspension or expulsion of students where it is judged in the best interests of the student and the College.
10. Analyse and report on all standardised testing to direct current and future strategies.
11. With the Executive Leadership Team, lead the implementation of College policies, curriculum, programs, and pedagogy in the Primary.
12. Coordinate regular meetings with key stakeholders to discuss the development of key areas, accountabilities, and potential areas of staff and student development.
13. Promote and support the range of co-curricular activities for Primary school students including sports, academics, and camps.
14. Mentor, model, and support research-based best practices in teaching and education within the Primary School.
15. Ensure that the Primary School has in place best practice effective teaching and learning programs that provide for a seamless transition through the different stages of schooling.
16. Working with the Principal and the Director of Curriculum, ensure the ongoing development and coordination of the Primary curriculum, teaching programs, and assessment programs.
17. Encourage the development of programs to extend gifted and talented students. Monitor the use of a wide variety of assessment instruments that cater to the full range of measurement of students' abilities.
18. Oversee achievement levels, attributes, and comments on students' reports and the management of these processes in the Primary School.

19. Identify spiritual, intellectual, physical, social, and emotional needs affecting students' success in school, and take steps to direct and coordinate the efforts of teachers and parents toward providing the best standard of education for every student.
20. Ensure pastoral care is given to Primary students.
21. Ensure Primary parents are appropriately advised of student progress;

Staff and Administration

22. Perform delegated administrative tasks.
23. Deputise for the Principal at functions and meetings, if the Deputy Principal is unavailable.
24. Handle telephone calls from parents and others regarding Primary students as required.
25. Oversee the allocation of Primary students to classes.
26. Ensure that attendance records are maintained for Primary and that absences are followed up satisfactorily.
27. Oversee and participate in various functions eg. Awards Ceremonies, Open Nights, assemblies, commissioning ceremonies, camps, and excursions.
28. Ensure efficient communication with students, staff, and parents.
29. Preparation of staff rosters, including managing the day-to-day absences of Primary teachers.
30. All matters to do with the efficient operation of the Primary daily timetable eg. bells, room changes, variations to routine, and arranging for supply teachers, etc.
31. Assist with the preparation and management of the College budget as it relates to the Primary school;
32. Check the condition of all Primary school property and recommend any maintenance or improvements to the Business Manager.
33. Assist in the planning of Capital Improvement for Primary, eg; furniture, IT, and buildings.
34. Oversee the activities of Primary teachers.
35. With the Head of Secondary, coordinate the activities of the teachers who work between Primary and Secondary.
36. Assist in the planning and management of evacuation procedures.
37. Ensure the appropriate accident/incident reports are completed for all accidents/incidents to staff and students during school time, on College premises, or during College-supervised activities.
38. Assist in marketing and promoting the College, and participate in these events.
39. Participate in and contribute to the Executive Leadership Team meetings.
40. Assist the Principal in determining Primary staffing requirements.
41. Assist with staffing vacancies, short-listing of applicants, and interviews as required.
42. Assist in the induction of new teachers.
43. Allocate and supervise teaching duties and responsibilities in Primary.
44. Conduct performance appraisals.
45. Counsel staff as needed.
46. Work with the teachers in matters of classroom management and discipline.
47. Correct and guide staff when inefficiency and errors of judgment have occurred.
48. Uphold the dignity and authority of the staff before students, parents, and the community.
49. Assist teachers and parents in the resolution of conflicts that may arise in the course of relationships at the College.
50. Monitor staff morale, and encourage teachers in their work to promote enthusiasm, fulfillment, and unity.
51. Plan and manage regular staff meetings to ensure that staff are kept informed of and participate in, the planning and operation of the College.
52. Coordinate and implement regular staff training and professional learning opportunities.
53. Any other duties as may be assigned by the Principal.

Workplace Health & Safety

54. Promote a positive safety culture in the College;
55. Comply with the College WHS policy and procedures.
56. Cooperate in the WHS auditing process.
57. Ensure that risk assessments are undertaken and recorded for all excursions, incursions, camps, trips, and other major activities.

58. Ensure that health and safety control measures are implemented and risk assessments are monitored, reviewed, and adjusted where necessary.
59. Ensure that the correct procedures are followed for the reporting, recording, investigation, and follow-up of incidents, accidents, and near-miss.
60. Supervise evacuation and lockdown drills in conjunction with other EMT members.
61. Oversee all arrangements for Primary excursions, incursions, camps, trips on school buses, athletics, swimming, and cross-country carnivals, break-up outings/parties, especially those that are deemed a greater risk such as swimming, to ensure the health and safety of students and other participants, and that the appropriate staff/student ratio is maintained.
62. Ensure their work areas are tidy and safe.

Other

63. Convey to the public a positive image of the Freshwater Christian College and Freshwater Church;
64. Demonstrate a commitment to the College's mission, vision, and values;
65. Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times;
66. Contribute to a pleasant work environment;
67. Abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times;
68. Remain up to date with any changes to the Staff Handbook and any other College Policies;
69. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members);

Selection criteria

Essential

- Relevant teaching qualifications;
- Current Teacher Registration with Queensland College of Teachers;
- Be able to sign and abide by the College's Statement of Faith;
- Be able to abide by the Staff Code of Conduct at all times;
- Extensive and successful teaching experience in collaborative, innovative, and caring school educational environments;
- Experience in school leadership, administration, and staff management roles;
- Experience in providing clear communication to a broad range of stakeholders;
- Leadership, communication, motivation, and team-building skills;
- Strong interpersonal, relationship-building skills to deal with a diverse community of interests and needs within the school community;
- Knowledge of current educational policies, innovations, and trends within both Queensland and Australia;
- Knowledge of educational needs of school students;
- Existence of an authentic devotional life;
- Ability to work with all members of the College community;

Highly Regarded

- Knowledge of Christian worldview educational approach;
- Postgraduate studies in education and/or ministry, over and above registration requirements;
- Knowledge of relevant government policies and statutory regulations, and the obligations associated with them, including but not limited to:
 - o Workplace Health and Safety
 - o Duty of Care
 - o Child Protection
 - o Curriculum implementation, assessment, and standards
 - o Privacy

Status

Permanent, Full-Time.

Probationary period

Six months from the start date of employment.

Remuneration

Salaried, based on qualifications and previous experience (above the Educational Services (Teachers) Award 2020).

Note

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform for Freshwater Christian College other work duties not specifically listed herein. Freshwater Christian College reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the College.

Status	Approved	Supersedes	v1
Version	v2	Authorised by	Principal
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