

## HEAD OF PREPARATORY SCHOOL

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| <b>Position Title</b>                       | <b>Head of Preparatory School</b>  |
| <b>Classification:</b>                      | Executive  |
| <b>Reporting Manager</b>                    | Principal  |
| <b>General Description of the Position</b>  | <p><b>As a member of the School's Senior Executive, the Head of Preparatory School is committed to the School's Vision, Mission and Values and is responsible to the Principal for the leadership and management of the Preschool and Preparatory School (Preschool – Year 2) in the academic, co-curricular, pastoral and administrative domains.</b></p> <p>The Head of Preparatory School is a dynamic educational leader who has the energy, drive and commitment to:</p> <ul style="list-style-type: none"> <li>• Lead and foster an outstanding learning culture and ensure best practice is consistently applied by teachers and assistants to facilitate high quality educational and wellbeing outcomes for every student.</li> <li>• Inspire and motivate staff to be leaders of learning and to encourage innovation and collaboration in professional practice.</li> <li>• Facilitate, by thinking, planning and acting strategically, continuous improvement of the Preparatory School offering.</li> <li>• Support and enhance the development of the School's P-12 focus in all areas of School life.</li> </ul>  |
| <b>Specific Duties and Responsibilities</b> | <p>The Head of Preparatory School carries responsibility for:</p> <ul style="list-style-type: none"> <li>• The academic leadership of the Preparatory School</li> <li>• The general welfare and leadership of staff and students</li> <li>• The development, implementation and management of strategic and operational matters in the Preparatory School, OOSH and Vacation Care Programmes</li> <li>• Working closely with the Principal and Senior Executive to create an educational environment that inspires individual achievement and confidence for life in support of the School's Vision</li> </ul> <p><i>Organisational Leadership and Management</i></p> <ul style="list-style-type: none"> <li>• Ensure that the Redlands Strategic Plan is developed and implemented in the Preparatory School in a consistent and effective manner</li> <li>• Engage and provide strategic input, within the Executive, to the School's ongoing development</li> <li>• Oversee meetings, staffing and timetabling, and all other procedural administrative matters for the Preparatory School to ensure smooth and effective operations</li> <li>• Prepare submissions to the Principal and Board regarding the development and operations of the Preparatory School</li> <li>• Oversee the preparation and management of annual operating budgets</li> <li>• Participate (in consultation with senior staff, particularly the Head of Junior School, Head of Learning Technologies, Chief Financial Officer and the Facilities Manager) in the development and maintenance of the physical facilities and assets of the Preparatory School</li> </ul> |

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|  | <ul style="list-style-type: none"> <li>Contribute to Enrolments procedures for the Preparatory School, including interviewing families, conducting orientation sessions for students and parents and overseeing ongoing process refinement</li> <li>Work collaboratively with the Deputy Principal and Heads of Section to ensure consistency across the School</li> </ul> <p><i>Academic Development</i></p> <ul style="list-style-type: none"> <li>Retain oversight of the performance and development of Preparatory School students with the assistance of Junior Campus Deans and Coordinators</li> <li>Facilitate strategies to ensure that all students experience a successful transition through all sections of the School</li> <li>Oversee all aspects of monitoring and reporting of student progress in the Preparatory School</li> <li>Work collaboratively with the Head of Teaching and Learning and Dean of Teaching and Learning (P-6) to lead student learning and the development of academic staff</li> </ul> <p><i>Staff Leadership and Development</i></p> <ul style="list-style-type: none"> <li>Oversee staff selection and induction, probation, professional development and appraisal, and staff management across Preparatory School</li> <li>Implement the relevant human resource policies, practices and programmes of the School</li> </ul> <p><i>Pastoral Care and Community</i></p> <ul style="list-style-type: none"> <li>Ensure the effective management of student wellbeing and discipline to ensure that student behaviour consistently aligns with the standards of the School</li> <li>Act as a key point of reference for parents in regard to the operation of the Preparatory School and the care of their children</li> <li>Represent the Preparatory School within the School and wider community including via regular attendance at a cross-section of School events, including evening and weekend functions as required</li> <li>Engage with staff, parents and other key stakeholders about the strategy, direction, successes and challenges of the School</li> <li>Ensure and manage effective representation and communication regarding the Preparatory School program with all relevant stakeholders</li> <li>Organise and actively oversee all major functions and regular Preparatory School operational events</li> </ul> |
| <b>Knowledge, Experience &amp; Qualifications Requirements</b> | <p><b>Essential</b></p> <ul style="list-style-type: none"> <li>Appropriate and relevant Educational and Leadership Qualifications</li> <li>Experience leading collaborative teams of staff</li> </ul> <p><b>Desirable / preferable</b></p> <ul style="list-style-type: none"> <li>Postgraduate Qualifications in Educational Leadership</li> <li>Leadership experience in the Independent School sector</li> <li>Knowledge of, and experience with, the ACECQA Accreditation Requirements</li> </ul>  |
| <b>Role/Redlands Competencies</b>                              | <ul style="list-style-type: none"> <li><b>Leading through Vision and Values</b> - Keeping the School's vision and values at the forefront of own and others' decision-making and action</li> <li><b>Contributing to Team Success</b> - Actively participating as a member of a team to move the team toward the completion of goals</li> <li><b>Building Working Relationships</b> - Developing and using collaborative relationships</li> </ul>  |

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|                               | to facilitate the accomplishment of work goals  |
| <b>Redlands' Core Values</b>  | <ul style="list-style-type: none"> <li>• <b>Honesty</b> - Being truthful and trustworthy.</li> <li>• <b>Respect</b> - Feeling confident in our own worth and abilities and valuing our good character, treating others with courtesy, consideration and understanding.</li> <li>• <b>Responsibility</b> - Accepting that each of us is answerable for our actions, and being dependable.</li> <li>• <b>Compassion</b> - Recognising the misfortunes of others and responding with empathy and purpose.</li> <li>• <b>Fairness</b> - Treating others justly and impartially, according to their individual needs and the wider circumstances.</li> <li>• <b>Moral Courage</b> - Facing ethical challenges firmly and confidently, regardless of personal cost.</li> </ul>  |
| <b>Work Health and Safety</b> | The tasks and duties contained in this position description should never preclude an employee from managing and maintaining their own Work Health and Safety. The successful applicant must complete a staff induction programme prior to commencing work at Redlands.  |
| <b>Privacy</b>                | <p>Privacy protects the principle that individuals, including children and young people, have rights to their personal information. Redlands is committed to the preservation and promotion of these rights. The Privacy Act 1988 (Cth) regulates the way private sector organisations, including the School, handle and store personal information. The Privacy Act sets out a number of principles that the School must comply with when handling personal information. These principles are known as Privacy Principles and apply to personal information and sensitive information collected and held in records. The Redlands Privacy Policy outlines the ways in which we manage personal information.</p> <p>As part of this recruitment process, the School may store the personal information collected from applications, for example name and address or information contained in the online application or resumes, for up to three months. Redlands will not disclose this information to a third party without the applicant's consent.</p> |
| <b>Child Protection</b>       | <p>The successful applicant will be subject to an employment screening process with the Office of the Children's Guardian. A Working With Children Check Clearance Number must be provided to the School prior to confirmation of the appointment.</p> <p>All staff at Redlands take an active role in ensuring our Child Protection programs, policies and processes are at the forefront of all that we do.</p>   |
| <b>Position Title:</b>        | Head of Preparatory School  |
| <b>Department:</b>            | Executive   |
| <b>Reports To:</b>            | Principal   |
| <b>Prepared By:</b>           | Deputy Principal  |
| <b>Prepared Date:</b>         | January 2020  |
| <b>Approved By:</b>           | Principal   |
| <b>Approved Date:</b>         | January 2020  |
| <b>Start Date:</b>            | 20 April 2020 or earlier by agreement   |
| <b>Contract Term:</b>         | Initial contract until December 2020  |