

## Head of Junior School (South Plympton Campus)

<b>POSITION:</b>	Head of Junior School
<b>SALARY &amp; CONDITIONS:</b>	Band 2, Level 4 – Salary to be negotiated
<b>SUPERANNUATION:</b>	SGL Employer contribution
<b>COMMENCEMENT DATE:</b>	July 2022 (or by negotiation)
<b>NATURE OF EMPLOYMENT:</b>	1 FTE - 5 year leadership tenure position with substantive teaching position
<b>LINE MANAGER:</b>	South Plympton Campus Principal
<b>CLOSING DATE:</b>	Monday 20 June 2022, 9am

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### COLLEGE OVERVIEW

Emmaus Christian College is a growing independent, non-denominational, co-educational Christian school seeking to provide high-quality Christian education from Early Learning to Year 12. We provide education to children from Christian families that are actively involved in their local church, and families who support the involvement of their children in the Christian teaching, life and expression of the school. The College operates across two metropolitan campuses in Adelaide, South Australia - South Plympton (F-12) and Brooklyn Park (ELC-6). Both campuses offer a seamless pathway to Year 12 where children who have been offered a Foundation to Year 6 position at Brooklyn Park, have at the end of Year 6, a guaranteed entry into Year 7 at the South Plympton campus.

Our aim is that our students will graduate as confident and compassionate young adults, well-equipped to take their place in the world. We seek to foster a commitment to Jesus Christ and a passion to live life in such a way as to bring honour and glory to God.

As a Christ-centred College, it is essential that our beliefs are lived and modelled by our staff. Therefore, we seek to employ staff whose lives are a genuine reflection of their Christian faith.

Children in the Junior School are immersed in a Christ-centred ELC to Year 12 Christian community. They are nurtured by teachers and support staff, all of whom, without exception, have a heart for our Lord Jesus. The rich and diverse learning environment that we offer in the Junior School encompasses well-rounded holistic education that fosters development of the whole person.

### KEY PURPOSE

A rare and exciting senior leadership opportunity has become available. The South Plympton campus continues to grow and enrolment projections to date indicate a similar continued growth rate towards an overall F-12 campus capacity of over 1000 students including the Junior school (F-6) 300 students.

The Head of Junior School works closely with the College Principal and campus 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

## **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 Emmaus Principal, Campus Principal and leadership team in:
  - Setting strategic directions
  - Motivating, inspiring and aligning practice with college vision, mission, philosophy and purpose
  - Policy development
- Provide leadership in teaching and learning.
- 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
- Lead the South Plympton Junior School campus consistent with the college strategic plan (R-12 portfolio to be negotiated with, and approved by, the Principal and Campus Principal)
- Work in close collaboration with the Head of Junior School, Brooklyn Park campus, to provide a consistent approach across both campuses
- 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 College Principal and Campus 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 – specific to the South Plympton campus

- Manage the overall day to day running of the South Plympton Junior School
- Work closely with the Junior School Curriculum Coordinators to ensure outworking of strategic curriculum direction
- Work closely with Learning Support Coordinator, Learning Support Assistants, and F-Year 10 Gifted and Talented Coordinator
- Work closely with Out of School Hours Care (OSHC) Director as a direct report to support management of staff, students and families (including interviewing staff). Ensure that high standards are maintained in all areas of OSHC
- Shortlist and interview all new Junior School staff and arrange observation days
- Oversee the management of the planning of all Junior School assemblies in conjunction with 3/6 Wellbeing and Administration Coordinators
- Support staff to manage and deal with student and family issues
- Manage and support new staff, including induction and appraisal
- Collaboratively share line management of teaching staff incorporating the requirements of the implementation of the Emmaus Teacher Performance and Development Framework
- Actively manage staffing matters within the Junior School in consultation with the College Principal and Human Resource Manager where necessary
- Oversight of student teachers undertaking placement within the Junior School
- Manage any complaints regarding members of Junior School staff, or unacceptable performance (referring to the Campus Principal where serious or ongoing)
- Provide advice to the Campus Principal on issues affecting the Junior School (staffing, resources, budget)
- Ensure good communication with parents in relation to issues affecting Junior School students through event management and parent meetings
- Facilitate in conjunction with Head of Junior School Personal Assistant, F-6 Parent Representatives and communication platform for parents within classes
- Overall responsibility and support for 'event-management' across Junior School, including, but not limited to:
  - Mothers' Day Stall, Fathers' Day Breakfast, Grandparents' Day, Parents' Day, Musical, Year 6 Graduation

- School activities, such as Sports events, Camps, Excursions, Identity Day, Orientation Days (Foundation days Yr 1-6 day)
- Parent/Teacher Interviews, Student-Led Conference nights and Parent Information Nights
- Encourage parent involvement.
- Facilitate and organise Year 6 Academic Awards, and Special Awards for Graduation Night
- Work collaboratively with NAPLAN Coordinator, supporting teachers to manage and facilitate NAPLAN assessment for Year 3 and Year 5
- 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 Campus Principal regarding placements offers. Undertake exit interviews with all Junior School families who leave the College and report findings back to the Campus Principal
- Participate in Junior School Principal Tours
- Share responsibility with the Campus Principal and other members of the leadership team for 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
- Collaboratively share responsibility of school timetabling with the Director of Administration

#### 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 / quality control of student 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 and meetings

- Be available to take up periodic membership on the College Board of Governors as requested by the Board Chair
- Facilitate and attend regular Junior School staff meetings
- Attend and contribute to Executive Leadership meetings
- Attend F-2 and 3-6 fortnightly team meetings
- Meet with South Plympton Head of Senior School and South Plympton Middle School regularly.
- Meet fortnightly with each of the 4 key Junior School Leaders;
  - F-2 Wellbeing Administration Coordinator,
  - F-2 Curriculum and Learning Coordinator,
  - 3-6 Wellbeing and Administration Coordinator,
  - 3-6 Curriculum and Learning Coordinator.
- Meet regularly with PA to Head of Junior and Head of Middle school.
- Meet fortnightly with Campus Principal.
- Attend and participate in the Uniform Committee

#### 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

Other

- Any other responsibilities as directed by the Campus Principal

**Teaching**

- Maintain a teaching role as determined by the Campus Principal

**Working Relationships**

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

- Reports to the South Plympton Campus Principal
- Work closely with the Head of Junior School, Brooklyn Park campus
- Work closely with the College executive leadership team, Human Resource Manager, Junior School Coordinators, class teachers, Student Services Officer and administration staff
- Work closely with the F-12 Director of Teaching and Learning regarding curriculum in the Junior School
- Work in close consultation with the Learning Support Coordinator, and School Counsellors to address student needs and/or concerns
- Work closely with the ELC Director at Brooklyn Park

**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 and constructive working relationships with staff, students and parents
- High level oral and written communication skills
- Polished presentation skills
- Proven leadership of people and projects
- Collaborative approach and able to work with a team from setting goals through to providing feedback / improvements
- Empathy and relational qualities
- Ability to manage issues confidentiality and with discretion
- Emotional Intelligence and able to manage self and others through problems, challenges and difficulties
- Ability to operate 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 of excellence
- Evidence of working effectively with adolescents, peers and parents
- A record of managing workflows and 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 Emmaus or Campus 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

It is anticipated that the successful applicant will take on teaching duties as directed by the Emmaus or Campus Principal.

Key aspects of this position are:

- Member of the College Executive Leadership team
- Full time ongoing teaching position – 5year leadership position tenure
- Band 2, Level 4 salary to be negotiated.
- 5 year leadership tenure (Head of School positions at Emmaus Christian College are 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, constituting the probationary period, 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](http://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 [Recruitment@emmauscc.sa.edu.au](mailto:Recruitment@emmauscc.sa.edu.au) or posted to:

The Human Resource Manager  
Emmaus Christian College  
Lynton Avenue  
SOUTH PLYMPTON SA 5038

**Applications close Monday 20<sup>th</sup> June 2022, at 9am.**

## CONTACT DETAILS:

For further information about this position, please contact The Human Resource Manager on 8292 3888 or email [HR@Emmauscc.sa.edu.au](mailto:HR@Emmauscc.sa.edu.au).