

## **HEAD OF PRIMARY SCHOOL POSITION DESCRIPTION**

<b>POSITION TITLE:</b>	Head of Primary School
<b>WORK AREA:</b>	Teaching & Administration
<b>SUB SCHOOL:</b>	Kindergarten – Year 6
<b>CLASSIFICATION:</b>	Full-Time – Senior Teacher 1
<b>POSITION OF RESPONSIBILITY:</b>	Co-ordinator 3
<b>TENURE:</b>	5 Years

### **GENERAL DUTIES:**

The role of Head of Primary School is to support the daily organisation, administration and operations of the Primary School at Moama Anglican Grammar. This includes the pastoral, academic, spiritual and co-curricular life of the school connected with secondary students, staff, parents and links with the wider community.

The role of the Head of Primary is primarily a role of building positive relationships amongst staff, students and families ie assisting, advising, supporting, directing and problem solving. While this role also includes areas requiring direct oversight and decisive decision making in the management of the sub-school, the overall focus remains on positive collaborative interaction with members of the community.

In addition, this role needs to work collaboratively within the School Executive (Principal, Deputy Principal, Head of Secondary School, Head of Teaching and Learning (Secondary), Head of Teaching and Learning (Primary), Business Manager and the Executive Assistant to the Principal) to support and assist with the daily management of the School. The Principal is responsible for clarifying decision making processes and management boundaries between members of the Executive.

### **PRIMARY SCHOOL KEY AREAS OF RESPONSIBILITY:**

- Lead, manage and develop the Primary School to ensure that the specific needs of primary aged students are central to the practices and policies that are implemented.
- Lead the development of the School's values and the achievement of its aims to maximise the potential of each student and to support the development of social and personal responsibility in each student.
- Model and develop a culture of accountability, reflection and individual learning which will underpin improvement for both staff and students
- Responsibility for the pastoral care and wellbeing of each primary school student
- Liaise with the Head of Teaching and Learning (Primary) to influence and implement a dynamic curriculum that engages Primary students.
- Promote and lead a professional learning culture through the development of a coordinated, longitudinal professional learning program that embeds professional collaboration and learning into the routine practice of the school.
- Support the Head of Teaching and Learning (Primary) in working with the Primary Numeracy, Literacy and Pastoral Care Co-ordinators to maximise the performance and impact of each key learning area.
- Build and nurture a strong school culture based on the school's core values and philosophy.

**Responsibilities include:**

- Staying abreast of current developments in primary schooling to strategically plan for and implement improvements in structures, policies, pedagogy and curriculum.
- Overseeing the identification and oversight of individual student learning plans.
- Leading and monitoring behaviour support strategies including prevention and intervention in collaboration with the Head of Secondary School and Deputy Principal.
- Creating and supporting student leadership positions and programs.
- Playing a role in the appointment, induction and professional development of teaching staff.
- Oversee the Pastoral, Spiritual, Careers and Co-curricular programs of Primary School.
- Lead and inspire the Pastoral Care Team (Primary Pastoral Care Co-ordinator, Chaplain and counselling staff), chair their regular meetings and distribute agenda and meeting minutes as required.
- Monitor and celebrate student achievement and contributions to the Primary School community. Oversee Primary specific celebrations/events and assist with Presentation Evening.
- Be responsible for the day to day running of the Primary School as part of the wider School community.
- Conduct interviews with families wishing to enrol in the Primary School and submit recommendations to the Registrar.
- Collaborate with relevant staff to facilitate a smooth transition from Year 6 to 7 and the commencement of new students.
- Contribute to School publications including the MAG, the School Magazine and the school Newsletter.

**PERSON SPECIFICATION:**

- Experience in a senior leadership position or demonstrable potential to succeed in a senior leadership role.
- A knowledge of, and experience in, financial management, strategic management, governance and marketing.
- A knowledge of, or willingness to acquire, an understanding of the legislation and policies of governments as they affect schools.
- Experience in advocating strategies which enhance the success of all students.
- An excellent teacher who is able to demonstrate engaging, deep learning experiences.
- Exceptional interpersonal skills and the ability to relate to students, staff and parents.
- Comprehensive experience in building a connected school community, positive culture, student welfare and pastoral care.
- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.

**Other Responsibilities**

In negotiation with the Principal, be available to be on duty during school holidays for tasks as requested.

Teach such classes as allocated in the timetable.

Carmel Spry  
**Principal**

August 2020