



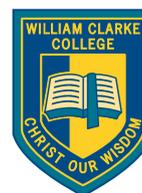
LEARNING WISDOM FOR LIFE
WILLIAM CLARKE COLLEGE
CHRIST OUR WISDOM



Head of Preparatory and Junior School Information for Candidates

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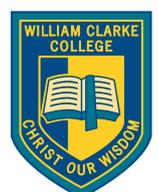


The appointment of the Head of Preparatory and Junior School is a significant appointment in the life of our College community. After 11 years of dedicated service leading the Preparatory and Junior School, Mrs Felicity Grima is leaving the College. As such, we are seeking an outstanding leader to continue to develop and lead this important sub-school.

The Preparatory and Junior Schools provide a vibrant and nurturing environment for students where skills are harnessed and new friendships are established. This is supported by the College's unique Collaborative Teaching Model, which

provides a unique approach to learning across Kindergarten to Year 4. In these formative years we seek to capture the interest and imagination of each student as we guide them towards a lifelong love of learning. Whether within or beyond the classroom, the children have the opportunity to explore new learning experiences and to build positive relationships with other students and staff.

The Head of Preparatory and Junior School will play a key role at a strategic level with the College Executive team to bring the Preparatory and the Junior School to new levels of excellence.





ABOUT THE COLLEGE

William Clarke College is a P-12, independent, Anglican College and is highly regarded for its commitment to providing quality learning opportunities for its students. Established in 1988, William Clarke College is located in Sydney's north west with an enrolment of approximately 1500 students.

The inspiration for the establishment of the College came from local church congregations who became aware of the need to establish an independent, affordable, co-educational College in the developing north western suburbs of Sydney.

The College has a strong Christian foundation and offers a broad range of co-curricular programmes designed to challenge each student, so they are equipped to make a Christian difference in the world.

The College is committed to enhancing the expertise of our staff, placing a strong focus on individual professional development and leadership opportunities. We are a vibrant community that values passionate and committed teachers who engage and challenge their students in both their Christian faith and studies.





OUR UNIQUE COLLABORATIVE TEACHING MODEL

Collaborative Teaching is a unique approach to educating children. Two qualified Primary or Early Childhood teachers work together in the classroom delivering lessons to a group of between 20 and 24 students. Under this model, each classroom has one full-time teacher, joined by a part-time teacher working collaboratively until 12 noon each day of the week. Collaborative teaching effectively reduces the teacher-to-student ratio to 10-12 in every Junior School classroom during the key learning times each day.

Key Features of Collaborative Teaching

Two qualified professionals – Teaching peers with equivalent teaching qualifications and employment status partnering in their educational endeavours for their students.

Joint delivery of Instruction – Each teacher is involved in co-ordinating and delivering instruction to the students. They share decision making about instruction and both take an active role in delivering lessons. They arrange instruction in a variety of creative ways to enhance the learning options for their students. The lower teacher-to-student ratio affords greater opportunity for students to participate actively in their learning. Collaborative partners review their practices regularly to ensure that their instructional strategies lead to better learning outcomes for all students.

Diverse group of students - Collaborative teaching allows teachers to respond effectively to the varied needs of their students and expands the professional expertise that can be directed to those needs. The additional teacher can bring different instructional ideas and styles to the class, blending the strengths of both teachers.

Shared Classroom space – Collaborative teaching generally occurs in a single classroom space. The Collaborative partners are both responsible for the arrangement of the classroom teaching space.

Why do we use Collaborative Teaching in the Junior School

The model has been developed to:

- Allow greater opportunities for students to access the curriculum through a range of learning experiences and interactions
- Establish strong foundations in Literacy and Numeracy
- Reduce the teacher-to-student ratio
- Provide greater care for students academically and pastorally
- Offer teachers a greater sense of collegial support through informal professional learning opportunities





POSITION INFORMATION

The College is seeking an experienced, highly skilled leader to join the College Executive in the role of **Head of Preparatory and Junior School**. This role will commence Term 1, 2017.

Role Summary

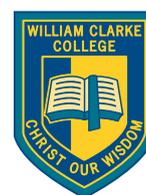
As **Head of Preparatory and Junior School** you will have overall responsibility for developing and sustaining a high quality learning environment for students in the Preparatory and Junior Schools. This important leadership position will oversee the academic, pastoral, co-curricular and spiritual growth of students and seek to ensure the Christian values and ethos of the College are upheld. The Head of Preparatory and Junior School is a member of the College Executive and will work in collaboration with the Deputy Head and Heads of Middle and Senior School to ensure effective transition points between the sub-schools and a seamless experience for both students and parents. In addition to this, as a member of the Executive team, you will contribute to the planning and development of the strategic direction of the College.

This role reports to the Headmaster.

Key Responsibilities

Be a leader of learning in Preparatory and the Junior School, developing and leading a specialised programme to address the learning needs of the students.

- Oversee the academic, pastoral, co-curricular and spiritual growth of students.
- Liaise with staff, students and parents to support student learning and resolve any difficulties that may arise in the Preparatory and Junior Schools.
- Work in collaboration with the Deputy Head and Heads of Middle and Senior Schools to ensure effective transition points between the sub-schools and a seamless experience for both students and parents.
- Contribute to the strategic planning and direction of the College as a member of the Executive team.
- Work with the Coordinator of Before and After School Care (BAASC) to oversee the registration and daily management of the College's BAASC service.
- Strategically plan for and support the operation of the Collaborative Teaching Model within the Junior School, driving its ongoing implementation and effectiveness.
- Ensure the continued implementation of the Reggio Emilia philosophy to learning in the Preparatory and Junior Schools.
- Oversee all Preparatory and Junior School events to ensure they are well organised and presented.



Additional Responsibilities

In co-ordinating all learning programmes, the Head of Preparatory and Junior School is supported by the Junior School Coordinator of Teaching and Learning, together with a team of Stage Coordinators. Working collaboratively as a team, you will be responsible for developing opportunities for students that upholds the College's mission of "Learning Wisdom for Life". The Head of Preparatory and Junior School will lead by example in the implementation of College policies and procedures, including the use of the Performance Feedback System with direct reports.

In collaboration with senior staff, the Head of Preparatory and Junior School will seek to ensure the Christian values and ethos of the College are upheld and developed. Furthermore, the Head of Preparatory and Junior School, in collaboration with the Heads of Middle and Senior School, will uphold and assist in driving the College's culture of safety.

Skills / Knowledge / Attributes

- A regularly practising member of a Christian Church.
- A person whose educational and personal philosophies align with the mission and values of William Clarke College.
- A person who has a proven record as a teacher and experience as a leader who understands and supports a focus on student learning using appropriate teaching and learning strategies and technologies.
- An experienced educator able to develop the educational culture of the Preparatory and Junior Schools.

- A person of integrity able to lead, guide and motivate the College community.
- A person of initiative able to contribute to the strategic growth of the College.
- A person who can work collaboratively with a range of different stakeholders.
- A person who can empathise and communicate with students and families and build strong relationships throughout the College community.
- A strategic thinker who can demonstrate strong curriculum leadership and who is approachable, a good listener and an effective communicator at all levels.
- A person whose words and actions inspire others.
- A leader who sets high standards in areas of scholarship, dress and personal behaviour.
- A person who can exercise sound judgement to make wise decisions.
- A person who can balance personal and professional life in a demanding position.
- A person who is committed to their own ongoing professional development and growth, and who is committed to the same for the team they lead.

Qualifications / Experience

- Bachelor Degree in Teaching from a recognised tertiary institution.
- Masters in Educational Leadership from a recognised tertiary institution will be viewed favourably.
- Minimum 8 – 10 years classroom experience as an exemplary practitioner.

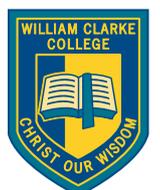
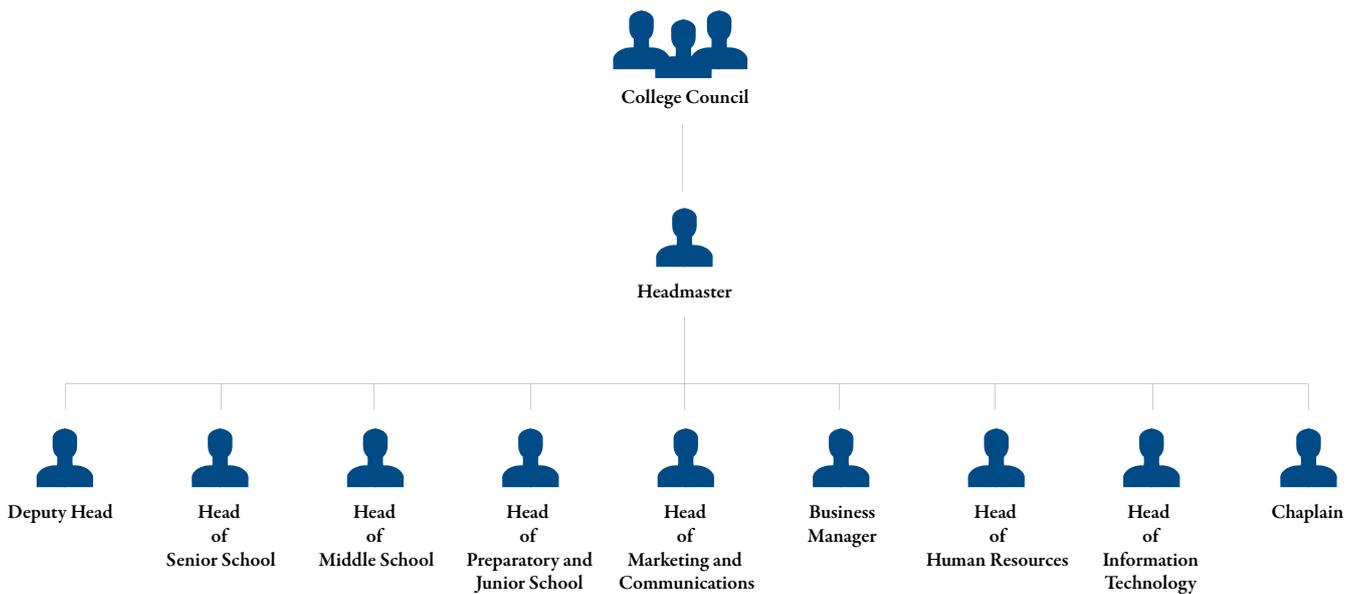


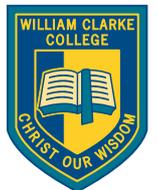


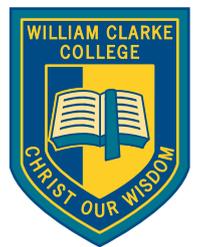
COLLEGE EXECUTIVE

EXECUTIVE TEAM

The Executive Team supports the Headmaster in the leadership of the College. The following diagram outlines the positions within the College's Executive Team.







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