



KINCOPPAL – ROSE BAY
SCHOOL OF THE SACRED HEART

ROLE DESCRIPTION
HEAD OF JUNIOR SCHOOL

1. ROLE PURPOSE:

The Head of the Junior School is a member of the School Leadership Team and is responsible to the Principal for the leadership of the coeducational Junior School (ELC to Year 6), especially for:

- Spiritual Leader
- Educational Leader
- Community Leader
- Pastoral Leader
- Administrative Leader

2. ROLE RESPONSIBILITY:

As a member of the School Leadership Team, the Head of the Junior School is directly responsible to the Principal, and works in partnership with:

- the Deputy Principal
- the Director of Teaching and Learning
- the Director of Mission
- the Director of Students
- the Business Manager
- the Director of Boarding
- The Director of Development

The Head of the Junior School is responsible for the effective team leadership of the Junior School Leadership Team consisting of Administration Coordinator, three Stage Coordinators, the Coordinator of the Joigny (Pre- School Centre and Sophie's Cottage (long day care), and the Religious Education Coordinator, in line with the concept of Teams and Team Leadership that underpins the organisational structure of the school.

3. ROLE ACCOUNTABILITY:

3.1 School Mission and Vision:

- 3.1.1 To demonstrate an ongoing commitment to the Mission of Kincoppal Rose Bay as a ELC to 12 Catholic independent school;
- 3.1.2 To demonstrate an ongoing commitment to the goals of Sacred Heart Education;
- 3.1.3 To demonstrate commitment to the Strategic Objectives and Priorities of the School's Strategic and Operational Plans.

3.2 Shared Vision:

- 3.2.1 To lead and develop the Junior School Leadership Team towards the achievement of the vision and goals of the whole school.

3.3 Climate of Excellence:

- 3.3.1 To encourage a climate of excellence in student learning, academic care and development through the establishment of effective procedures within the Junior School.



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3.4 As the delegated *Spiritual Leader* of the Junior School, the Head of the Junior School will assist in the development of the School as a faith community by:

- 3.4.1 Promoting, developing and protecting the vision, beliefs, ethos and Catholic educational tradition in every aspect of School life;
- 3.4.2 Giving personal witness to Christian values;
- 3.4.3 Encouraging, facilitating and participating in the liturgical and celebratory life of the School;
- 3.4.4 Wholeheartedly supporting the Mission of the school;
- 3.4.5 Modelling and supporting the goals of Sacred Heart Education;
- 3.4.6 Supporting and promoting the Religious Education curriculum K-6 in accordance with the Sydney Archdiocesan Program;
- 3.4.7 Ensuring regular opportunities for student and staff prayer and liturgy; and,
- 3.4.8 Ensuring that school policy and practice nurtures respect for difference in all its forms.

3.5 As the delegated *Educational Leader* of the Junior School, the Head of the Junior School will lead the development and promotion of the School as a centre of quality teaching and learning by:

- 3.5.1 Ensuring the selection of quality staff in collaboration with the Principal;
- 3.5.2 Overseeing, in collaboration with the ELC Co-ordinator, the Joigny Centre and Sophie's Cottage (Early Learning Centre for 3 and 4 year old children), based on Reggio Emilia philosophy;
- 3.5.3 Overseeing programs, the selection, induction, professional learning and ongoing performance review of all Junior School staff, in collaboration with the Principal;
- 3.5.4 Fostering and promoting excellence in teaching and learning;
- 3.5.5 Ensuring that the teaching/learning processes of the Junior School are continually informed by developments in primary education and current learning research;
- 3.5.6 Promoting an active collaboration between teachers of junior and secondary classes in the school;
- 3.5.7 Administering school curriculum policies as they apply to the Junior School;
- 3.5.8 Providing leadership in curriculum planning, implementation and evaluation across the Junior School years;
- 3.5.9 Implementing effective processes for the supervision and ongoing development and improvement of teachers' classroom practice;
- 3.5.10 Ensuring that the requirements of NSW Education Standards Authority (NESA) are met in all facets of the school's operation as they apply to the Junior School;
- 3.5.11 Overseeing the Assessment, Academic tracking and Reporting Program of the Junior School;
- 3.5.12 Developing with the Director of Students an effective transition program for Year 6 students moving into the senior school; and,
- 3.5.13 Liaising with the Head of Student Learning Services (K-12) in regard to meeting the learning needs of Junior School students.



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3.6 As the delegated *Community Leader* of the Junior School, the Head of the Junior School will assist in the nurturing of positive human relations in the School community by:

- 3.6.1 Promoting and encouraging an inclusive Junior School staff community;
- 3.6.2 Ensuring that the Sacred Heart goals are clearly articulated, understood and put into action by staff in the Junior School;
- 3.6.3 Ensuring the Junior School demonstrates the school's spirit of welcome and hospitality;
- 3.6.4 Providing appropriate liaison between the Junior School staff, students and families, the Principal and the School Leadership Team;
- 3.6.5 Ensuring that Junior School staff have opportunities to develop their understanding of being part of a K-12 school; and,
- 3.6.6 Establishing a positive ongoing relationship with the parents of the Junior School students.

3.7 As the delegated *Pastoral Leader* of the Junior School, the Head of the Junior School will assist in the provision of effective pastoral care in the school community by:

- 3.7.1 Ensuring that the academic care processes of the Junior School meet the needs of each student and nurture their holistic development;
- 3.7.2 Ensuring that effective support systems are in place in the Junior School for the care and safety of staff, students and families;
- 3.7.3 Overseeing student behaviour management in the Junior School;
- 3.7.4 Collaborating with the Director of Students to ensure consistency and continuity of the K-12 approach to pastoral/academic care;
- 3.7.5 Liaising with the Counsellor to ensure effective support and care of students at risk; and,
- 3.7.6 Collaborating with members of the Junior School Leadership Team to support Junior School teachers in providing positive classroom organisation and sound student management in all contexts.



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3.8 As the delegated *Administrative Leader* of the Junior School, the Head of the Junior School will assist in the effective administration of the School by:

- 3.8.1 Facilitating the enrolment process in the Junior School (ELC-6) in collaboration with the Principal and the Admissions Office;
- 3.8.2 Overseeing the monitoring of student attendance and academic progress tracking in the Junior School;
- 3.8.3 Ensuring effective communication to Junior School parents;
- 3.8.4 Overseeing the maintenance of school and student records for the Junior School;
- 3.8.5 Collaborating with the Principal and the school Business Manager in the development and supervision of sound financial and budgetary policies and procedures;
- 3.8.6 Contributing to the development of the school calendar K-12;
- 3.8.7 Ensuring that all Junior School staff have a working knowledge of legislative requirements that affect their daily operations in the school and that appropriate risk management is carried out;
- 3.8.8 Implementing an effective process of Professional Review for all Junior School staff in accordance with school policy;
- 3.8.9 Implementing effective processes for the supervision of all non-academic staff working in the Junior School;
- 3.8.10 Implementing effective procedures in regard to Workplace Health and Safety in all aspects of the Junior School operation;
- 3.8.11 Developing effective procedures for the selection, appointment and deployment of relief teachers in the Junior School;
- 3.8.12 Overseeing the maintenance and care of Junior School facilities;
- 3.8.13 Liaising with the Campus Manager to ensure effective cleaning and maintenance of all Junior School buildings, grounds, equipment and furniture;
- 3.8.14 Overseeing the effective operation of the Before and After School Care Program; and,
- 3.8.15 Overseeing all Co-curricular activities and programs operating in the Junior School.

4. APPRAISAL/REVIEW CONDITIONS:

- 4.1 This position will be subject to an annual review by the Principal and an external (broad-based) appraisal every three years.

5. SPECIAL REQUIREMENTS:

5.1 Variable Duties/Hours:

- 5.1.1 The nature of the position is such that the Head of the Junior School is required to be available outside the “normal” school hours, to participate fully in the life of the school, to attend meetings and make presentations whenever necessary, and to represent the Principal, on occasions, in some forums.
- 5.1.2 The Principal reserves the right to change the expectations and or responsibilities of the role of the Head of Junior School whenever necessary to meet the changing needs of the School.