

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION – DEPUTY HEAD OF JUNIOR SCHOOL

<b>Review</b>	<b>November 2019, January 2022, November 2022, April 2023</b>
<b>Position Overview</b>	The responsibility of the Deputy Head of Junior School is to support the Head of Junior School to fulfill the Mission of the College by supporting the strategic direction and fostering the desired organisational environment. This position has a significant focus on student wellbeing, behaviour and administration.
<b>Accountability</b>	Head of Junior School
<b>Relates to</b>	Executive Principal, Head of Junior School, Teaching and Learning, Pastoral Care, Learning Enrichment, School teachers, administrators, students, parents and external agencies.

### Qualifications/Registrations/Experience

- Teacher qualifications
- Current QCT registration
- Experienced leader within a school setting
- Extensive knowledge of teaching and learning, pastoral care and wellbeing within a Junior School context
- Qualifications and/or experience in either educational studies, inclusive education, human development, pastoral care and/or counselling are desirable.

### Personal Attributes

- Hold a personal faith and commitment to Jesus Christ
- Demonstrate an ability to translate faith into practice
- Exhibit high personal and professional standards
- Act in a manner consistent with the College values
- Able to follow and support leadership and provide leadership
- Possess the strength of character to stand on convictions

### Professional Attributes

- Exhibit a love for children and a strong orientation towards people
- Model high standards and expectations for others to follow
- Demonstrate excellence in knowledge and application of student management, behaviour and wellbeing
- Demonstrate and practice effective conflict resolution and effective staff management skills.
- Maintain confidentiality
- Exercise leadership by acting with integrity, loyalty, honesty, humility, sensitivity, and selflessness
- Possess outstanding interpersonal and communication skills, with the ability to build rapport and interact effectively at all levels of the school and demonstrate effective, written, verbal and non-verbal skills.
- Possess strong organisational and time management skills, with the ability to prioritise tasks, meet deadlines and concurrently manage a number of competing tasks
- Demonstrate a high level of maturity and emotional intelligence

## KEY AREAS OF RESPONSIBILITY

### Strategic and Educational Leadership

- Understand, build and promote the NCC culture with students, staff and School community at every opportunity.
- Support excellence and equity in education by working with staff on improving the educational outcomes for 'all' students.
- Participate and contribute to the current and future School Improvement Plan of the Junior School.
- Support the HOJS in developing and promoting effective frameworks, structures, approaches, and programs for pastoral care and parental engagement which produce excellent outcomes for students and families.
- Support the HOJS in establishing and maintaining the learning culture in the school.
- Promote teaching and learning as the core business of the School, facilitating and fostering a learning environment for all staff and students.
- Support the HOJS by working with teachers and students to build and sustain:

- A strong model of servant leadership across the School that actively engages staff and students in developing student character and school pride.
- A healthy pastoral system founded on 'theory of attachment' principles that actively supports each student and promotes restorative justice and parental responsibility.
- Support the HOJS in ensuring that data relating to student management and engagement (student attendance, student discipline, student behavior and pastoral care etc.) is accurate, collated, tracked and informs the response to improving student engagement and learning.
- Maintain visibility and availability for all staff to provide immediate and ongoing support for students with classroom, playground and wellbeing challenges.
- Ensure that parents are informed, involved and supported where concerns are raised on their child's schooling.
- Address and problem solve complex matters that arise with staff, students and parents while promoting the appropriate lines of communication.
- Contribute to the development of teacher practice in weekly staff meetings and professional development weeks.
- Represent the Junior School on teams and committees as required, e.g. Pastoral Care Committee.

#### ***Pastoral Care (Welfare and Discipline)***

- Foster a sense of belonging and value amongst staff and students.
- Work with staff, students and/or parent concerns in a supportive and proactive manner.
- Maintain detailed records on student behaviour and incidences.
- Effectively and actively engage with issues of student misbehavior across the school on a daily basis.
- Assist students and families with wearing correct school uniform.
- Oversee the management of the school's pastoral system including the 'responsible behaviour framework'.
- In consultation with the HOJS and the multi-disciplinary team (Director of Student Well-being, Pastoral Care co-ordinator, Learning Enrichment co-ordinator and Student Protection Officers) facilitate the development and implementation of appropriate processes to cater for the pastoral care and behavior management of students which includes oversight of Individual Behavioural Plans.

#### ***School Operations***

- Assist in staff recruitment, induction processes, monitoring and evaluating staff performance
- Oversee practicum teachers, work experience students, and TAFE trainees as required.
- Conduct enrolment interviews in conjunction with the HOJS for the Junior School.
- Deputise for the HOJS in their absence and be prepared and capable of representing their perspective.
- Assist in leading, supporting and monitoring the culture and operation of the daily line up of students at 8:20 am each morning, break times, during school and after school.
- Organise and oversee school Chapels and Assemblies.
- Manage all Junior School timetables and rosters in consultation with the HOJS.
- Actively support the cleanliness of the school site including overseeing the management of the lost property area.
- Attend and support College events, such as Open Day Tours etc.
- Collaborate and take a lead in organising special events including but not limited to the annual presentation and celebration evenings and parent information nights and parent-teacher interviews and meetings.
- Visit camps and excursions as required.

#### ***Manage Self and Professional Skills***

- Strong sense of self awareness and the ability to lead by example and inspire others to achieve personal and organisational goals
- Comply with the Staff Code of Conduct and QCT standards of ethical conduct.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.
- To continue to develop both personally and professionally to meet the changing needs of the College, its community and the education sector in general.

#### ***Other duties***

- The Deputy Head of Junior School will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying these positions.
- Maintain a practicing role in the teaching program and/or provide cover for teachers if urgent issues arise.
- Teaching load is determined on a year by year basis.

**Remuneration** As detailed in NCC internal policy on Positions of Added Responsibility.

#### ***Reference Documents***

- Pastoral Care Policy and Procedures

- Workplace Health and Safety Manual
- NCC Enterprise Agreement

***Appraisal & Review***      **Reviews to be conducted annually.**