
Kilvington Grammar School
Position Description
Head of Junior School



Role

The Head of Junior School will oversee the day to day running of the Junior School. In particular, he/she will be responsible for driving strategic change in curriculum, pastoral care and administration in the Junior School. The Head of Junior School will also be responsible for leading, managing and supporting Junior School staff.

The Head of Junior School will be expected to have a small teaching load.

Key Responsibilities

- Drive strategic direction, innovation, improvement and change in teaching and learning, pastoral care and operations in the Junior School.
- Guide best practice in teaching and learning and pastoral care in the Junior School.
- Develop and implement innovative and inspired learning programs within the Junior School.
- Lead, manage and support the Junior School Team ensuring they are a highly professional, motivated, collaborative and an effective team.
- Manage staff performance, succession, recruitment, induction and professional development in the Junior School.
- Oversee and coordinate the review and development of curriculum, including documentation and handbooks, structure, acceleration pathways and depth projects in conjunction with the Dean of Junior School Curriculum and Operations, Curriculum Team and Deputy Principal.
- Oversee and manage parent information nights, parent/student/teacher conferences, the Year 6 Graduation and Transition in the Junior School.
- Oversee and manage pastoral care issues in the Junior School in conjunction with the Dean of Junior School Wellbeing, Prep to Year 2 Pastoral Coordinator, Head of Senior School and the Principal as needed.
- Oversee all Junior School operational issues and support the organisation of Junior School events and activities in conjunction with the Dean of Junior School Curriculum and Operations.
- Oversee the delivery of Kilvington's Before School Care, After School Care and Holiday Programs.
- In conjunction with the Registrar, conduct enrolment interviews with prospective Junior School students and families.
- Coordinate and manage the appointment of Junior School student leaders, in conjunction with the Head of Senior School.
- Participate in specific projects as required.
- Represent the School in inter-school forums and appropriate professional networks as they arise.
- Support the Principal and Executive Team in leading and managing the School as deemed necessary

Committees

- School Executive
- Curriculum Team
- Junior School Team
- Other committees as required

Expected Outcomes

- Demonstrated support of and respect for the School's vision, values, goals, policies and procedures.
- Contribution to the strategic direction of the School, in particular the Junior School.
- Development and implementation of innovative and inspiring learning programs and improvement in the delivery of pastoral care and operations in the Junior School.
- Effective leadership, management, development and appraisal of the Junior School Team.
- Effective recruitment, induction and mentoring of new Junior School staff.
- Effective, positive and cohesive working relationships with School Executive, all other members of the School community and relevant external bodies.
- To work effectively in a team across the whole School.
- Efficient and effective response to pastoral care issues.
- Effective day-to-day operation of the Junior School.
- Growth in enrolment numbers.
- Responsible financial planning and budgeting of the Junior School.
- Agreed initiatives implemented effectively and key goals and performance targets achieved.
- Timely provision of advice, support and reports to the Principal and the School Executive.
- Prompt, accurate and professional response in all matters.

Working Relationships

The Head of the Junior School:

- Reports directly to the Principal.
- Provides support and advice to members of the School Executive.
- Leads, supports and mentors Junior School Staff.
- Provides support and advice to the Coordinator of the ELC.
- Provides support and advice to the supervisors of the Out of School Hours Program and Holiday Program
- Liaises with external agencies and providers.

Qualifications

Strong academic qualifications in a relevant discipline from a recognised university, significant teaching experience and eligibility for registration with the Victorian Institute of Teaching.

Knowledge, Experience and Skills

- Outstanding knowledge of and proven skills in curriculum development, assessment and reporting, and pastoral care and operations.
- A strong understanding of current educational practice as it relates to student learning and pastoral care.
- Demonstrated skill in identifying and implementing significant improvement and change.
- Highly developed leadership and management skills.
- Demonstrated ability to work within a team environment, and to build a cohesive and effective team.
- Demonstrated ability in mentoring and coaching, and developing appropriate professional learning opportunities for staff.

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- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Highly developed research, writing and computer skills with the ability to format and present information accurately, quickly and logically.
- Outstanding ability and experience in classroom teaching.
- Sound knowledge of the independent sector.

Personal Characteristics

- Demonstrates a passion and commitment to the vision and values of Kilvington Grammar School.
- Innovative visionary with high energy.
- Committed to striving for continuous improvement and achieving exceptional outcomes.
- Demonstrates high levels of confidentiality, trust, credibility and honesty.
- Demonstrates a respect for and acceptance of difference in students, parents and staff.
- Displays empathy, enthusiasm, commitment and is highly motivated.
- Possesses a strong work ethic.
- Exercises ownership and concern for quality of own work reflected in accuracy and attention to detail.
- Is flexible and has an ability to adapt and operate effectively in a challenging and changing environment.

Additional Information

This is full time position (1.0) and requires the Head of Junior School to work flexible hours. The Head of Junior School will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the school day or when students are in attendance.