



Position Description

Head of Primary P-6

St Johns Newtown

Position Title	Head of Primary St John's Newtown
Reports To	Executive Principal
College Objective	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools and demonstrate courtesy, cooperation, and teamwork with fellow members of staff. A good example for Christian living is to be given to staff, children and their families by words and actions.</p> <p>The Christian Education environment depends largely on the maturity and professionalism of all staff members co-operating fully with the Executive Principal, Heads of Sub-Schools, other staff, and the College Board. Staff are to adhere to the policies and the Lutheran teachings and to foster the ethos, culture, and traditions of Geelong Lutheran College.</p>
Position Overview	<p>The Head of Primary St John's Newtown will be an experienced, innovative and globally minded teaching and learning specialist who will model and support the core values and ethos of Geelong Lutheran College. They will demonstrate organisational and educational leadership and will be experienced in achieving agreed goals in collaboration with others and have a knowledge of the core components of the International Baccalaureate (IB) Primary Years Program (PYP).</p> <p>The Head of Primary St John's Newtown will have a demonstrated ability to inspire and enthuse others, and to accept feedback in respect to the effectiveness of their leadership. As a caring, compassionate, and capable leader, they will build the capacity and culture within the staff team and inspire an environment of academic excellence where students strive and thrive.</p> <p>The Head of Primary St John's Newtown will influence contemporary learning environments to strategically lead innovation within pedagogical approaches. They will support the College's Strategic Vision. They will be a leader of culture and community in the Primary School, in line with our College values, Restorative Practices and PYP Learner Profile attributes.</p> <p>The Head of Primary St John's Newtown will be an open-minded and reflective leader who will facilitate the development of others within the school community. This role will have significant influence on staffing decisions within this sub-school.</p> <p>This position will work cohesively and collaboratively with staff to build positive relationships and develop ownership and shared acceptance of ideas and actions.</p> <p>The Head of Primary St John's Newtown is appointed by the Executive Principal. This leadership position has been constructed on a three-year cycle with an appraisal at the end of the second year. Remuneration is specified in the Enterprise Agreement (EA).</p>
Duties and Responsibilities	<p>Be responsible to the Executive Principal for the overall Pastoral and Academic program of the Primary School</p> <ul style="list-style-type: none"> • Ensure that the operations of the Primary School programs are delivered efficiently and effectively, and in a safe environment • Consider the functions and activities of the Primary school in the context of our P-12, cross campus context



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Oversee and implement teaching and learning

- Collaborate with the Head of Teaching and Learning (Primary) to oversee curriculum and pedagogy innovation in a contemporary learning environment, in the implementation of the IB PYP
- Be a role model of a culture of excellence in teaching and learning
- Hold high expectations of student achievement
- Lead the professional growth of the Primary School staff in a dynamic environment
- Liaise with Head of Primary (Armstrong Creek) to ensure consistency of approach in both primary schools
- Collaborate with, coordinate, and support curriculum leaders (Head of Teaching and Learning (Primary), Literacy and Numeracy) to enable learning program development and improvement
- Embrace new ideas and effectively collaborate for their inclusion
- Be proactive in assisting with Teacher Appraisals on a cyclical basis

Oversee all relevant matters pertaining to the day to day running of the Primary School

- Collaborate with the Executive Principal and Human Resource, Risk & Compliance Manager for staffing matters
- Liaise with Inclusive Education Leader to ensure all (e.g. NCCD) data and student support programs are implemented
- Collaborate with the Business Manager regarding yearly budget and appropriate resourcing of Primary School programs and facilities
- Collaborate with St John's Enrolment Officer to manage enrolment processes (Prep and Year 1-6)
- Ensure the wellbeing framework and initiatives are actively implemented
- Engage parents in positive partnership and assist in the resolution of concerns
- Provide the parameters to assist in the development of the Primary School timetable, in conjunction with Executive Principal
- Liaise with key staff to ensure all activities, excursions and camps are well planned and all relevant risk assessments are completed and compliant with the College's Risk Management Plan
- Liaise closely with teachers, Director of Teaching and Learning (Primary), the Wellbeing Coordinator and the Inclusive Education Leader to ensure a holistic approach to support
- Oversee assessing and reporting documentation and processes in the Primary School
- Oversee the implementation of student personal development, leadership programs and activities for the Primary School.
- Liaise with the Executive Principal regarding the appointment of student leaders for the Primary school
- Oversee and promote the devotional life at the Primary chapels and assemblies
- Monitor the academic progress and pastoral needs of students in the Primary School
- Be prepared to guide, counsel, and provide support for all students in the Primary School
- Lead the community in the development of positive behaviour and relationships based on Restorative Practices



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	<ul style="list-style-type: none"> Communicate behavioural expectations to students and staff Support the co-curricular life of the College <p>Administration Responsibilities</p> <ul style="list-style-type: none"> Be responsible for all organisational matters for the Primary School, communication to staff and obtaining feedback as required Liaise with Head of Teaching and Learning (Primary) to ensure all documentation for IBO is submitted and staff are working towards IB Authorisation Provide moral, social, spiritual, and professional support to staff Liaise with Facilities department for the effective day to day running of the Primary School Oversee staff administrative and professional duties, managing workload expectations and compliance Appraise and act upon staff concerns and where necessary, follow-up with the appropriate personnel Support the development and review of policies Ensure processes for record keeping and documentation are developed and maintained <p>Teaching Load</p> <ul style="list-style-type: none"> Teach 0.1 FTE or an appropriate load as determined by the Executive Principal
Essential Knowledge, Skills and Abilities	<ul style="list-style-type: none"> Significant experience as a Lead educator (AITSL) and hold current VIT registration (or equivalent interstate) Have a sound understanding of the core values and expectations of the IB for PYP implementation Be prepared to undertake training in PYP core workshops for leaders Demonstrate success in modelling and promoting effective teaching and learning practices Demonstrate the ability to work with a team and lead change Significant experience in both curriculum and student support Possess a working knowledge of general administration Be an excellent communicator, have high level organisational and people skills Demonstrate knowledge and understanding of Lutheran education and the tenets of the Lutheran faith
Committee Membership / Meeting Attendance / Key Relationships	<ul style="list-style-type: none"> Executive Principal Head of Primary Armstrong Creek Head of Secondary Armstrong Creek Director of Teaching and Learning (Primary) Assistant Head of Primary St John's Newtown Inclusive Education Leader Literacy, Numeracy, Christian Leaders Dean of Students – Secondary Human Resources, Risk & Compliance Manager GLC Wellbeing Team Primary School staff meetings GLC St John's Newtown Leadership GLC Executive Leadership Team Other Committees as directed by the Executive Principal



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Selection Criteria	<i>These selection criteria will form the basis to assess applicants for short-listing:</i> <ol style="list-style-type: none">1. Must have at least three years in a leadership role within a Primary School or other environment where these skills are displayed2. Possess a proven track record of developing students and leading teachers3. Proven experience as an innovative Lead educator, specifically in the areas of curriculum, contemporary learning, pedagogical leadership, and pastoral care4. Knowledge of the International Baccalaureate Primary Years Program is highly regarded5. Build a positive culture of academic excellence through successful collaboration
Classification	Terms and Conditions: Please refer to the LEVNT Employment Agreement 2023 Tenure: Three-year contract commencing Term 1 2025 Location: Geelong Lutheran College St John's Newtown Current VIT registration is essential (or equivalent interstate)

STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer