



# *Pymble Ladies' College*

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## POSITION DESCRIPTION

**Title:** Deputy Head of Junior School - Academic

**Date Updated:** 20 July 2021

**Reports to:** Head of Junior School

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### Position Purpose and Objectives

The Deputy Head of Junior School - Academic is responsible for the leadership of curriculum and learning activities across K-6 aligned with the College culture and strategic direction. This role will work collaboratively with other teachers, curriculum and wellbeing leaders, and support staff to implement a curriculum framework within the Junior School that meets the needs and abilities of all students.

The Deputy Head of Junior School - Academic will not have a predetermined teaching load but will be expected to teach by way of covering classes when teachers are on professional learning, unwell or need to be out of their classes for approximately 0.20 FTE.

### 1. Core Job Role Accountabilities

- Oversee and lead the continuum of learning throughout K-6 to include online learning and the implementation of new curricula where required.
- Manage and approve the Scope and Sequences of work for K-6.
- Meet with parents/carers as required to discuss/support student learning.
- Approve the compliance of outcomes and annotations (to ensure NESA compliance) across all KLAs.
- Oversee Gifted & Talented planning and NCCD compliance K-6.
- Approve outlines and outcomes for reports from each grade.
- Proofread K-6 reports with Junior School leadership team.
- Approve requested excursions from the Co-ordinators and track curriculum links and associated learning benefit.

- Assist in the co-ordination of the Junior School calendar of events in collaboration with the Junior School leadership team to ensure appropriate allocation of facilities and resources in line with College priorities and commitments.
- Research, plan and lead Professional Learning for staff on curriculum and learning in collaboration with the College Teaching and Learning Leadership team.
- Co-lead (with Co-ordinators) collaborative planning sessions on a termly basis.
- Mentor Co-ordinators in terms of curriculum and meet with them fortnightly.
- Provide feedback and conduct annual appraisals for designated teachers within mentor group.
- Participate in *Pymble* Mornings by interviewing prospective families and speaking to families in groups when required.
- Attend ECM meetings relating to prospective students with additional needs.
- Meet weekly with Learning Support Co-ordinators K-2 and 3-6.
- Attend K-6 Learning Support meetings on a fortnightly basis.
- Meet with Head of PDHPE K-6, Head of Performing Arts K-6 fortnightly regarding progress of student learning and assessment
- Oversee tracking of Gifted & Talented students and extension opportunities provided beyond the classroom.
- Oversee the collation and analysis of data (in conjunction with Co-ordinators) for tracking of each student.
- Approve class placements and transition events each year.
- Attend Northside Gifted & Talented committee and IPSHA Umbrella group meetings to represent *Pymble*.
- Coordinate compliance with NAPLAN, analyse data and share data with leadership team and teachers as relevant.
- In conjunction with the relevant Co-ordinator, facilitate a range of external programs for students to participate in including but not limited to: Da Vinci Years 5-6, Maths Olympiad Years 4 – 6, Write a Book in a Day.
- Write weekly 'Lens into Learning' column for Junior School newsletter.
- Oversee, edit and approve termly newsletters from each Grade.
- Work with Head of Junior School to build partnerships with other schools both in Australia and overseas.

- Plan and facilitate parent webinars and Professional Learning on subjects related to learning and curriculum.
- Deputise for Head of Junior School as necessary.
- Support students by attending Saturday sport on 1 out of 4 weekends per term.
- Support and mentor teachers who are progressing through Proficient and Experienced Teacher Accreditation to ensure compliance with process.
- Collaborate with the Junior School leadership team to plan staff meeting schedules and invite and liaise with external presenters as necessary.

### **Teacher Accreditation**

Support the teacher accreditation process in K to 6:

- Make accreditation decisions at the level of Proficient Teacher (including Maintenance).
- Notify the Teacher Accreditation (K-12)- Lead regarding information that may affect a teacher's accreditation.
- Contribute to mentoring relationships and supervisor-teacher partnerships within the team of Co-ordinators of Teacher Accreditation, other College staff and staff undertaking accreditation.
- Contribute to the effective functioning of the team of Teacher Accreditation Co-ordinators with the Teacher Accreditation (K-12) - Lead manage the logistics of the NESA (National Education Standards Authority) and ISTAA (Independent Schools Teacher Accreditation Authority) accreditation process at all levels.
- With the Teacher Accreditation (K-12) - Lead, work with the TAA support officers (administration staff) to maintain eTAMS information.
- With the Teacher Accreditation (K-12) - Lead, work with the TAA support officers to monitor teacher accreditation status in eTAMS and communicate with teachers.
- With the Teacher Accreditation (K-12) - Lead, work with the TAA support officers to maintain all records of induction, accreditation decisions, complaints processes in the College's Accreditation tracker.
- With the Teacher Accreditation (K-12) - Lead, support staff to maintain their eTAMS account.
- With the Teacher Accreditation (K-12) - Lead, coach and train, or facilitate training for staff acting as mentors and supervisors for colleagues.
- With the Teacher Accreditation (K-12) - Lead, provide an induction to the accreditation process which supports teachers to understand the Standards and how to evidence them.
- With the Teacher Accreditation (K-12) - Lead, support teachers, mentors and supervisors through the process as necessary.
- Keep abreast of teacher accreditation requirements as advised by NESA through NESA Official Notices and with the Teacher Accreditation (K-12) – Lead, communicate these requirements to all relevant staff.

- Work with the structures provided by NESAs to manage the online requirements of teacher accreditation.
- Develop and be accountable to timelines, professional learning and expectations for different levels of Teacher Accreditation.
- Work in partnership with colleagues in the Teacher Growth team to support the professional learning, observation and feedback required for teachers pursuing various levels of accreditation.
- Liaise with Human Resources team regarding staff accreditation matters, as required.
- With the Teacher Accreditation (K-12) - Lead, maintain copies of all accreditation reports, evidence/annotations and observations.
- With the Teacher Accreditation (K-12) - Lead, develop and/or facilitate the provision of appropriate professional learning for staff undergoing accreditation and/or acting as supervisors.
- With the Teacher Accreditation (K-12) - Lead, contribute to reviewing and updating relevant College policies and procedures relating to teacher accreditation.

## **2. Position and Leadership Capabilities**

### **- Accountability and Decisive Action**

You are committed to getting things done through making timely and well-considered decisions and bringing projects to a close.

### **- Interpersonal Effectiveness**

You are recognised for your insightful and empathetic approach which sees you connect authentically with staff across the college.

### **- Learning Mindset**

You have a strong desire to enrich your own learning and understanding through intellectual curiosity and openness to challenge and change.

### **- Individual and People Leadership**

You demonstrate a highly inspirational outlook with high standards of performance for yourself and others.

### **- Innovation, Creativity and Problem Solving**

You bring energy to problem solving with your creative, flexible and critical outlook.

### **- Digital Fluency**

You embrace the value of technology as a transformative tool and you are an adventurer who confidently shares your learning journey to engage others in technology.

## **3. Core skills, knowledge and experience**

- Comprehensive knowledge of the curriculum from K – 6.
- Possess appropriate teaching qualifications and experience and a thorough understanding of NESA syllabus requirements.
- Empower and inspire team members to lead best practice in teaching and learning.
- Lead coaching conversations to create a positive and cohesive team culture.
- Facilitate consistency of judgment in assessment and reporting practice and ensure uniformity in stage level pedagogy.
- Lead and maintain clear and open communication with team and across K–6.
- Manage difficult conversations with parents in support of teachers in collaboration with the Deputy Heads of Junior School.
- The role requires a passion for teacher growth and an extensive commitment to supporting teachers in their professional journey.
- Experience in coaching and mentoring, as well as working individually and in groups with adult learners, is essential.
- Highly developed communication skills, including the ability to listen effectively and respond empathetically, are required.
- Skills in maintaining accurate records and managing communication with NESA and teachers undergoing accreditation are required
- Lead a culture of inquiry learning and transdisciplinary learning.

#### **4. Communication**

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

#### **5. Risk and Compliance**

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

#### **6. Professional Learning**

- 6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

#### **7. Other duties may be required from time to time**