



# Pymble Ladies' College

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## POSITION DESCRIPTION

<b>Title:</b>	<b>Deputy Head of Junior School Operations</b>
<b>Date Updated:</b>	<b>20 July 2021</b>
<b>Reports to:</b>	<b>Head of Junior School</b>

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### Position Purpose and Objectives

The Deputy Head of Junior School Operations is responsible for the leadership of operational 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 coordinate and plan events that enhance the learning experience in K-6.

The Deputy Head of Junior School Operations 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

- Lead and plan in conjunction with the Co-ordinators, Stage assemblies, including writing of scripts and inviting VIP guests.
- Organise and communicate duty rosters with staff.
- Meet with families who have been referred onto the Junior School.
- Organise Covers K-6 and communicate Daily Changes to staff.
- Support Co-ordinators and Year Co-ordinators by covering classes, responsibilities and duties as necessary.
- Lead the recruitment process for casual staff including interviewing candidates and manage the orientation process for them.
- Co-plan K-6 timetables with Deputy Head of Junior School - Academic and work with Head of Junior School to ensure FTE loads are appropriate.
- 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.

- Allocate buddies for all new staff and provide orientation for new teachers.
- Coordinate program management for K-6 events in collaboration with Head of Junior School and the PA to Head of Junior School.
- Coordinate and oversee Speech Day planning and organisation.
- Oversee Junior School logistics for Foundation Day, Jacaranda Day and other K-12 College events.
- Liaise with the team Outdoor Education team to organise Outdoor Education Programs for each Grade, including visits to Vision Valley, the management of camp packs and all communications to families.
- Ensure that risk assessments are updated and reviewed for all incursions/excursions across K-6.
- Coordinate and ensure medical alert information for students in K-6 is maintained and updated.
- Lead checking of risk and compliance across K-6 and reporting as necessary.
- In conjunction with the relevant staff, plan and lead Year 6 leadership interviews in Term 3 and the subsequent student leadership training.
- Organise logistics for lunchtime clubs K-6.
- Participate in *Pymble* mornings by conducting interviews with prospective students.
- Support students by attending Saturday sport on 1 out of 4 weekends per term.
- Proofread K-6 reports with the Junior School Leadership team.
- Deputise for Head of Junior School where necessary.
- Plan school events with other relevant members of the Junior School leadership team as necessary.
- Provide feedback and conduct annual appraisals for teachers whom you mentor.
- Work with Head of Junior School to plan and organise staff wellbeing events for Junior School.
- Oversee and co-plan Wellbeing Days for each Stage with the relevant Co-ordinator and Deputy Head of Junior School - Students.
- Organise logistics to include communications and ICT support for Learning Discussions with parents and carers.
- Organise logistics and ICT support for all parent events, K-6.

- Approve class placements and transition events each year in conjunction with relevant Co-ordinator and other Deputies.
- Organise and submit weekly entry for Junior School newsletter.

## **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**

- Possess appropriate teaching qualifications and experience.
- Proven experience in managing operations in an educational environment.
- A track record of working productively and collaboratively as part of a leadership team to achieve strategic and shared goals.
- 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.

## **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**