



# Pymble Ladies' College

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## POSITION DESCRIPTION

<b>Title:</b>	<b>Deputy Head of Junior School - Students</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 - Students is responsible for the leadership of wellbeing 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 the Mind, Body, Spirit curriculum framework within the Junior School.

The Deputy Head of Junior School - Students 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

- Be responsible for the wellbeing case management of students K-6 and manage referrals to the psychologist team.
- Manage referrals to K-6 psychologists.
- Lead Professional Learning on wellbeing subjects for K-6 staff.
- Hold weekly meetings with the Co-ordinators to review students on the wellbeing radar and provide support as required.
- Hold weekly meetings with Head of Junior School and K – 6 Psychologists to review students on wellbeing radar K-6. Maintain a record of wellbeing issues in K-6 to be shared with the Deputy Principal – Students (K-12).
- Oversee the Directions program for K-6 by planning sessions and programs/resources for RE, Cybersafety, URSTRONG, RULER, Kimochis etc in conjunction with Co-ordinators.
- Lead and plan House Spirit activities K-6 and mentor House Captains.

- 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.
- Participate in *Pymble* Mornings by organising Year 6 tour leaders and providing guidance and mentorship to them.
- Plan and oversee Wellbeing Days for each Grade with the relevant Co-ordinator and Deputy Head of Junior School Operations.
- Lead and mentor the Student Representative Council Year 2 -6.
- Co-lead (with Head of Junior School) Kindness Club K-6. Hold weekly meetings to mentor Kindness Captains.
- Provide feedback and conduct annual appraisals for designated teachers within mentor group.
- Support students by attending Saturday sport on 1 out of 4 weekends per term.
- Approve course outlines and outcomes for Directions reports from each grade.
- Proofread K-6 reports with Junior School leadership team.
- Foster links between Schools (Early Learning Centre, Middle, Upper and Senior School).
- Work with Head of Junior School to build partnerships with other schools in relation to wellbeing of students.
- Plan and facilitate parent webinars on wellbeing topics.
- Write weekly Compass Check-in for Junior School newsletter.
- Lead Rites of Passage focus K-6.
- Lead integration of Wellbeing programs and lead/oversee appropriate staff Professional Learning.
- In consultation with the Director of Research and Development, lead action research into areas of wellbeing and share data with Junior School leadership team.
- Liaise with Director of Research and Development regarding surveys and work with the Co-ordinators to coordinate these surveys as necessary.
- Deputise for Head of Junior School as necessary.
- Work with Head of Junior School to promote and build partnership with Fly High Billie charity and others through B Kinder initiatives.
- Approve class placements and transition events each year.

- Attend and host IPSHA Umbrella Group Meeting – wellbeing.
- Represent *Pymble* on AIS Wellbeing committee and attend meetings.
- Collaborate with Deputy Head of Junior School - Academic to plan staff meeting schedule for the term to ensure that wellbeing Professional Learning is represented including external presenters where necessary.

## 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.
- High level communication skills and interpersonal skills to develop and sustain quality relationships within and beyond the K-6 community.
- A genuine interest in the wellbeing of students to help them achieve their personal best.
- Experience in leading coaching conversations to create a positive and cohesive team culture.
- Experience in conducting 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**