



ST PIUS X COLLEGE

CHATSWOOD

Head of Junior School

The Head of the Junior School reports directly to the Principal and is a member of the College Leadership Team.

Child Protection legislation requires that, as the preferred applicant of a position classified as child-related employment, you must meet the requirements of the Working with Children Check. Your appointment may be reviewed if information relating to any child-related offence is revealed.

Basic Role Purpose

The Head of the Junior School leads the Junior School community of students, staff and parents in its pursuit of excellence in all aspects of religious education and formation, teaching and learning, pastoral care, administration and the cocurriculum in the Junior School. As a member of the College Leadership Team the Head of the Junior School actively participates in the design, implementation and evaluation of strategies, policies and processes to secure the College as a Catholic school in the Edmund Rice tradition. The Head of the Junior School is responsible for all aspects of the day to day life of the Junior School.

Major Responsibilities and Accountabilities

1.0 Religious Leadership

- 1.1 witnessing to and promoting the life and values of Jesus Christ;
- 1.2 understanding, being committed to and actively promoting the Catholic ethos of the College;
- 1.3 providing leadership as a role model in the charism of Blessed Edmund Rice and promoting the touchstones and core values of the Edmund Rice Charter;
- 1.4 providing leadership in achieving the mission of the College;
- 1.5 overseeing the organisational priority of Religious Education and Formation in the Junior School community;
- 1.6 planning and leading Junior School assembly prayer and reflection;
- 1.7 supervising the processes of catechesis and evangelisation in the Junior School;
- 1.8 liaising with the Head of Mission and Identity and other relevant staff on the preparation and celebration of Junior School liturgies;
- 1.9 working collaboratively with the Head of Mission and Identity and other relevant staff on:
 - i. the provision, organisation and conduct of prayer and reflection within Junior School camps and other activities;

- ii. the promotion of Social Justice education and practice within the Junior School;
- iii. the establishment and promotion of links with local parish communities, EREA, the Broken Bay Diocese and the Oceania Province of the Christian Brothers.

2.0 Leadership of Learning

2.1 Curricular

- 2.1.1 providing leadership in teaching, learning and assessment;
- 2.1.2 demonstrating excellence as a classroom teacher and a high level of professionalism;
- 2.1.3 modelling the effective and safe use of technology in teaching and learning;
- 2.1.4 demonstrating and communicating a thorough knowledge of the NESAs and other requirements relevant to courses within the Junior School;
- 2.1.5 promoting an effective framework for curriculum development within the Junior School;
- 2.1.6 in accordance with the Catholic Ethos, student needs and syllabus requirements, supervising the development, implementation and evaluation of effective teaching/learning programs in collaboration with the Junior School staff;
- 2.1.7 monitoring the curriculum to ensure that inclusive education of all students (including Gifted and Talented students and students with learning difficulties) is achieved and maintained;
- 2.1.8 coordinating and managing appropriate assessment, recording and reporting procedures;
- 2.1.9 establishing and supervising procedures to ensure regular registration including annotating, dating, signing and evaluating teaching and learning programs;
- 2.1.10 being familiar with and participating in the development of College electronic communication and eLearning;
- 2.1.11 ensuring that staff within the Junior School and the College Leadership Team are kept informed about significant changes in the Junior School Curriculum;
- 2.1.12 developing teaching and learning skills within the Junior School;
- 2.1.13 maximising the curricular and pastoral advantages of a smooth transition from year 6 to Year 7 within the College community;
- 2.1.14 promoting the principles of effective teaching and learning practices;
- 2.1.15 facilitating opportunities for self and Junior School participation in professional development and reflective practice.

2.2 Pastoral

- 2.2.1 facilitating the writing, collation and distribution of College reports;
- 2.2.2 promoting the development of pastoral care and administrative skills of staff in the Junior School;
- 2.2.3 providing teacher support and professional supervision;
- 2.2.4 completing all necessary administrative tasks effectively and efficiently, including the establishment and maintenance of suitable timelines;

- 2.2.5 supervising staff, including contributing to performance reviews and reports as required;
- 2.2.6 liaising with Class Teachers with respect to students experiencing difficulties in the Junior School;
- 2.2.7 contributing to a positive learning climate within the Junior School.

3.0 Strategic Leadership

- 3.1 contributing to the development of the College's Strategic Improvement Plan and implementing its objectives;
- 3.2 participating actively in bi-annual formative reviews involving personal reflection, annual goal setting, and discussion with the Principal throughout the period of appointment and participating in a summative performance review in the final year of a period of appointment;
- 3.3 inputting and implementing annual goal statements;
- 3.4 working with staff to establish clear goals for the Junior School and to develop strategies for improvement and systems to evaluate the success of these strategies;
- 3.5 being actively involved in a range of meetings, including regular Leadership Team meetings;
- 3.6 supervising the delegated accountabilities of staff in leadership positions in the Junior School.

4.0 Organisational Leadership

4.1 Curricular:

- 4.1.1 managing the Waterford Learning Centre as the campus for the Junior school;
- 4.1.2 being familiar with and able to account for Junior School resources;
- 4.1.3 submitting annual budgets for approval, in accordance with a definite plan for maintaining and upgrading Junior School resources, in collaboration with the Business Manager;
- 4.1.4 evaluating, maintaining and purchasing resources within budgetary constraints;
- 4.1.5 coordinating the cataloguing of Junior School resources within and beyond the College;
- 4.1.6 organising resources to promote their appropriate utilisation;
- 4.1.7 monitoring the effective functioning, care and safety of equipment and facilities under the direct supervision of the Junior School;
- 4.1.8 communicating:
- 4.1.9 internally with students, Junior School staff, other staff in leadership positions and the Leadership Team through formal and informal means;
- 4.1.10 externally with parents, professional associations and statutory authorities, as appropriate;
- 4.1.11 employing quality casual relief staff as necessary;
- 4.1.12 generating Junior School calendars, timetables, duty rosters and all other documents essential to the effective and efficient functioning of the Junior School;

- 4.1.13 coordinating all necessities relevant to excursions and other off-campus activities;
- 4.1.14 developing, implementing, managing and evaluating policies and procedures consistent with overall College policies and procedures, in relation, but not exclusive to homework, bookwork, assessment and reporting, setting and administering tests and maintenance of records for NESA requirements;
- 4.1.15 complying with the College's Workplace, Health and Safety policies and procedures.

4.2 Pastoral:

- 4.2.1 inducting parents and students newly enrolled in Stage 3;
- 4.2.2 coordinating the termination of enrolment of students;
- 4.2.3 coordinating the movements of one cohort into the next cohort including transition meetings with the Year 7 Pastoral Leader;
- 4.2.4 supervising student attendance and punctuality;
- 4.2.5 coordinating the conferral of student awards and prizes;
- 4.2.6 maintaining effective channels of communication between the school and home;
- 4.2.7 implementing College policies and procedures in relation to student attendance, punctuality, uniform and appearance, discipline and behaviour, overall academic performance, use of College diary and commitment to the College and the wider community;
- 4.2.8 supervising the security, cleanliness and maintenance of Junior School classrooms and other facilities;
- 4.2.9 initiating inquiries and progress reports when necessary or when requested by the Principal or Deputy Principal;
- 4.2.10 arranging parent/teacher and information evenings;
- 4.2.11 conducting regular meetings with groupings of Junior School staff;
- 4.2.12 organising Junior School Staff and student timetables.

5.0 Relational Leadership

- 5.1 promoting the value of student self-esteem;
- 5.2 being committed to the education of boys;
- 5.3 promoting an environment in which all students are challenged to realise their full potential;
- 5.4 supporting just and effective policies of student pastoral care within the Junior School and providing counsel for students, parents and staff;
- 5.5 working closely with Junior School staff in areas affecting classroom management, efficiency and professional standards;
- 5.6 advising students and parents on the content of courses within the Junior School;
- 5.7 maintaining and enhancing Junior School morale;
- 5.8 providing ongoing professional guidance, support and feedback for Junior School staff involved in Teacher Performance Reviews; teachers in their first years of service; teachers newly appointed to the College; and more experienced members of the Junior School;
- 5.9 valuing the unique contribution of each member of the Junior School;

- 5.10 contributing to the review and development of policies and procedures to ensure effective liaison between the College and home and wider community;
- 5.11 assisting parents to be fully informed about the education of their sons;
- 5.12 contributing articles regularly to the weekly College newsletter, Woodchatta, and preparing the fortnightly Junior School Newsletter;
- 5.13 seeking opportunities actively to promote the College, and the Junior School in particular, in the wider community;
- 5.14 being actively involved in the College's cocurriculum;
- 5.15 addressing areas for development in Junior School staff in a structured, just and comprehensive manner;
- 5.16 conducting enrolment interviews and making subsequent appropriate recommendations in accordance with College enrolment policies;
- 5.17 participating in the organisation and being present at Open and Orientation Days for parents and students either seeking enrolment or newly enrolled;
- 5.18 contributing significantly to the employment processes for all members of the Junior School staff;
- 5.19 encouraging a spirit of excellence, responsibility and cooperation within the Junior School;
- 5.20 maintaining standards of excellence within the Junior School in collaboration with Class Teachers, those in leadership positions in the Junior School, the Deputy Principal and the Principal;
- 5.21 processing confidential student information and initiating appropriate follow-up;
- 5.22 being present to and for the students in the Junior School;
- 5.23 being aware of and responding to individual student needs and particular needs of the Junior School;
- 5.24 collaborating with Class Teachers in the pastoral care of students within the Junior School;
- 5.25 liaising with the wider community in charitable works, programs of social experience and other activities;
- 5.26 organising social interaction with other schools;
- 5.27 liaising with specialised agencies where appropriate;
- 5.28 working as a member of the Leadership Team within the wider College community;
- 5.29 conducting Junior School assemblies;
- 5.30 referring students, when appropriate, to the Counsellors and working with the Counsellors on matters of individual or collective student welfare.

Other duties as assigned from time to time by the Principal

Reviewed: September 2026