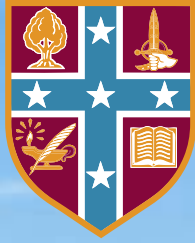


The  
Scots  
School  
Albury

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# Head of Junior School Appointment Applicant Information Pack • 2025



# From the Principal

## Welcome to The Scots School Albury.

Scots has a long proud history in the Riverina and is the oldest regional boarding school in the State. We have a very storied history of producing scholars, athletes and business people who reach the very top of their profession and contribute enormously to their local communities, so we hold ourselves to very high standards in all aspects of school life. This includes academics, exceptional co-curricular opportunities, the level of support we offer all our learners, the support and resources available for our teachers and the expectations we have of our students' behaviour and conduct. We expect our students and staff to be proud members of The Scots School Albury and to always attempt to achieve their very best in all they do.

As an exceptional educational leader considering our Head of Junior School position, you will want to know why you should consider Scots integral in your educational journey. What does Scots have that other schools don't?

Well, as a country boy who was born and bred in the area, moved away to pursue my career and then moved back as Principal of Scots, I can tell you what attracted me most was the unique sense of community.

Scots is a school big enough for executive leaders to govern a full range of education programs and subjects, but small enough to know strong collegiality and feel like part of the community. It's a place where your leadership can be given wings; allowing you to express your ideas and innovation within the framework of our overall School philosophy, and with the resources and support to realise them.

You will develop engaging and rewarding relationships with families, teachers and the leadership team because you will know all of them by face and name. There are many layers to a robust Scots community and it includes you, the staff and every student and their families. We have been delivering a quality education

in the region for more than 158 years through our founding schools Albury Grammar School and Woodstock Presbyterian Girls School. We amalgamated to form the co-educational school, The Scots School Albury, in 1972 and today we continue to evolve as a school renowned for its academic results (we are the most successful HSC school on the Border) and its co-curricular offering (we won the 2021 Australian Education Awards Best Co-curricular Program in a hotly contested and nation-wide search). And, we offer all this in the beautiful surrounds of our 10ha campus in central Albury.

It's an exciting time to be at Scots; enrolments are strong across the board, we have a healthy scholarship program and we are expanding our built environment. Following the recent opening of our Senior Study Centre, we are poised to begin construction on a new, \$10m Junior School due for completion for the 2026 academic year. The Head of Junior School will be integral in the transition to our new facility and establishing a happy, cohesive and nurturing environment.

But, I've saved the pièce de résistance until last. Without doubt, the single most important benefit of leading our Junior School will not be the job satisfaction, the ability to develop this role as your own or to enhance your own skills and qualifications. It will be that you can do all of these things and maintain a healthy work life balance: spend more time with your family, have a better quality of life and lower your cost of living.

This is the step in your career and personal life you have been waiting for! Come and experience the warmth of our community. We look forward to meeting you.



Mark Hemphill



# School Overview

The Scots School Albury is a Kindergarten to Year 12 coeducational day and boarding school in the heart of the Riverina region with a history spanning nearly 160 years.

Scots is a Uniting Church School, welcoming families of all faiths, with a commitment to academic excellence, community, innovation and growth. Maintaining tradition while continually striving for progression is at the forefront of the School's success.

The campus encompasses our Junior and Senior Schools, our Boys and Girls Boarding

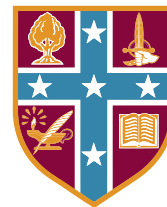
Houses and extensive sports, arts, manual arts and academic facilities - all idyllically located in the centre of Albury and on the doorstep of the snowfields, Victorian high country and renowned wine regions.

Scots is synonymous with a thriving regional Albury community; we enjoy strong enrolments across the board and the expansion of our built environment is underway. We recently opened our \$3m Senior Study Centre and construction on a \$10m Junior School will commence in the next six months.



# Position Description

The  
Scots  
School  
Albury



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<b>Position Title</b>	Head of Junior School	
<b>Salary</b>	Independent Schools NSW / ACT (Teachers) Multi-Enterprise Agreement (MEA) 2021	
<b>Reports to</b>	Principal	
<b>Direct reports</b>	Director of Preschool; Deputy Head of Junior School; Primary Years Programme (PYP) Coordinator; Junior School Teachers	
<b>Membership</b>	Executive Team	
<b>Time Fraction</b>	Full time – initial 5 Year contract	
<b>Effective Date</b>	1 January 2025	<b>Applications Close</b> Friday 26 July 2024

## Our People

The Scots School Albury places our young people at the centre of their educational experience by providing challenges and opportunities that enable them to flourish as individuals, with others, and within the broader community. Our foundation as a traditional, yet modern place of education ensures our students gain from our experience and history through innovative pedagogy inspired by best practice.

Scots staff and students are inspired to be leaders within the global community and reflect our values as – Respectful, Courageous, Determined and Connected Individuals.

Learning is at the heart of what we do, and we hope all our young people aspire to develop as broadly educated, confident and thoughtful individuals. We encourage every student to be a part of, and contribute to, our local community and everything it has to offer.

## Our Head of Junior School

The Head of Junior School with the Principal provides the strategic direction for the Junior School and is a member of the Executive Team that guides the direction of the whole school.

The Head of Junior School exercises direct responsibility:

- Lead innovation in teaching and learning, staff and professional learning, and student wellbeing.
- Be committed to enriching educational opportunities for students.
- Identify, enable, facilitate, and implement continuous improvement and achievement of projects and initiatives
- Lead the Junior School staff and is supported by the Deputy Head of Junior School and the Director of Preschool.
- Works with the Head of Senior School, the Deputy Principal and the Principal in the leadership of the School.
- Strategic and day to day leadership of the Junior School
- Develops and implements initiatives aligned to achieving the values, vision, mission, and strategic objectives of The Scots School Albury.
- Delegate for the Principal as directed.

The successful candidate is encouraged to maintain a 0.2 teaching allotment in an area of their choice whilst leave requirements and conditions are based on those of a teacher at Scots, as a member of the Executive Team, the Head of Junior school is expected to be available for 6 weeks of the stand down time.



# The Role Head of Junior School

## Key Result Areas

### 1. Strategic Leadership

- Lead the current and future pedagogical strategies and objectives for the Junior School.
- Be accountable for the implementation of elements of the budget as they relate to the Junior School and broader whole school goals.
- Promote and implement key strategic objectives to all Junior School staff, ensuring that there is understanding, engagement and participation at all staff levels.
- Develop, recommend, implement, and monitor quality assurance processes regarding teaching and learning, staff learning and pastoral care.
- Encourage and maintain a climate of quality and excellence within the Junior School and relationships with internal and external stakeholders.
- Respond strategically and proactively to the changing education sector, lead innovation collaboratively and model a positive approach to change.
- Monitor and foster a positive and collaborative staff culture.

### 2. Educational Leadership

- Facilitate the development and growth of a high-performance culture of continuous improvement and individual merit.
- Promote teaching and learning as the core business of the Junior School, facilitating, and fostering a learning climate for staff and students.
- Ensure that a sound knowledge of emerging trends in educational theory, learning theory, curriculum design, learning technology, assessment and methodologies underpins all learning and teaching programs in the Junior School.
- Promote high quality teaching and learning and encourage continuous improvements in learner experience.
- In collaboration with the Head of Senior School, lead the Junior School in examining emerging technologies for their use of, and potential impact on, learning, engagement, creativity, and achievement.
- In collaboration with the Head of Senior School, and Director of Teaching & Learning, lead the improvement of professional knowledge, practice, and engagement through access to high quality professional learning programs.
- In collaboration with the Leader of Inclusive Education, provide appropriate support and resources for students with specific learning needs.



### **3. Staff Leadership and Management**

- As a member of the Executive Team, monitor and evaluate staff performance, succession planning, recruitment, induction, professional learning and training for all direct reports.
- Lead and manage all staff reporting to the role, ensuring that legislative and regulatory requirements are met in relation to all Government reporting requirements.
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, encouraging accountability, being transparent and effective decision-making and collaborative work practices.
- Address and resolve matters of staff performance and conduct, in accordance with School policies, procedures and values.

### **4. Wellbeing Leadership**

- Lead the Junior School Teaching Team to build and sustain a strong model of student leadership across the Junior School that actively engages students in leading students, mentoring, coaching and the development of school pride.
- Ensure the development and implementation of a strong pastoral system that engenders respect and actively supports each Junior School student.

### **5. Organisational Leadership and Management**

- Provide strategic and operational leadership for the effective administration and day-to-day management of the Junior School.
- Clearly understand and communicate the vision for the Junior School and adopt it as part of daily practices, the development of policies and procedures, and when working with teams to implement improvement strategies.
- Promote and model health and safety across the Junior School, and compliance with WH&S requirements (including safe work practices).
- Maintain a regular schedule of meetings with direct reports to monitor students' academic progress and pastoral care, ensuring that parents are effectively involved where concerns are raised.
- Act as a point of escalation in matters of discipline, performance, and interpersonal conflict.
- Build networks with professional communities beyond the School community.
- Promote strong leadership within both the parent community (by acting as an ambassador of the Junior School by leading and being actively involved in key events for parents throughout the year including Parent Teacher Interviews, Information Nights, Speech nights and so on) and the wider education community.
- Delegate authority to the Deputy Head of Junior School when appropriate.

### **6. School Enrolments**

- Monitor retention of enrolments and identify any trends emerging in student withdrawals.
- In conjunction with Enrolments meet with prospective School students and families/carers prior to and/or during the admissions process.
- Proactively identify any 'loss of enrolment' risks and put in place appropriate mitigation strategies following discussion with the Principal.

### **7. Financial and Resource Management**

- In conjunction with the Head of Business Operations and the Principal, manage the financial outcomes of the Junior School through effective engagement in the budget setting process and on-going monitoring and management of expenditure.

### **8. Other**

- Maintain a practising role in the teaching program (approximately .2 FTE).
- Other responsibilities from time-to-time as required by the Principal.

# Professional Practice

## Key Attributes

- Broad experience in a strategic educational leadership role, together with experience in the leadership, strategy, staff, budget, curriculum, and broader school operations.
- Current knowledge of curriculum, appropriate research, educational trends, schooling practices and pedagogy relevant to student and staff learning outcomes.
- In depth understanding and knowledge of the development and educational needs of young children.
- Up-to-date knowledge of relevant compliance requirements and regulations including Child Safety, WH&S, employment relations, financial management and budgeting.
- Keen ability to use data in the decision-making process and strong analytical and problem-solving skills.
- Experience of leading, implementing and reviewing quality processes and strategies.
- Sound judgment and the ability to operate autonomously.
- High level of interpersonal and relationship building skills, to ensure the ability to effectively negotiate, resolve conflict, motivate and engage staff within the School.
- Awareness of Child Protection requirements of a school employee in NSW.
- Maintain confidentiality in relation to staff meetings, common room matters and demonstrate a proper regard for harmony with colleagues and their reputations.
- Maintain confidentiality of student information.
- Makes independent and appropriate decisions in alignment with principles underpinning School values, strategic objectives and policies.

## Personal Attributes and Qualities

- Exceptional rapport with children, parents, and staff to work collaboratively and creatively, ensuring the child is at the centre of the learning.
- Working knowledge and understanding of independent school settings.
- Proven judgment, initiative, and the ability to manage own workload and meet deadlines.
- Ability to remain organized, calm, and focused in a fast-paced environment, while providing exceptional service to students and parents.
- Proven ability to establish and maintain effective stakeholder relationships and to work creatively, collaboratively, and effectively as a team member.
- Interpersonal and relationship building skills to ensure the ability to effectively negotiate, resolve conflict and engage staff and students.
- Performs tasks within the limits of operational policies and procedures.
- Solves day-to-day problems in accordance with operational directions, guidelines, and procedures.
- Seeks guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.
- Excellent time management skills

## Professional Requirements

- Post graduate qualifications focusing on leadership or education (preferred) together with current NSW Registration or eligibility for NSW Teacher Registration.
- Current Working with Children Check and Professional Development under the Child Protection Act.
- Current Police Check
- Maintain compliance with WHS and any other related legislation
- First Aid Certificate or a willingness to obtain.

## Desirable Criteria

- IT and data management skills would be highly regarded.



**The Scots School Albury is committed to child safety. As such, the successful applicant is required to satisfy child protection screening and adhere to the School's Child Safe Policy and Code of Conduct.**

# Child Safety

All teaching and support staff are expected to:

- Provide students with a safe environment.
- Provide advice and support on child protection issues as required.
- Be familiar with and comply with The Scots School Albury's Child Protection Policy, Code of Conduct, and any other procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects the school values.
- Implement strategies which promote a healthy learning environment.
- Demonstrate a duty of care to students in relation to physical and emotional wellbeing.
- This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal or Human Resources at any time in response to the changing needs of the School.

# Vaccination Status

Pre-conditions of employment include complying with current NSW Health requirements around COVID-19 or other diseases (as advised by the School) and you providing the School with evidence it considers satisfactory regarding vaccination.



# Key Selection Criteria

1. Extensive experience in leading the development and successful implementation of pedagogical strategies and objectives in a Junior School
2. Demonstrated strong interpersonal skills to develop effective working relationships including the ability to engage, motivate and negotiate with internal and external stakeholders.
3. A track record of developing and implementing innovative strategies that engage students, families, and community members in the life of the school.
4. Previous experience leading the identification and implementation of continuous improvement initiatives.
5. Experience leading the development and implementation of initiatives aligned with a school's values and strategic plan while effectively managing resources.
6. Proven ability to work in a leadership team to provide the strategic and educational leadership of a school









# Application Process

Applications will be received until **Friday 26 July 2024**.

Your application should consist of:

- Covering letter
- Statement addressing the key selection criteria (*three pages maximum*)
- Curriculum Vitae
- A video introduction of yourself to the Interview Panel (2–3 mins)
- A video introduction of yourself to the students at The Scots School Albury (2–3 mins)
- A list of qualifications including NESA registration (or equivalent) - (certified copies will be required for the successful applicant)

Applications will be reviewed and considered for interview process. The process will involve:

- psychometric assessment
- referee and documentation check
- a general panel interview
- a prepared presentation by candidate (subject to be provided post panel interview) and interview

## Submission of Applications

The Scots School Albury is being supported by Total HRM in the application process and all applications for this position should be submitted via this [link](#), and addressed to:  
Mr Mark Hemphill, Principal

**For further enquiries and information, please contact:**

Mr Mark Hemphill

Principal

02 6022 0035

[mhemphill@scotsalbury.nsw.edu.au](mailto:mhemphill@scotsalbury.nsw.edu.au)

