



Assistant Head of Junior School, Dee Why

About St Luke's

St Luke's Grammar School is an Independent, Anglican, co-educational school, with two Campuses on Sydney's Northern Beaches. One Campus is located in Dee Why (Pre-K to Year 12), and a second Campus is located in Bayview (Pre-K to Year 6). St Luke's has built a reputation as a premier co-educational independent school that achieves outstanding academic and pastoral outcomes for students.

St Luke's employs over 150 full-time and part-time teachers, supported by teachers' aides, administrative staff, grounds staff, coaches and peripatetic tutors. The School currently has over 1500 students, with approximately 1250 students at Dee Why and 250 students at Bayview.

Our Strategic Pillars

St Luke's Strategic Plan includes five strategic pillars:

- A flourishing community
- Personal best, together
- The whole person matters
- Passion for service
- An eye on the future



Our **LEARNING@STLUKE'S** Framework underpins the teaching and learning across Cottage to Year 12 by providing a common language of learning and wellbeing, and a purposeful focus on character development.

St Luke's Grammar School is one of nineteen schools that are part of the Anglican Schools Corporation (ASC) network of schools. The ASC works closely with the Principal and School Council to ensure wise oversight and governance of the School and provide support with core services including finance, IT, Compliance and Human Resources.

About the Role

The Assistant Head of Junior School, Dee Why is a Cottage to Year 6 Leadership position within the School and is a member of the Leadership Team. The successful applicant will be an outstanding Christian educator with proven experience driving student wellbeing, innovation and engagement. The Assistant Head of Junior School, Dee Why will have a passion for student wellbeing, pedagogy, excellence, innovation and leadership.

The Assistant Head of Junior School, Dee Why works collaboratively with the Head of Junior School, Dee Why, Head of Junior School, Bayview, and Assistant Head of Junior School, Bayview to create and align the vision of the Junior Schools.

Position: Assistant Head of Junior School, Dee Why

Load: Permanent Full time
0.4 Teaching Load

Level: Leadership Level 2

Commencement: Term 2, 2024

Reporting to: Head of Junior School, Dee Why

St Luke's Grammar School is proudly a Child Safe Organisation, putting the best interests of Children and Young People first. All appointments at St Luke's Grammar are subject to Child Protection legislation.

Reporting Relationships

- The Assistant Head of Junior School (Dee Why) reports to the Head of Junior School (Dee Why)
- The Assistant Head of Junior School will work closely with the Deputy Principal, Deputy - Academic Strategy, Head of Wellbeing (C-12), Head of Learning & Innovation (C-12), Assistant Head of Junior School, Bayview (Operations and Pastoral Care), Director of Teaching and Learning (C-6), Head of Learning Enhancement (C-12) and all Junior School teaching staff.

Key Roles / Duties / Responsibilities

Students

- Responsible for the development and implementation of the Pastoral Care/Discipline/Wellbeing Policies of the Junior School, including regularly following up with students, staff and parents regarding student behaviour
- Responsible for the maintenance of the House Points system and encouraging the staff to use it appropriately
- Works alongside the Junior School Heads of House to build House spirit, community, connection, and healthy competition
- Leads assemblies and speaks at events where appropriate
- Oversees the Junior School team of student leaders, in partnership with the HoJS and the Year 6 teaching team
- Leads the pastoral care and wellbeing programs in the Junior School, with relevant stakeholders
- Plans and implements appropriate intervention strategies as required with relevant staff
- Maintains accurate records with excellent attention to detail with regard to all administrative requirements
- Supports the implementation of the School's student wellbeing framework, initiatives, and programs
- Assists in the development and maintenance of pastoral and welfare policies, structures, and programs with other key stakeholders
- Creates meaningful opportunities for student voice, engagement, and agency within the School community

Operations

- Organises timetables, duty rosters and calendars in conjunction with the School operations team
- Communicates effectively the daily, weekly, and term calendars
- Takes a leading role in assemblies, gatherings, and relevant events, including out-of-hours events, as required
- Assists with public relations, tours, events, open days, admissions and interviews as required
- Liaises with school photographer and oversees photo days for the Junior School
- Ensures all risk assessment policies and processes have been adhered to
- Organises articles to be included in the School Newsletter, 'Student Voice' edition
- Assists in organising external testing such as NAPLAN, ICAS, Allwell, REACH
- Carries out duties of the Head of Junior School in their absence
- Performs any other duties as requested by the Principal

Curriculum

- Co-leads the implementation of initiatives to enhance learning and teaching practices, including **LEARNING@STLUKE'S** Framework; transdisciplinary programming, cross-campus integration, ICT, and future focussed skills development
- Participates in the review of teaching and learning programs
- Analyses academic data and tracking of individual performance in relation to individual student matters
- Assists in the production process (including proofreading) for Student Semester Reports, in consultation with relevant stakeholders

Staff

- Leads the primary teachers and supports staff by setting a good example for all
- Responsible for assisting staff with pastoral care and discipline issues and supporting staff in their daily responsibilities
- Mentors and participates in the induction program for new staff
- Leads the teacher accreditation and development process, including those undergoing NESAs and ISTAA accreditation processes
- Assists in the oversight of staff Professional Learning, in consultation with relevant stakeholders
- Models high-quality teaching and learning practice

Parents

- Leads clear and open communication with parents through being proactive in relation to both positive and negative actions of students
- Liaises with the School Counselling team regarding the provision of support for students with social, emotional, and/or behavioural needs and their families, and communicates the needs of these students to the staff in a timely and sensitive manner

Desirable Attributes

The successful applicant will:

- Exercise intellectual strength, professional integrity, and a passion for education
- Display through their leadership, an active and personal Christian faith that is confidently articulated in word and deed
- Model and clearly articulate evidence-based innovation in supporting the academic and pastoral needs of students
- Demonstrate a clear understanding and appreciation for the development of children from early childhood to early adolescence
- Describe their own purposeful and innovative responses to key educational issues
- Have the ability to communicate confidently and cooperatively with students, staff, and parents
- Show a commitment to ongoing self-education
- Value inter-school networks of colleagues in personal and school-wide improvement
- Demonstrate proven ability to lead change
- Successfully communicate a compelling vision for change based on the needs of students
- Demonstrate ongoing initiative and collaboration with colleagues in leadership roles
- Demonstrate ability to foster and promote positive personal relationships with all stakeholders
- Support a contemporary view of leadership and learning demonstrating warmth, empathy, and inclusion, supporting students of all abilities with care and compassion
- Cultivate a clear understanding of best practice learning skills and mechanisms for development
- Demonstrate strategic and visionary thinking with the ability to take sensible risks
- Be an astute and agile leader, a goal-oriented achiever and a lifelong learner

Expectations

- Be a key driver of the Christian ethos of the School
- Show initiative, flexibility and the ability to work both independently and as part of a team
- Possess excellent personal and interpersonal skills
- Model innovative excellence in driving academic and wellbeing initiatives
- Demonstrate well-developed organisational skills
- Demonstrate a high degree of professionalism and confidentiality

Licenses/Certificates/Qualifications

- Valid Working with Children Check required
- Tertiary Qualification in Teaching
- It is desirable that applicants for this role have attained ISTAA Experienced Teacher accreditation or equivalent
- It is desirable that applicants for this role have or intend to attain post-graduate qualifications in educational leadership or another relevant area

Physical/Work Environment Requirements

- Strong physical, mental, and emotional health to deal with the required demands and responsibilities of the role

Application Process

Applications MUST be submitted via our School Website by clicking the APPLY Link within the Role Description.

School Website: <https://www.stlukes.nsw.edu.au/our-school/employment>

You will be required to upload:

- Cover Letter addressed to Mr Geoff Lancaster - Principal, identifying areas of interest and expertise
- Resume, which includes 3 x referees, including a professional referee and a referee who can attest to the Christian character of the applicant

Applications will close on Monday 19 February 2024. The School holds the right to make appointments at any time.

Please direct any enquiries to:

Mrs Elizabeth Little

Executive Assistant to the Principal

T: (02) 9438 6237