



Deputy Head of Primary

Purpose:

As a member of the Primary Division leadership team, the Deputy Head of Primary reports to the Head of Primary and is a part of the whole school Executive Leadership Team. The Deputy Head of Primary works collaboratively with staff to ensure that a quality, whole school international educational experience is delivered.

Time Allocation:

0.7 Leadership, 0.3 Teaching.

Essential Criteria:

- Qualified practising teacher with relevant qualification in teaching primary years.
- Strong commitment and understanding of wellbeing practices that best support students' social and emotional learning.
- Demonstrates ability to model excellent classroom practice and contemporary pedagogy.
- Experience in coaching and mentoring highly effective teaching teams.
- Effective interpersonal and communication skills with a wide range of groups and individuals including colleagues, parents, students and members of the wider community.
- Demonstrates an ability to lead professional development of teachers.
- Demonstrates high-level organisational and administrative skills and an ability to lead and coordinate projects and services for staff and students.
- Behaves ethically, reflects positivity, demonstrates a growth mindset and contributes to the school ethos and community life.
- Workable knowledge of the Australia Curriculum (ACARA) K-6 and/or other international curriculum frameworks including awareness of relevant implementation timelines.
- Proficiency in and capacity to role model the use of innovative educational technology in the classroom.
- Enthusiastic positive and energetic attitude.
- Demonstrates ability to lead the development of school and in alignment with school's strategic planning.

Role Statement:

In addition to classroom teaching, responsibilities include:

- Maintain an up-to-date knowledge of the Australian National Curriculum. Work closely with the Primary Leadership team and teachers to ensure the Australian Curriculum (ACARA) K-6 is developed and implemented effectively. Make recommendations to the Head of School.
- Develop, co-ordinate and monitor the curriculum across all learning areas, K-6, and identify and adopt the most effective learning approaches. Monitor initiatives in pedagogical enhancement.
- Liaise with the Head of School, Head of Primary and School Psychologist on pastoral care issues that impact on student learning.
- In collaboration with the Primary Learning Support Coordinator and/or inclusion staff ensure programs are provided which will cater for students across the full spectrum of learning abilities; including learning support, extension and enrichment.
- Manage professional learning of primary teachers including organising and leading professional development sessions. Advise staff of opportunities in which to participate to contribute to ongoing professional development activities and make recommendations to the Head of School and/or Head of Primary.
- Ensure documentation, assessment, record keeping and reporting for all primary curriculum are managed effectively. Oversee and manage primary reporting process.
- In collaboration with Head of Year, review and update policy documentation related to the primary curriculum.
- Compile, analyse and publish primary student assessment and standardised testing results.
- Review in conjunction with Head of Primary applications for enrolment as required. Coordinate enrolment testing with Admissions and Learning Support.
- Assist in interviews for new primary teachers and/or Teaching Assistants
- Mentor new teachers and provide feedback to Head of School and/or Head of Primary on probationary



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teachers.

- Manage and develop the primary school timetable for the next academic period.
- Assist the Head of Primary with the management of primary administration including staff absences and relief teachers.
- Oversee the review, assessment and procurement of new teaching and learning resources in consultation with Heads of Year.
- Inform and educate parents on new curriculum and initiatives.
- Co-ordinate and liaise with universities for student teacher placements in primary.
- Contribute to school communications.
- Any other roles required as appointed by Head of School or Head of Primary.