JOB DESCRIPTION

St Stephen's School
SERVE GOD SERVE ONE ANOTHER

Job Title:	**Deputy Head of Primary – Carramar (Curriculum)**
Reports To:	**Head of Campus - Carramar**
Direct Reports:	**Teaching and Support staff**
Section of School:	Carramar Campus
Liaises with:	Deputy Head of Primary – Carramar (Pastoral)

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles. • Faith • Learning • Care • Service • Community
Role and intent:	The Deputy Head of Primary at Carramar will have specific oversight for Primary curriculum matters (PK – 6) while operating within the context of a PK – 12 school model. The Deputy Head of Primary will be expected to continue to drive the excellent work of the Primary School and provide leadership and operational management for the effective running of the primary. The Deputy Head of Primary will be responsible for the leadership and day to day management of staff and the learning and teaching processes within the Primary School. Providing high quality, consistent outcomes in student learning is at the heart of the role. The role will be reviewed after the initial six month to ensure there is an even split of roles and responsibilities between the two Deputy Heads and both Deputies have a clear understanding of their roles.
Role requirements:	**Personal:** • Role model Christian behaviour in all aspects of the role • Commitment to the Christian emphasis and culture of the School. As the School is a school of the Uniting Church in Australia with an active Christian ethos, it would be preferred that the staff will be practising Christians • Work autonomously and effectively in an environment where it is important that time is used efficiently, honestly and resourcefully • Interaction with others in ways that is consistent with Christian beliefs and values • Demonstrate continual commitment to St Stephen's vision, values and strategic plan

Leadership:

- Deputise for the Head of Campus where necessary
- Share the responsibilities of the Head of Campus in ways which are negotiated with the HOC from time to time. These include general responsibilities, as defined in the Roles and Responsibilities of the HOC, as well as participating in the visionary and strategic leadership of St Stephen's School.
- Demonstrate a capacity to develop a climate of trust with colleagues, students, and parents in a Christian school setting
- Foster positive working relationships across the Primary School, demonstrating emotional intelligence, and excellent interpersonal, negotiation and conflict-resolution skills.
- Lead, support and manage the creation of a culture that sets high expectations for all employees
- Always act in a manner that seeks to enhance the safety culture and performance of the School. Promote a high level of compliance to the Safety and Wellbeing Policies and Programmes through effective leadership.
- The Deputy of Primary (Curriculum) is expected to work alongside the Deputy of Primary (Pastoral Care) and the deputies of secondary in implementing whole school initiatives and ensuring smooth and supportive transitions across the School
- To liase with the Enrolments team as required

Teaching and learning:

- Facilitate the implementation and evaluation of effective teaching and learning programs
- Assist staff to improve student outcomes
- Assist staff to manage student behavioural and emotional issues
- Assist in overseeing the collection of data for accountability and student progress.
- Be actively involved in teaching in some capacity (to be negotiated with the Head of Campus).

Staff:

- Support the implementation of the School Aims, Strategic Plan, Policies and Procedures (refer to our website for more information).
- Guide and coach staff for continuous improvement in pedagogy, pastoral care and curriculum development.
- Work with school systems and software platforms.

Students:

- Promote student safety, learning and care
- Meet with parents and consult with outside agencies about the care of children
- Resolve conflict between students
- Assist as needed to oversee student interventions and referrals, and participate in case meetings
- Oversee the development of policies relating to curriculum

	• Support the implementation of Government mandated students programs. **Community:** • Build positive partnerships between students, staff, families and the wider community • Participate in the leadership structures and networks of the School • Contribute to professional organisations, education forums and publications. **General** • Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing • Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times • Serve as a good ambassador of the School

Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting • Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner • Identify professional and personal development needs and seek out ways to meet them • Strive to identify areas and processes for ongoing improvement in teaching, learning and service • Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training. **Leadership** • Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values • Ensure the safety of staff and students • Other KPI's will be agreed with your manager through the induction process and ongoing evaluation and goal setting.

Selection Criteria:	• The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) • Be a passionate and proactive educational professional • Be able to role model Christian behaviour in all aspects of the role • Strong staff management and communication skills • Experience negotiating and resolving complex matters involving students and families • Innovative, be flexible and be capable of independent work • Budget management experience • Coaching and mentoring experience

	Teaching • An ability to foster positive relationships with students, with a commitment to their personal growth • Participation in appropriate professional contributions to the learning area beyond the School. • Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs. • Other that applies to the role **Leadership** • Always act in a manner that seeks to enhance the safety culture and performance of the school. Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership • Contribute to and participate in Work Health and Safety induction and training sessions • Participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness • Strong staff management and communication skills • Experience negotiating and resolving complex matters involving students and families • Willingness to positively and actively contribute to the Christian culture of the School

I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	**Date:** [acceptance_date]
This document was approved by HOC March 2023	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
1	March 2023	March 2023	Bennet Andrews	New	HOC