



Job Title:	Deputy Head of Primary Duncraig (PK – Y2)
Reports To:	Head of Campus - Duncraig
Direct Reports:	Teaching and Support staff
Section of School:	Primary School
Liaises with:	ELC, Middle Primary, Upper Primary

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
Position Summary	The Deputy Head of Primary (Duncraig) provides leadership and operational oversight of Early Learning Centre (PK – Year 2) within the Primary School (PK–6), operating within a PK–12 school model. The role is responsible for continuing to drive excellence in Primary education through effective leadership, day-to-day management of staff, and oversight of learning and teaching practices. High-quality, consistent outcomes in student learning and wellbeing are central to this role. This will be a full time, 5 year renewable contract subject to performance.
Key Responsibilities and Tasks	Personal: • Be a visible role model of Christian behaviour and values • Active alignment, participation and support to the Christian culture of the School, and commitment to the Schools values • Work autonomously with efficiency, integrity and sound judgement • Interact with students, staff and families in ways aligned with Christian beliefs • Demonstrate commitment to the Christian ethos of St Stephen's School • Actively support and promote the School's vision and strategic plan Leadership: • Deputise for the Head of Campus as required • Share leadership responsibilities with the Head of Campus, including participation in strategic and visionary leadership. • Build a climate of trust with staff, students and families



- Foster positive relationships across the Primary School using strong interpersonal, negotiation and conflict-resolution skills
- Lead, support and manage a culture of high expectations and professional accountability
- Promote and model best practice in safety, wellbeing and compliance
- Work collaboratively with the Deputies across capuses to continue to promote and operate a 'One-School' philosophy

Teaching and Learning:

- Lead the implementation and evaluation of effective teaching and learning programs
- Support staff to improve student learning and wellbeing outcomes
- Assist staff in managing behavioural and emotional needs
- Oversee the collection and use of data for student progress and accountability

Early Childhood Compliance / knowledge:

- Demonstrated knowledge of the EYLF and contemporary early childhood pedagogy.
- Strong understanding of the NQS and ELC regulatory and compliance requirements.
- Experience leading and maintaining a QIP, including evidence collection, evaluation and continuous improvement.

Staff Leadership:

- Support implementation of School policies, procedures and strategic priorities
- Guide and coach staff in pedagogy, pastoral care and curriculum development
- Promote continuous improvement and professional growth

Students Care and Wellbeing:

- Promote student safety, learning and care
- Work closely with families and external agencies where required
- Support conflict resolution and student behaviour management
- Coordinate student leadership programs
- Oversee student interventions, referrals, and participate in case meetings
- Lead the development and implementation of student care policies
- Support Government mandated student programs.

Community Engagement:

- Build positive partnerships between students, staff, families and the wider community
- Participate in School leadership meetings and professional networks
- Contribute to professional organisations, forums and publications.



	General • Provide a child safe environment in line with School policies and child safe standards • Comply with Work Health and Safety • Act as a positive ambassador for St Stephen's School at all times
Key Performance Indicators:	• Teachers (AITSL Standards) reviewed through 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. Performance will be measured through: • Reviews and goal-setting aligned with AITSL Standards • Quality, timely and professional service to students, families and staff • Evidence of ongoing improvement in teaching, learning and service • Commitment to professional growth and safety culture • 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 • Additional KPIs as agreed with the Line Manager through induction and review
Selection Criteria:	Qualification and Compliance • The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment • Appropriate teaching qualifications • Current registration with Teacher Registration Board of Western Australia (TRBWA) • Commitment to Child Safe Standards and the School's Christian ethos Professional knowledge and Experience • Be a passionate and proactive educational professional • 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 • Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership • 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 Christian Value and Safety Leadership • Active support for the Christian values of the School. • Active alignment, participation and support to the Christian culture of the School, and commitment to the School's values • Commitment to maintaining a strong safety culture and compliance with wellbeing policies
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I understand and accept the responsibilities as outlined in this Job Description.

This document was approved by HOC / Principal September 2026

Version	Date	Review Date	Author	Comments	Approval
4	Sept 2026	Sept 2028	People & Culture	ELC Updates	HOC / Principal
3	Aug 2021	Aug 2023	People & Culture	Reviewed	HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO