



# St Joseph's School

## ROLE DESCRIPTION

### POSITION IDENTIFICATION

POSITION TITLE: **Head of Primary**  
REPORTS TO: Principal  
AWARD: Head of Primary (Category 4)

### THE ROLE

The Head of Primary is a member of the Senior Leadership Team, has the major responsibility for the running of the Primary Campus, and reports directly to the Principal. This position requires a dynamic, inspirational and innovative person to work collaboratively to implement a curriculum based on an integration of faith, culture and life that promotes the development of the whole child. St Joseph's School promotes a strong influence of the charisms of the Marist Brothers and Sisters of St Joseph of the Apparition.

In the role of Head of Primary, it is essential that a high level of professionalism and leadership within the School is demonstrated. This significant position must demonstrate leadership in the following domains:

### CATHOLIC IDENTITY

- Promote the practice of Christian values within a Catholic school setting connecting where appropriate to the charisms of the Marist Brothers and the Sisters of St Joseph of the Apparition;
- Maintain active membership of the Catholic Church and a manner of life which gives witness to that membership;
- Participate in professional development relating to Religious Education and personal faith development;
- Assist the Principal, Director of Faith & Mission and staff in the Liturgical life and faith development in the school, particularly the Primary campus;

### EDUCATION

- Provide strong educational leadership for the school community;
- Work with classroom based staff on the primary campus to uphold the school's Vision for Learning
- Implement, in collaboration with the staff, a curriculum based on an integration of faith, culture and life, that promotes the development of the whole child;
- Evaluate and appraise teaching programs, timetables and assessment;
- Promote a high standard of excellence in academic areas.
- Promote and nurture strong student engagement and wellbeing

### COMMUNITY

- Nurture a strong sense of community amongst students, staff, parents and the wider community;
- Provide pastoral care and mentoring of staff;
- Provide a framework to enable excellent standards of pastoral care for students within a disciplined and caring learning environment;
- Be the conduit between external agencies and the teaching staff
- Encourage parents to be active participants in the education of their children;
- Coordinate and assist with Primary and whole school events;
- Encourage and facilitate appropriate student leadership and participation.

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## STEWARDSHIP

- Work cooperatively with the planning, developing and implementing of policies and procedures (both School and CEWA);
- Work cooperatively with St Joseph's School Community including the School's Parents & Friends;
- Mentor and work collaboratively with Primary campus middle leaders
- With the Principal, ensure that all the legislative requirements of the School are met;
- Manage the Primary campus finances with the Business Manager in accordance with the approved annual budget;
- In consultation with the Principal and the Business Manager Plan, provide and maintain facilities on the Primary School best suited to the delivery of the curriculum.

## SPECIFIC DUTIES

### **The Head of Primary will also have the following duties specific to their role:**

- Participate effectively as a member of the school's Senior Leadership Team;
- Manage Primary campus students in the areas of curriculum, pastoral care and behaviour management in consultation with Middle Leaders, staff and the relevant members of the Leadership Team;
- Have active involvement in the development of the Catholic School Improvement Plan
- Liaise with external agencies ensuring that all necessary documentation and collection of data is processed;
- Monitor pastoral care and professional development of staff;
- Oversee the requirements of SEQTA on the Primary campus
- Prepare and coordinate the Primary timetable;
- Keep parents regularly informed of student progress and school events;
- Liaise with the school Counsellor with reference to student referrals;
- Work with the Learning Diversity Coordinator to oversee the learning and other needs of those students enrolled with disabilities.
- Facilitate induction of new Primary staff and manage the supervision and evaluation of staff;
- Manage teacher relief for absences or professional development replacement;
- Oversee the ongoing implementation of the Western Australian Curriculum on the Primary campus;
- Ensure that staff are informed of relevant CEWA and SCSA updates and educational issues;
- Oversee assessments and analysis of data such as NAPLAN, PAT, On Entry, Phonics and common assessment tasks;
- Manage Semester reporting to parents;
- Manage parent issues and concerns in consultation with staff;
- Coordinate Primary school photos, booklists, excursions and other Primary campus activities;
- Assist with coordination of St Joseph's School annual Presentation Night; and
- Perform any other duties as required by the Principal.

## ESSENTIAL CRITERIA

### **The Head of Primary shall:**

- Be a practicing Catholic and display an understanding of, and a commitment to, Catholic education
- Support the Principal competently in the four domains of leadership in a Catholic School: Catholic Identity, Education, Community and Stewardship.
- Possess a high level of initiative, innovation and the ability to work as part of a collaborative and dynamic leadership team.
- Demonstrate educational leadership with the ability to mentor and inspire teachers to implement future-focused practices and pedagogies that enhance learning.

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- Demonstrate well-developed interpersonal skills with the capacity to build positive relationships and strengthen a collaborative learning culture with all stakeholders.
- Be highly organised and demonstrate a successful record of administrative experience.
- Have a proven ability to lead staff in enhancement of instructional practices, curriculum development and professional learning with a focus on school priorities and goals.
- Be an experienced teacher with outstanding classroom teaching skills (minimum 7 years)

## QUALIFICATIONS REQUIRED

- Have relevant four-year tertiary qualification
- Have a minimum of seven years teaching experience
- Have a current TRBWA registration and a current Working with Children Card
- Accreditation for Leadership (or be working towards with expected completion date of six months from commencement at St Joseph's School)