

ROLE DESCRIPTION
Head of Primary

ACCOUNTABLE TO:	The Principal
REPORTABLE TO:	Vice Principal
ROLE DEVELOPED:	September 2021

Role Outline

The Head of Primary is a member of the Newman College Executive and Senior Leadership Team and shares responsibility for the Catholic identity of the College and spiritual and faith leadership within the College Community, informed by the charism of Saint Marcellin Champagnat as an expression of the Gospel message of Jesus. The Head of Primary articulates the mission, ethos and educational goals of Newman College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church.

The Head of Primary is responsible for maintaining a strong and deliberate focus on the development of teacher quality as well as the continual improvement and commitment to a professional learning community. There is a continued focus on integrating literacy, numeracy and eLearning across the curriculum and to providing opportunity for acceptance of diversity, connectedness to the wider world and the empowerment of students.

The Head of Primary works closely with Executive and Senior Leadership Team to deliver a seamless curriculum Pre-Kindergarten to Year 12 through highly effective contemporary pedagogy, quality planning, professional learning and realising the advantages of a Pre-Kindergarten to Year 12 College structure. This person is responsible for the seamless transition of the PK to Year 2 Early Childhood Learning spaces, education, structures and processes as part of the integration into the new Primary campus at Lavalla, in collaboration with the Leader of Learning and Wellbeing PK – 6 and the Senior Leadership Team. This integration will ensure an aligned Primary experience for students, staff and families from PK Year 6.

The Head of Primary contributes actively as a member of the Executive to key strategic, policy and management decisions relating to the learning and wellbeing of all students.

Central to the role of Head of Primary is knowing the students and their families, engaging the involvement of middle leaders in the delivery of quality teaching and learning gains for all students.

This role is full-time with a teaching load of 0.2 FTE.

In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties. This can include deputising for the Principal as required.

Key Accountabilities

1. Key Accountability One – Leader of Catholic Identity and Mission

The Head of Primary is co-responsible for developing Catholic Identity and the educational mission of the College.

- 1.1. Gives personal witness to Catholic values in carrying out the day to day duties of the role and engaging students, staff and broader community in the Mission of Newman College as a Catholic school.
- 1.2. Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- 1.3. Works with the Director of Mission and Catholic Identity, Religious Education Coordinator (Primary) and the Ministry Team in leading and supporting the prayer, sacramental and liturgical life of the College.
- 1.4. Provides exemplary Christian and professional leadership for all members of the Newman College Community.
- 1.5. Promotes and supports community outreach programs and social justice initiatives underpinned by Catholic Social Teaching and the Groome (1998) Praxis Model of See, Judge and Act.
- 1.6. Supports and contributes to the development of the Marist Association of St. Marcellin Champagnat in Western Australia.

2. Key Accountability Two – Leader of Learning

The Head of Primary is responsible for building the capacity of the team to lead contemporary learning and teaching in safe and growth-promoting learning environments.

- 2.1. Promotes and gives leadership to the College's Vision for Learning and its guiding principles.
- 2.2. Works with the the Leader of Learning and Wellbeing PK – 6 and the Senior Leadership Team on the analysis of systematically gathered data on student performance and outcomes, including academic, attendance, behavioural and wellbeing data.
- 2.3. Works with the Senior Leadership Team in the implementation of whole school Wellbeing and Behaviour Management Plan.
- 2.4. Works with the Deputy Secondary and the Student Leadership Coordinator in implementing a leadership framework between Primary and Secondary Campuses.
- 2.5. Critically evaluates the growth in learning outcomes across a range of assessment tools including NAPLAN and the Bishops' Religious Literacy Assessment.
- 2.6. Mentors and provides professional learning which strengthens teachers' capacity in identifying, monitoring and supporting students at risk and those with challenging behaviours.
- 2.7. Assists and supports colleagues with positive management strategies.
- 2.8. Models and facilitates contemporary pedagogy and effective classroom practices.
- 2.9. Embeds processes of critical reflection, structured feedback and peer review and monitors the impact of these processes on improving teaching practice and students' learning outcomes.
- 2.10. Consolidates the processes for identifying and profiling gifted students and strengthens the development and implementation of Personalised Learning Plans so as to improve learning gains for these students.
- 2.11. Develops a fuller understanding of the nature and extent of special needs in the College and seeks the support of multi-disciplinary expertise to better address learning and other needs of these students.

- 2.12. Works closely with the Leader of Learning to ensure adequate resourcing and manages strategic developments as required.
- 2.13. Embeds a culture and practice of high expectations for student achievement and learning gains.
- 2.14. Develops understandings with teachers of new and innovative approaches to authentic learning, assessment and high quality teaching.
- 2.15. Maintains robust processes which ensure full compliance with all curriculum and other regulatory requirements.

3. Key Accountability Three – Develops Self and Others

The Head of Primary develops and supports a culture and practice of capacity building with a focus on pedagogy, how students learn, leadership and interpersonal skills in the workplace.

- 3.1. Works with the Vice Principal for the induction, mentoring, performance management and leadership of the Primary Teaching Team.
- 3.2. Develops and maintains the Primary Teaching Team as a highly skilled professional learning group characterised by a performance growth culture that is cohesive and collaborative and generates and sustains professional learning networks focused on contemporary pedagogy.
- 3.3. Works with the Leader of Learning PK – 6 and the Senior Leadership Team to assist teachers to identify their professional learning priorities and facilitates their engagement in a range of professional associations, learning groups, networks and leadership programs with a view to deepening teacher capacity.
- 3.4. Recognises the professional strengths and leadership potential of teachers, provides opportunities for aspiring leaders to step into and experience leadership and encourages them to seek leadership experiences.
- 3.5. Challenges and supports teachers to undertake accreditation appropriate to stage of career with a view to having teachers working towards the higher levels of accreditation of the Australian Professional Standards for Teachers.
- 3.6. Promotes teacher professionalism and encourages positive staff morale by contributing to and initiating team building processes and recognition and celebration of teaching excellence.
- 3.7. Maintains a realistic and balanced view of the realities and complexities of the contemporary Catholic workplace with processes in place for the development, monitoring and management of team culture, morale and wellbeing.
- 3.8. Understands and utilises the dynamics of effective team functioning.

4. Key Accountability Four – Leader of Strategic Thinking, Improvement, Innovation and Change

The Head of Primary contributes actively to change for the future, works strategically, influences policy and identifies and drives contemporary approaches to pedagogy, the learning process and student wellbeing.

- 4.1. Works with the College Executive to implement the plan to consolidate PK-6.
- 4.2. Contributes to the improvement in the capacity of the Primary Teaching Team to generate new ideas, think and plan strategically, and create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students.
- 4.3. Embeds a workplace culture characterised by innovation, effective team functioning and change management delivering sustainable improvements in students' learning outcomes, pedagogy and workplace satisfaction.
- 4.4. Contributes to the deepening of the capacity across all levels of College leadership for strategic thinking, innovation and change management.

- 4.5. Engages with others to ensure best practice in utilising relevant measurement and reporting data to inform learning
- 4.6. Contributes to the leadership and development of the College Strategic Plan and relevant aspects of the College's Annual Improvement Plan and Annual Report.
- 4.7. Motivates and works with others to address problems that do not have easy answers, using interpersonal skills to model the effective management of complexities, ambiguities and dilemmas.
- 4.8. Develops a shared understanding of innovation and developmental change processes as they apply to teaching and learning in the Primary School.

5. Key Accountability Five – Leading the Management of the College

The Head of Primary exercises an astute understanding of change processes and appropriate stewardship of the College's resources.

- 5.1. Works collaboratively with all College leaders to create shared structures that deliver educational, learning and faith development outcomes for all students.
- 5.2. Adopts a long-term view and coaches and mentors newly appointed leaders and teachers to ensure good systems, policies and processes for stewardship of resources, wellbeing and the effective daily management of the College.
- 5.3. Supports the Senior Leadership Team and the Leader of People and Culture in relation to all the mandatory compliance of regulatory bodies such but not limited to, TRBWA, MSA and CECWA.
- 5.4. Is proactive in assessing the impact changes influencing teaching and learning and actively seeks to mitigate negative influences.
- 5.5. Exercises good stewardship of College resources.
- 5.6. Serves as Chairperson of nominated committees and working parties.

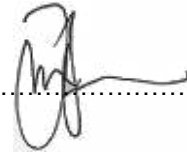
6. Key Accountability Six – Engaging and Working with the Community

The Head of Primary contributes to the development and maintenance of a College culture characterised by safe and growth promoting learning environments, and collaboration, consultation and engagement within and external to the College Community.

- 6.1. Works with Director Operations and Engagement to develop a new PK-6 Newman Parent Group Consultative Group with particular focus around building community initiatives.
- 6.2. Develops and maintains structures and strategies for effective liaison, consultation, collaboration and partnership with parents with a focus on student achievement, wellbeing, safety and resilience.
- 6.3. Understands the broader community within which the College resides and is aware of the cultural, social and political characteristics that inform the needs of students, families and carers and the challenges they face.
- 6.4. Contributes to the development of a College environment that is welcoming, hospitable, life-giving and just.
- 6.5. Effectively leads and contributes to parent engagement forums on contemporary faith and learning initiatives.
- 6.6. Actively participates on parent volunteer groups as designated by the College Principal
- 6.7. Works with parishes, community and other agencies as required in promoting the health, safety and wellbeing of students and families.
- 6.8. Is responsible for the seamless transition of the PK to Year 2 Early Childhood Learning spaces integration into the Lavalla Campus, in collaboration with the Leader of Learning and Wellbeing PK – 6 and the Senior Leadership Team.

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Head of Primary

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Principal



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Date September 2022