



Position Description

Deputy Head of Junior School

OMNIA SUPERAT DILIGENTIA

DILIGENCE OVERCOMES ALL

OUR SCHOOL MOTTO SINCE 1892

Ipswich Girls' Grammar School including Ipswich Junior Grammar School offers high quality, non-denominational education for girls only from Years 7 to 12, with boarding available from Year 5, and coeducation from Kindergarten to Year 6. We pride ourselves on providing a personalised, holistic education with a focus on academic excellence.

Our Vision

Ipswich Girls' Grammar School inspires girls to become confident, well-educated young women. Ipswich Junior Grammar School nurtures young learners to become future leaders.

Our Mission

Shaped by our proud history and traditions and focused on academic excellence, our school aims to provide a personalised, holistic education by expert staff in engaging learning environments.

Our Aspiration

By 2022, our school aims to be an outstanding* school known for its holistic education and students' excellent academic outcomes with an enrolment in excess of 1000 students from Early Learning to Year 12.

(*Outstanding - as defined by the National School Improvement Tool)

Our Values

- **Diligence** - Staying focused until the job is done.
- **Excellence** - Striving to achieve the highest standards possible.
- **Respect** - Acknowledging the worth of every person and what matters to each one.
- **Integrity** - Constantly demonstrating high moral and ethical standards.
- **Care** - Attending with kindness, compassion, and sensitivity to the needs of others.

Location

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THE ROLE	
Position Title:	Deputy Head of Junior School
Department:	Academic- Junior School
Reports to:	Head of Junior School
Conditions:	Ipswich Girls Grammar School Including Ipswich Junior Grammar School Enterprise Agreement 2021
Hours:	Full-Time, 5 Year Contract

Your Opportunity

The Deputy Head provides support in the overall administration and day-to-day operations of the Junior School. The Deputy Head assumes the responsibilities of the educational curriculum and student wellbeing practices and assumes the role of Head of Junior School in their absence.

Responsibility

The role requires the application of knowledge, skills, and initiative to achieve strategic objectives within prescribed time constraints. Problems are solved with reference to the School's policies and procedures, the application of initiative and good judgement, and/or consultation with the Head of Junior School.

The Deputy is expected to keep abreast of the latest pedagogical research, curriculum, and knowledge of student wellbeing practices. This knowledge should support a very good understanding of learning, teaching, data analysis and regulatory requirements.

As the Deputy Head of Junior School, you will:

- Maintain the standard of excellence required by the School's reputation and uphold the philosophy of the School.
- Promote the interests of Ipswich Girls' Grammar School including Ipswich Junior Grammar School.
- Attend staff development and training programs when directed or as approved.
- Comply with work health and safety responsibilities detailed in the safety management system.

Your Role

Leadership - Organisation

Accountable for overseeing the day-to-day organisation of the Junior School in consultation with the Head of Junior School.

- Liaise with relevant school personnel to support daily operational matters, events, and transition programs.
- Implement school and statutory policies and develop new policies as required.
- Maintain a good knowledge of legislation, compliance, policies, and procedures relevant to this position.
- Promote a culture of improvement in alignment with the School's Mission, Vision and Values
- Maintain good relationships with parents and students and communicate with them in a positive, supportive, and proactive way.
- Coordinate and manage all aspects of engaging relief staff for the Junior School, inclusive of supervisions, recruitment, and rostering.
- Coordinate the pre-service teacher program and liaise with the relevant institutions with regards to placements and progress reports.
- Undertake other reasonable and relevant duties within your skills, knowledge and capabilities as directed or delegated by the Head of Junior School or Principal & CEO.
- Ensure adherence to contract conditions when working with highly confidential and sensitive information.

Leadership - Academic Curriculum

Responsible for the leadership and management of the academic curriculum in consultation with the Head of Junior School.

- Oversee the development of and implement a modern, cost-effective, school-wide curriculum program for the Junior School environment.
- Support the development school-based vision, policies, and procedures to support curriculum, assessment, and reporting.
- Assist the Head of Curriculum and Pedagogy in managing and coordinating teachers in curriculum planning, documentation, and resource allocation in alignment with the Australian Curriculum and other key learning areas from Pre-Prep to Year 6.
- Oversee and manage the academic reporting process and communicate regularly with staff and the school community.
- Collaboratively (with Junior School Leadership Team), identify and provide for the professional development needs of the staff in relation to curriculum, pedagogy, assessment, and reporting.
- Invisive of the Head of Curriculum, support HODs in reviewing specialised learning areas, inclusive of HPE, The Arts and Technologies.
- Model teaching and support in classroom practice as required.
- Support the Head of Curriculum and Intervention and Extension Teacher to ensure that the curriculum is differentiated and inclusive of Intervention and Extension, and EALD, including:
 - Overseeing the Intervention and Extension Teacher and Program Portfolio, inclusive of annual NCCD, Verification processes, ESL Support Programs, Teacher Aide timetables and targeted learning program delivery.
 - Communicating regularly with parent community regarding program offerings, progress, and future opportunities.

Leadership - Pastoral Care

Responsible for the leadership and management of the Junior School Pastoral Care program in consultation with the Head of Junior School.

- Enact the Junior School's Pastoral Care Framework and provide support to staff and students in alignment with the Pastoral Care Framework and Behaviour Expectation of the Junior School.
- Coordinate Pastoral Care Values program across Prep-Year 6 in alignment with Australian Curriculum.
- Attend and support curricular and co-curricular activities and events, when requested or required.
- Liaise with families and teachers in response to individual student needs and wellbeing.
- Facilitate effective communication practices to support school practices and ensure student wellbeing.
- Lead the delivery of the Pastoral Care Values Program in Junior School classrooms.

Classroom teaching will be a requirement of the role in line with operational or pastoral care needs of the School.

Relevant Qualifications and Experience

- Proven experience developing and implementing quality learning programs aligned to the Australian Curriculum.
- Demonstrated capacity to lead and manage staff focused on the achievement of strategic vision and goals.
- Highly developed communication and interpersonal skills.
- Demonstrated high order capability in the provision of effective school administration.
- Eligibility to work in Australia with relevant teaching qualifications and current registration, or eligibility for registration, with the Queensland College of Teachers required.

Selection Criteria

Within the context of the duties described above, the ideal applicant will be someone who has:

1. Demonstrated capacity to provide leadership that has resulted in the achievement of quality learning outcomes for all students.

2. Strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community.
3. Capacity for strategic thinking, analysis, innovation and problem-solving that results in quality educational outcomes as all levels.
4. Capacity to manage effectively human, financial and physical resources to deliver quality learning outcomes.
5. Demonstrated support for and the capacity to develop and maintain a culture based on: ethical, professional and personal behaviours; innovative educational philosophy; and, the School's vision, mission and values.

Key Result Areas

1. Leadership - Organisation: Efficient day-to-day operation of the Junior School to meet strategic outcomes.
2. Leadership - Academic Curriculum: Up-to-date, innovative, evidence-based curriculum, pedagogy and reporting that meets legislative requirements and results in exceptional learning outcomes.
3. Leadership - Academic Curriculum Learning Outcomes: Development and delivery of effective programs to support students with additional needs.
4. Leadership - Pastoral Care: Enactment of a robust Pastoral Care Framework to support student wellbeing and behavioural expectation of the Junior School.
5. Relationship Management: Demonstrate proactive and professional approach to developing and maintaining positive stakeholder relationships (i.e., students, parents, and staff)

Authorisation

I hereby agree that this Position Description accurately reflects my work requirements.

Employee

Name

Signature

Date

**Director of
People & Culture**

Name

Signature

Date