



Deputy Principal: Head of Junior School

St Virgil's College is a Kindergarten to Year 10, (Year 12 from 2024) school for boys, founded in 1911 and conducted by Edmund Rice Education Australia. The aim of the College is to support parents in educating their sons within the Catholic tradition and in the spirit of Blessed Edmund Rice.

The St Virgil's College Junior School (Kindergarten to Grade 6) is located in Patrick Street, Hobart, adjacent to St Mary's Cathedral and accommodates up to 168 students. Kindergarten commenced at the Junior School in 2021, and will be followed by Prep in 2022, Grade 1 in 2023 and Grade 2 in 2024. The secondary campus will expand to Year 7-12 from 2024 with Year 11 commencing in 2023. This will see the student population rise to over 900 students on its expansive property at Austins Ferry.

The Head of Junior School is a senior position within the College's Leadership structure commencing in 2022. As the College embarks upon this exciting time in its distinguished history it is seeking to appoint a dynamic and innovative Head of Junior School who is an experienced, passionate and committed Catholic educational leader. The Head of Junior School will be responsible for the day to day operation of the Junior campus, ensuring that all learning and teaching is consistent with the mission of a Catholic school for boys in the tradition of Blessed Edmund Rice.

The position will have enhanced responsibilities over the next three years with the St Virgil's College Junior School expanding to progressively include Kindergarten to Grade 2.

Job Title: Head of Junior School

Reports To: Principal

Duties and Responsibilities

The Head of Junior School is responsible to the Principal for the leadership of the College's Junior School (K-Grade 6). The Head of Junior School is expected to fully support, and convey to the boys, the Catholic ethos of the College and the charism of Blessed Edmund Rice. The Head of Junior School will work with the other senior leaders in the College to manage Pastoral Care, Curriculum, Professional Practice, Religious Education and Identity and Formation in the Junior School.

The Head of Junior School position is one of servant leadership by example and one of empowerment of students, staff and the broader community. In all dealings associated with the position, the dignity of the person, or people, involved must be of paramount importance. The Head of Junior School is responsible for the faith life of the campus and must be an exemplar of the Catholic faith and Edmund Rice tradition. The Head of Junior School should have a demonstrated ability to work both as an autonomous leader and as a member of the College Leadership Team to ensure the operation of the Junior School in an efficient and effective manner that promotes optimal learning outcomes for all boys.

The Head of Junior School will be experienced in driving organisational change in areas such as Catholic faith, student engagement with learning, behaviour formation, pastoral care and wellbeing matters as well as having a proven ability to lead and inspire staff to create a professional learning culture within the school.

With the introduction of Kindergarten in 2021 and lower primary education in subsequent years the Head of Junior School must have a strong understanding of the Early Years Learning Framework and a passion for working with boys and staff in these grade levels.

The Head of Junior School will be a member of the College Executive and is required to attend monthly Advisory Council Meetings. They will also engage fully in the life of the College through active involvement in Junior school, and whole of College events, activities and celebrations, some of which may occur outside normal work hours.

The Head of Junior School will be required to discharge the following duties and responsibilities:

Administration

The Head of Junior School is responsible for the day-to-day operation of the Junior School and, consequently, for the development and implementation of appropriate routines and procedures to facilitate the work and life of the school. Typically, this includes responsibility for matters such as timetables, duty rosters, annual calendar, major school events, internal committee structures, meetings, administrative procedures, communications and out of hours programmes. The Head of Junior School will be responsible for the management of risk processes on the Junior campus and ensuring that the Junior School is a safe workplace/environment for all students, staff and visitors.

Staffing

The Head of Junior School is responsible for the day-to-day management and welfare of all teaching and non-teaching staff in the Junior School. The Head of Junior School works in consultation with the Principal and Deputy Principal in the selection of Junior School staff and their deployment following human resource planning with the Principal. The Head of Junior School will be responsible for the management of the College's Teacher Performance and Development Framework process and the non-teaching staff Performance and Development Framework. The Head of Junior School will work with other key College staff in developing

and managing other strategic human resource management processes including professional learning plans, career planning, dispute resolution and Workplace Health and Safety.

Students

The Head of Junior School is responsible for the care and wellbeing of the students at the Junior School. The exercise of this responsibility will involve close liaison with the Head of Student Welfare. Specific tasks include:

- Selection and admission of enrolments to the Junior School;
- Allocation of students to classes in consultation with teaching staff;
- Pastoral care of students;
- Behaviour formation and management, in collaboration with the Head of Student Welfare;
- Student transport and;
- Student access to and involvement in cultural and sporting activities.

Curriculum

The Head of Junior School is responsible for the development of staff and structures to ensure the development, implementation and evaluation of the Good News for Living Programme, the Early Years Learning Framework and the Australian Curriculum in the Junior School. The exercise of this responsibility will involve close liaison with the Heads of Curriculum, Assessment and Standards, Professional Practice and Data, Intervention and Personalisation. Specific tasks include:

- Provide leadership and direction in the design of appropriate learning and assessment opportunities for Early Years Learners aligned to the Early Years Learning Framework and the Australian Curriculum;
- Develop an Infant Primary Curriculum for Kindergarten, Year 1 and Year 2 in line with the expansion of the Junior Campus;
- Oversee process for writing and documentation of all units of study in line with CET guidelines and Tasmanian Registered School Board requirements;
- Build and maintain technological capability and manage the campuses ICT resources and requirements;
- Develop and deliver quality learning initiatives and interventions to meet the literacy and numeracy needs of learners;

- Analyse, interpret and respond to data, including AEDC data, PIPs data, NAPLAN and PAT data to enhance student learning and development outcomes; and
- Implement and oversee the use of quality, evidence-based assessment and monitoring practices.

Reporting to Parents

Within TCEO and College policy guidelines, the Head is responsible for determining the frequency and format of reporting to parents concerning student progress.

Parent and Community Relations

The Head represents the Junior School to the parent body and the wider community. The Head will attend Junior School Parents and Friends meetings and other significant events on the Junior School calendar.

Budget

The Head of Junior School has responsibility for:

- Recommending budget priorities;
- Overseeing the Junior school purchase order system;
- Identifying projects for inclusion in future capital, minor capital and maintenance plans; and
- Management and expenditure of recurrent budgets.

Junior School Site

The Head of Junior School is responsible for overseeing the presentation, maintenance and security of the Junior School grounds, plant and equipment and ensuring the site complies with all requirements of Workplace Health and Safety legislation and best practice principles. The Head of Junior School will be a member of the College's WH&S and Risk Committee and will liaise closely with the Business Manager and WH&S/Risk Officer to ensure the safety of the campus. This will include management of evacuation and lockdown processes and training drills.

Experience and Qualifications

It is anticipated that the Head of Junior School will have the following:

- Teaching qualifications and experience, including post-graduate study in Educational Leadership, Pastoral Care and/or Religious Education.
- Demonstrated experience in educational leadership and an understanding of the issues specific to teaching junior school students.

- Demonstrated experience in, and understanding of, the Early Years Learning Framework and the issues associated with establishing a successful Kindergarten to Grade 2 programme as part of a broader Junior School.
- Qualifications and/or demonstrated experience in managing, mentoring and developing staff.
- Demonstrated ability to plan and develop curriculum for junior school courses of study.
- Understanding of the requirements of students entering a secondary environment.
- Experience within a Catholic educational organisation.
- Attendance at appropriate professional development activities relating to leadership and teaching and learning for junior students.

Support Staff

The Head of Junior School will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- Heads of:
 - Curriculum, Assessment and Standards
 - Student Welfare
 - Professional Practice
 - Identity and Formation
 - Data, Intervention and Personalisation
- Religious Education Coordinator
- Director of Early Years Learning
- Curriculum Coordinator
- Student Support Coordinator
- Business Manager
- Teaching staff
- Administration Team staff

Time Involvement/Remuneration

The position is a full-time position appointed for a five year period. A formative (mid contract) and summative (end of contract) review will be conducted. Salary and conditions are in line with the Deputy Principal scales in the Tasmanian Catholic Single Enterprise Agreement 2018. Specific conditions of employment will be negotiated with the Principal.

Tenure

The position is a full-time position, appointed to the position of Head of Junior School for a five year term. A performance appraisal process relating to the key selection criteria for the position will be undertaken annually with the Principal, Deputy Principal and Director of Development on an annual basis.

Key Selection Criteria

The Key Selection Criteria that that will be used to select the Head of Junior School, and must be addressed in the letter of application, are:

1. Understanding and demonstrated commitment to the Catholic philosophy and ethos of education and an understanding of the charism of Blessed Edmund Rice and how it informs education at St Virgil's College.
2. Qualifications and experience in educational leadership and the management of students, staff and administrative processes within a Kindergarten to Grade 6 learning environment.
3. Demonstrated experience and understanding of the educational issues and challenges relevant to the education of boys.
4. Demonstrated ability to successfully develop and implement innovative curricular and co-curricular initiatives that enhance educational outcomes for boys.
5. Experience and demonstrated success in leading, engaging and inspiring an integrated team of teachers.
6. Understanding of the management of a busy and vibrant educational campus including areas such as facility development, maintenance, budgeting, administration and workplace health and safety.
7. Demonstrated capacity to manage expansion changes to the Junior School with the progressive inclusion of Kindergarten to Grade 2 over the next four years.

Please note that EREA have advised that only single applicants (one person) will be considered for this position.

Application Process

All applicants for the position of Head of the Junior School at St Virgil's College must submit the following information:

- A letter of application addressing the key selection criteria in this position description (maximum of four pages).
- An up to date Curriculum Vitae with the details of two professional referees and one personal referee should also be included in the application.
- Copies of academic transcripts detailing all tertiary studies undertaken.

Applications must be mailed or emailed to:

Human Resources
St Virgil's College
195 Main Road
Austins Ferry
Tasmania 7011
Email: hr@stvirgils.tas.edu.au

The closing date for the receipt of applications is 4.00 pm on **Wednesday September 8, 2021.**