



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of
Head of Junior School

Contents

1.	Our Mission	3
2.	College Values	3
3.	Child Protection Statement	3
4.	Position Overview	4
5.	Key Responsibilities	5
6.	Key Selection Criteria	6
7.	Relevant Skills, Knowledge and Experiences	7
8.	Conditions of Employment	7
9.	Application Process	8





Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation.

We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Position Overview

Position Title	Head of Junior School
Campus:	Canowindra
Reports to:	The Principal through the Deputy Principal/Head of Canowindra Campus
Time Fraction:	0.8 FTE Leadership – 0.2 FTE Teaching
Tenure:	Position is a 5-year contract, with ongoing tenure at the College as a teacher
Effective date:	January 2024

Position Summary

The Head of Junior School is a significant senior leadership role in the College.

As one of four Heads of School the role works closely with the Principal, the Deputy Principal/Head of Canowindra Campus and other members of the College Leadership Team to lead both the educational vision and daily operations of the Junior School.

Under the guidance of the Head of Junior School, the Junior School leadership team consists of; the Deputy Head of Junior School, the five Year Level Leaders, the Junior School Head of Learning and the Junior School curriculum leaders.

As the Head of Junior School, this position is directly responsible for the safety, wellbeing, academic progress and spiritual experiences of over 640 students from Years P-4 and approximately 82 staff. This position is also responsible for performance, wellbeing, development and culture of the staff, both teaching and operational. The successful applicant will be an outstanding classroom practitioner with expertise in Early Years education.

A key element of this role is the fostering of high-quality, positive community relationships. Working with families, and the wider community is crucial.

Overnewton College has a responsive organisational culture; the responsibilities within this role may be altered to adapt to the evolving needs of the College.

The Head of Junior School will establish work performance goals with the Principal (or nominee) within the first school term of appointment to the position. The incumbent's performance against these goals will be based on the key responsibilities, qualities and skills associated with the position. Goals will be reviewed annually, at a minimum.

Position Relationships

- Principal
- Deputy Principal/Head of Canowindra Campus
- Business Manager
- Director of Human Resources
- College Leadership Team including Head of Co-curricular and Head of Community Relations
- Chaplain
- Head of Learning Development and Support

The following positions report to the Head of Junior School

- Deputy Head of Junior School
- Head of Learning Junior School
- Junior School Year Level leaders
- Junior School Curriculum Leaders
- LD&S Junior School Leader
- Personal Assistant to the Head of Junior School
- Junior School teachers
- Junior School Administration staff



Key Responsibilities

The Head of Junior School is responsible for the strategic and operational leadership of the:

Vision and Principled College Leadership

- Contribute to the development of the College's strategic planning, master planning and annual goal-setting;
- Play an active role in professional associations and external bodies, representing the College on the local, national and international stage;
- Maintain a professional engagement with the College's finances, particularly as it relates to Junior School programs.
- Maintain a strong interest in educational trends and ideas, particularly as they relate to curriculum, student wellbeing and development of the whole child;
- Provide inspiring leadership for all Junior School staff, with a focus on continual improvement, professional dialogue and open feedback;
- Foster a trusting, collaborative and safe workplace for all;
- Effectively and confidentially manage complex student, staff and family issues including, where relevant and instructed by the Deputy Principal, investigating reportable conduct allegations or reporting issues to the Commission for Children and Young People;

Academic and Pastoral Leadership

- Have a vision for an exemplary, contemporary and dynamic Overnewton education and work with the College Leadership Team to represent the Junior School in the evolution and delivery of that vision;
- Set expectations for excellence in learning, behaviour, personal presentation and attitude, in line with the College's values and Learning Dispositions;
- Work collaboratively with the Director of Teaching and Learning and the Junior School Head of Learning to design high quality curriculum and learning experiences for Junior School students. High academic standards will be set, monitored and evaluated;
- Ensure all Government and College assessments, such as NAPLAN and PAT are conducted within set guidelines and with integrity;
- In conjunction with the Director of Teaching and Learning, oversee the development and implementation of all Junior School assessment and reporting;
- Enhance staff capacity in, and support for academic tracking using student data;
- Work with key staff to ensure effective systems are in place for the monitoring, care and development of student wellbeing;
- Work with the Deputy Head of Junior School to develop and implement an authentic student leadership model for the growth and opportunity of all students;
- Chair fortnightly Junior School wellbeing meetings and work closely with the Learning Development and Support staff, the Director of Wellbeing, the College counsellors and the campus nurse;
- Have a detailed, contemporary understanding of the Child Safe Standards and their impact on school operations;
- Oversee individual student pastoral and behavioural interventions;
- Oversee high-level behavioural management and students at risk, in conjunction with the Deputy Principal.
- Provide high level counsel to students, parents and staff on matters pertaining to student welfare and wellbeing;
- Work in conjunction with the Deputy Head of Junior School to develop Prep to Year 4 and a Year 4 to Year 5 transition programs;
- Work closely with the Head of Co-curriculum and Head of Synergy to plan for specific programs and events and to provide overarching leadership for all co-curricular activities.

Leadership of Staff

- Maintain high expectations of the conduct of staff as outlined in the College's Taking Responsibility and Community Code of Conduct documents;
- Assume responsibility for Junior School staff recruitment and induction in conjunction with the Deputy Principal and the Director of Human Resources;
- Lead, manage and mentor all Junior School staff including Performance Review matters;



- Establish and maintain clear lines of accountability for all staff;
- Maintain appropriate levels of confidentiality with staff matters pertaining to the College Leadership Team and the Junior School;
- Chair weekly Junior School staff meetings;
- Work cooperatively with the Head of Year 9 to model and promote the Canowindra Campus as a positive working environment;
- Maintain oversight of staff wellbeing and conduct;

Operational Management

- Be responsible for final approval of all Junior School curricular and cocurricular excursions, camps, including oversight of the risk assessments and emergency management during those activities;
- Attend a wide variety of Junior School activities, including musical performances, camps and accompany students to public events;
- Manage the Junior School budget;
- Keep the Principal informed of the Junior School programs, budget and enrolments;
- Develop and implement an annual operational plan for the Junior School;
- Lead the observance of significant days and events in the Junior School such as Reconciliation Week;
- Alongside the Deputy Principal, the College Chaplain and the Head of Performing Arts, organise the annual Junior School Carols event;
- Conduct regular Junior School Assemblies (approximately 2-3 per term to be negotiated with the Deputy Principal);
- Manage resources pertaining to the Junior School and oversee Resource Lists;
- Set key dates and Meeting Schedules for Junior School;
- Organise and lead the Junior School Final Assembly;
- Oversee bus arrangements for the Junior School students;
- Work with College time-tabler and Daily Organiser to establish the optimum arrangements for time-tables and Yard Duty;
- Liaise with appropriate staff to manage Junior School facilities.

Community Engagement

- Develop strong and positive partnerships with Junior School families and be regularly visibly present before and after school in the playground;
- Establish positive communications with all families and students connected with the campus;
- Provide a short written monthly report for the Principal for use in the College Report to the Board;
- Contribute weekly articles for College Newsletter in conjunction with other members of the Junior School Leadership team.
- Annual contribution to the College publication: OMNIA;
- Work alongside the Head of Community Development in the promotion of the Junior School for events such as 'School Alive' and 'Step Into Prep'.
- Develops links with local pre-schools.
- Conduct interviews with new families to the school;
- Attend functions, events and fixtures that pertain to the Junior School students;

Key Selection Criteria

- Demonstrated leadership and skills in comparable school/s.
- Demonstrated commitment to achieving best practice in teaching and learning.
- Effective leadership skills with proven ability to drive change in a dynamic environment.
- Ability to apply critical thinking processes to problems, diagnose stakeholder issues and generate effective solutions.
- Demonstrated capacity to plan for and lead projects, including those of a medium to long term scope.
- Demonstrated negotiation and influencing skills including engaging presentation skills.
- Strong organizational skills with the ability to deliver outcomes and meet deadlines.
- A kind and caring leadership style in keeping with the Junior School environment.

Relevant Skills, Knowledge and Experiences

Within the context of their role all staff in positions of leadership are expected to have, and performance will be measured against, the following key qualities:

- It is expected that in all dealings with the College community, including students, staff, parents and prospective employees the Head of Junior School will present a highly professional, friendly and responsive attitude. They will demonstrate diplomacy and a high degree of emotional intelligence and have an engaging style with the ability to develop strong working relationships across all areas of the College whilst maintaining privacy and confidentiality;
- Relevant educational qualifications with a preferred specialised Early Years focus;
- It is desirable that the incumbent will have post-graduate qualifications in leadership or wellbeing, such as a Masters Degree.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- A candidate statement, of no more than 2 pages, which summarises your educational philosophy and experience relevant to the key responsibilities of the role;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Director of Human Resources – Simone Lambert.

Applications will be processed upon receipt.

Closing date for applications: Friday 6 October 2023.

