

The Head of Primary is a significant leadership position in the College which complements and supports the spiritual, pastoral, academic and leadership roles essential to the achievement of the College Mission. As a member of the senior leadership team, the Head of Primary is responsible to provide learning environments that are engaging and challenging to students, so that they develop a strong desire to achieve their personal best.

1. KEY RELATIONSHIPS

The Head of Primary leads and manages the Primary School in consultation with the Principal and Deputy Principal.

2. KEY SELECTION CRITERIA

- Solid knowledge of, and proven skills in, curriculum development, assessment and reporting, pastoral care and operations.
- A strong understanding of current educational practice as it relates to student learning and pastoral care.
- Exhibited effective leadership in implementing Islamic Pedagogy initiatives focused on grounding Islamic educational principles into Primary School.
- Demonstrated skill in identifying and implementing significant improvement and change.
- Contribution to the development of authentic faith in collaboration with Illumination (Faith Islamic department) leadership.
- Highly developed leadership and management skills.
- Demonstrated ability to work in a team environment and build a cohesive and effective team.
- Demonstrated ability in mentoring, coaching and developing appropriate professional learning opportunities for staff.
- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College.
- Strong ability and experience in classroom teaching.

3. MAIN RESPONSIBILITIES

The responsibilities for the Head of Primary role are available at the website www.playfordcollege.sa.edu.au

3.1 STUDENT ACADEMIC AND PASTORAL RESPONSIBILITIES

- Ensure that Primary School staff and students have appropriate opportunities to celebrate, reflect upon and put into action beliefs, values and practices including supporting Prayer.



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- Foster a caring environment for students, while maintaining high standards of behaviour and presentation to ensure the highest level of pastoral care.
- Monitor the general behaviour, demeanour and uniform compliance of all students to ensure that high standards are being maintained.
- Orientate all new students in the primary School and oversee their overall welfare.
- Support the Principal/Deputy Principal with the enrolment process, including interviews, testing, school tours and orientation/trial days.
- Oversee the Primary School Student Leader selection process. Including but not limited to School Captains, House Captains and Custodians (Faith). Ensure that these groups meet regularly and create opportunities for student agency.
- Oversee appropriate behaviour management strategies and documentation for primary students in conjunction with teaching staff, Inclusive Education Coordinator, College Counsellor and Principal/Deputy Principal.
- Implement the Behaviour Education Plan for students in keeping with the policies and codes of the College and make recommendations to the College Leadership Team regarding discipline of students including suspension or expulsion of students where it is judged in the best interests of the student and the College.
- Analyse and report on all standardised testing – not just NAPLAN. This analysis will direct current and future teaching strategies.
- Lead the planning and implementation of primary policies, curriculum, programs and pedagogy, to allow each student to achieve his/her full academic potential, particularly in the areas of Literacy and Numeracy.
- Coordinate regular meetings with Primary Positions of Additional Responsibility to discuss development of key areas, accountabilities and potential areas of staff and student development.
- Promote and support the range of co-curricular activities for primary school students including sport, academic and camps.
- Mentor, model and support contemporary practice in teaching and education within the Primary School.
- Ensure that the learning environment of each classroom is one which is characterised by warmth and supportiveness and reflects good manners, respect for the opinion of others and a purposeful and productive atmosphere.
- Ensure that the Primary School has in place best practice effective teaching and learning programs that provide for a seamless transition through the different stages of schooling.
- Ensure the on-going development and co-ordination of the primary curriculum, teaching programs and assessment programs.
- Encourage the development of programs to extend gifted and talented students. Monitor the use of a wide variety of assessment instruments which cater for the full range of measurement of students' abilities.
- Oversee achievement levels, attributes and comments on students' reports and the management of these processes in the Primary School.
- Develop a culture of celebration through age and culturally appropriate assemblies and encouragement of teaching practice that promotes student agency, a basis of project and inquiry-based learning, personalisation and incorporates student

interest.

3.2 PARENT AND COMMUNITY RESPONSIBILITIES

- Work in partnership and regularly communicate with parents, to ensure parental understanding of, and support for, the College's mission and ethos.
- Work closely with the College Leadership Team to promote the College and engage Primary School students and staff, in the broader community, to ensure full enrolment of students.
- Ensure that the academic and general progress of all students is being regularly monitored and assessed and resulting data is being communicated accurately and regularly to parents.
- Provide for regular communication, both formally and informally, with parents and other College stakeholders and interested parties.
- Provide regular guidance to parents on changes in curriculum, assessment, and reporting.
- Represent the Primary School in appropriate community and professional forums and networks, to ensure that the Primary School and wider College maintains a high public profile.
- Organise functions that involve parents and other members of the Primary community, e.g., Open Days, Parent Information Nights, Parent-Teacher Interviews etc.
- Liaise with the Property and Service Manager and other staff to ensure that there is regular reporting of Primary School events, including articles in the College Newsletter.
- Assist the Principal and Deputy Principal with prospective parents during visits and enrolment interviews to the Primary School.
- Promote the growth of enrolments within the College.

3.3 STAFF AND ADMINISTRATION RESPONSIBILITIES

- Lead, engage, support, and inspire Primary School staff, students and parents to accomplish the College's mission.
- Identify and source professional development opportunities for Primary School staff, to maintain an ongoing climate of continuing professional learning and the capacity for staff to meet future educational challenges.
- Facilitate/Support processes of staff professional development plans including incorporation of College wide goals, strategies within Year levels and subjects and personal development goals. Teacher observation and feedback will be part of this process.
- Support relevant Primary staff in their transition from provisional to full registration. including reviewing of professional portfolios, observations and ratification of Teaching Registration Board requirements.
- Provide effective direction and guidance in all matters of curriculum, assessment and reporting relevant to the specific stages of development in the Primary School.



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Review in accordance with Australian Curriculum, Map of Learning, needs of the College students and whole school Islamic Pedagogy.

- Keep abreast of educational developments and make recommendations to the College Leadership Team.
- Regularly evaluate the effectiveness of the Primary School programs.
- Ensure that key data on Compass including well-being, base assessment data, excursion planning and attendance is up to date.
- Ensure that teachers are creating and delivering programs of work that will optimise student involvement, student success and the utilisation and review of a variety of resources.
- Ensure that all aspects of the curriculum provision are adequately resourced and consistently reviewed.
- Liaise with the Head of Secondary to create an interface to share information about students and to optimise the Year 6/7 transition process.
- Active participation in committees within the College including Leadership, POARS, OHS
- Liaise with staff to ensure that consistent policies operate in relation to risk management and duty of care.
- Liaise with the Property and Service Manager to ensure that facilities are well maintained, and that the Primary School is always well presented to the community.
- Manage, with the Principal and Deputy Principal, the recruitment and selection of teaching, teaching support and administrative staff and ensure their orientation and induction to the Primary School. This includes consulting re timetabling and class allocation with teachers and students.
- Provide encouragement, support and on-going performance management of all Primary School staff and assist with the formal Staff Appraisal.
- Work with Positions of Additional Responsibility in Primary to provide overall planning, organisation and management of all Primary School programs, activities, and events in a collaborative manner, ensuring good communication and a positive working environment.
- Ensure Primary School staff are represented on various committees, as required, manage budgets for the Primary School, working with the Co-ordinator of Inclusive Education to make submissions for Special Needs funding.
- Assist the Principal and Deputy Principal and Business Manager to identify resources required by the Primary School.
- Liaise with the Property and Services Manager regarding the maintenance of buildings, grounds and learning spaces.
- Oversee the Inclusive Education Program, and the Gifted and Talented Program in the Primary School.
- Work with the Deputy Principal to create the Specialist Teacher timetable. Monitor the day-to-day operation of the timetable to maintain optimum efficiencies, in relation to the allocation of SSOs
- Ensure appropriate rosters and systems are in place so that there is adequate staff supervision of students and facilities.



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- Respond to all staff issues in a manner that is both professional and in keeping with the College's philosophy, including pastoral care for staff needs and managing staff conflict.
- Provide recommendations to the Principal in the selection of all teaching and non-teaching staff for vacant positions in the Primary School.
- Monitor the performance of all teaching and non-teaching staff in the Primary School and provide regular feedback and, where necessary, in consultation with the Deputy Principal, take subsequent action in relation to this.
- Produce a Daily Bulletin for all staff incorporating events, staffing changes and celebrations and key times.
- Liaise with Daily Organiser re allocation of relief staff including personally covering classes.

4. GENERAL COMMENTS

- Other duties, including teaching component, are as required and negotiated with the Principal and Deputy Principal.
- There is an expectation that additional study of a Graduate Certificates in Islamic Pedagogy via UniSA Centre for Islamic Thought and Education will be completed during the tenure period.
- The Head of Primary is a three-year contract with remuneration based on qualifications and experience, underpinned by a permanent teaching position.

Salary:

Remuneration will be based upon the successful applicant's level of experience as specified in the current Playford College Salaries and Conditions.

Commencement of Duties

January 2025

Application Closing Date:

Friday 29th November 2024

Interested Applicants should send their resume to jobs@playfordcollege.sa.edu.au and complete the following application



PLAYFORD
COLLEGE

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Application Declaration

(Teaching and General Staff positions)

This form must be attached to all applications and all areas must be completed.

Section A: Personal Details:

Title: _____ First Name: _____ Surname: _____

Email: _____ Preferred Telephone: _____

Address: _____

Suburb: _____ Post Code: _____

Australian Citizen: _____

Current DCSI or WWCC: Ref # _____ Expiry: _____

Teacher Registration (if applicable): Ref # _____ Expiry: _____

Mandatory Notification (RAN): Provider: _____ Date completed: _____

First Aid: Course name: _____ Date completed: _____

Section B: Position Details

Position applying for		
Application closing date		
Relevant Formal Qualifications (eg Dip Ed, B.Ed, Cert IV etc.)		
Current position held and years of service		
Notice period required		
Referees (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you)		



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Section C: Declaration

Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:

Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate 'no', where an expiation notice only was received)	
Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance?	
Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee?	
Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service?	
Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

Please note: if you answer 'Yes' to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.

I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

Please note: If you request a meeting you must submit your application at least one week prior to application closing date.

Declaration:

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: _____

Date: _____



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Section D: Checklist (documents to be included in your application)

- Playford College Application Declaration (signed and dated)
- Cover Letter / Application
- Current Resume
- Teachers Registration (if applicable)