

Position/Job Description: Head of Primary School
Contract Type: Permanent/Ongoing Position Full Time

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 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 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.

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 2026

Application Closing Date:
Wednesday, 20th of August 2025

Interested Applicants should send their resume to jobs@playfordcollege.sa.edu.au and complete the following application
<https://playfordcollege.sa.edu.au/employment>



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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)		

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) ☐