



Deputy Head of Early Childhood (Kindergarten to Year 2) Wellbeing and Administration

Status: This is a full time ongoing position with a 0.5 FTE teaching load and 0.5 FTE for Wellbeing and Administration

Commencement Date: Term 3 2019

Position Location: Valley Campus, 4 The Valley Campus, Gungahlin, ACT or Forde Campus, Corner Francis Forde Boulevard and Hurrell Streets, Forde

Line Management: This position will be responsible to the Head of Early Childhood and Junior School and ultimately to the Principal

The school prides itself on its innovative and creative approach to curriculum and education and its strong sense of community and pastoral care of the students and their families and the staff of the school. The school has a strong link with the Gungahlin Anglican Church which shares facilities and resources with the school. The successful applicant would be expected to lead, support and promote Christian education in the school.

Role Description and Responsibilities

Wellbeing

- Show leadership in policy development and pastoral care processes
- Guide and support staff in age appropriate and effective classroom behaviour management
- Work in partnership with the Early Childhood and/or Junior School Leadership Team and the Head to ensure continuity and consistency of approach and practice in pastoral care (K-5)
- As a member of the Wellbeing Committee, contribute to the development of programs, policies and practices with a whole school perspective
- Model effective and proactive pastoral care of staff and students, which is characterised by:
 - A true demonstration of care for each person
 - An environment that is positive, safe and free from discrimination, bullying and harassment
 - The fostering of leadership capacity
 - The application of Christian beliefs and values

- Ensure that each child is treated as an individual and his/her needs are adequately met so that he/she can reach his/her full God-given potential as stated in the school's philosophy
- Ensure that programs are implemented, so that the whole student is educated academically, emotionally, physically, aesthetically and spiritually, in accordance with the school's philosophy
- Ensure that parents are kept informed about the needs and concerns of their children
- Make recommendations to the Head of Early Childhood and Junior School regarding the wellbeing of students.
- Ensure that the exercise of student management in the Early Childhood is fair and consistent and that students learn to take responsibility for their actions
- Ensure that the exercise of pastoral care in Early Childhood encourages positive behaviour
- Provide opportunities for the celebration of Early Childhood and Junior School students' strengths and achievements.
- Follow school processes to document wellbeing matters

Administration and Organisational

- Assist in the development of a positive culture. The students should be encouraged and nurtured, and feel secure.
- Collaborate on Early Childhood timetabling.
- Organise relief staffing.
- Assist in the daily and ongoing organisation of the campus.
- Assist in the organisation and rosters/agendas of Staff meetings, Assemblies, Chapel and other functions.
- Lead devotions and "Pat on the Backs" for staff in the absence of the Head of School.
- Other duties as directed by the Head of School or Principal.
- Manage development of Individual Learning Plans and Adjustment plans for Early Childhood students

Staff

- Set a positive example of teaching and professionalism to all staff.
- Support and liaise with class teachers, specialist and relief staff.

Co-curricular

- Provide leadership and participation in special events, parent information evenings, assemblies, and chapels.
- Actively participate and support co-curricular activities

Students

- Monitor the supervision and support of students with behaviour issues at the campus in which you are based.
- Ensure that classroom teachers are using positive behaviour guidance techniques that are positive and effective.

Parents

- Ensure thorough and frequent communication with parents.
- Monitor and support community and connectedness.

Community

- Maintain close and positive links with the local community.
- Maintain close and positive links with the other campus and other BAS sub schools.
- Monitor and support the class parent program

Professional Development

- Liaise regularly with other Executive teachers.
- Maintain active professional reading and development.

Relationships

- Assist in the development and maintenance of staff morale.
- Assist in encouraging all students to understand the expectations of Burgmann Anglican School.
- Maintain open and regular communication with Head of School.

Selection Criteria

Essential

- 4 year Bachelor of Education or equivalent
- Passion and commitment for education
- Passion and commitment to innovative and dynamic pastoral care programs appropriate to Junior School
- Experience and knowledge in pedagogy and curriculums specific to Burgmann Anglican School
- Effective use of emotional intelligence
- Excellent communication skills
- Excellent organisational skills

Desirable

- Early Childhood qualifications
- Formal leadership experience

Salary, Terms and Conditions

The successful applicant will be employed under the *Independent Schools ACT Standards Model (Teachers) Multi Enterprise Agreement 2017*.

The Application

Applicants should provide the following documents via email to:

employment@burgmann.act.edu.au

- Covering letter, addressing the criteria listed above and outlining how you would approach the position (no more than 3 pages in length)
- Curriculum vitae (no more than 4 pages)

- A copy of your academic transcript
- Teacher Quality Institute registration. More information about registration is available at <http://www.tqi.act.edu.au/registration>
- [Working with Vulnerable People check](#)
- Details of three professional referees, preferably one referee should be your current minister

Applications close: 9am, Monday 27 May 2019