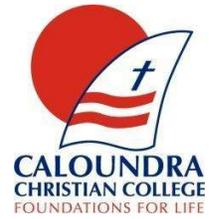


Position Description

Head of Primary Learning Community



WHO ARE WE

We are a team of committed Christian educators and support personnel who fundamentally believe that students learn best when they feel safe, respected, and are genuinely engaged and challenged by purposeful, creative, differentiated opportunities to learn about God, themselves and the impact they can make in the world they live in.

MISSION

TO PROVIDE QUALITY CHRISTIAN EDUCATION, STRONG FOUNDATIONS FOR LIFE AND LEARNING.

VISION

Together, creating an authentic learning community where students and staff flourish with Christ at the helm.

CORE BELIEF

Every child is unique and created in God's image.

OUR FOUNDATIONS FOR LIFE AND LEARNING

Life

- Faith – We seek God with all our heart
- Compassion – We rise by lifting others
- Integrity – We do what is right not what is easy
- Courage – We stretch ourselves beyond what is comfortable

Learning

- Question – We learn to question so we can question to learn
- Create – We are created to create
- Improve – We improve by failing forward
- Communicate – We seek to understand then to be understood

ROLE DESCRIPTION

The Head of Primary Learning Community champions the mission and vision of the College and leads the strategic direction of the Primary Learning Community in consultation with the Principal and in line with the whole College strategic plan.

The role is responsible for the daily organisation and operations of the Primary Learning Community, supporting the staff and students to ensure quality practices in teaching, pastoral care/behaviour management, culture development and parent engagement based on College policies.

As a member of the Executive Team, the Head of Primary Learning Community works collaboratively with the Executive Team and College leaders to implement whole College improvement initiatives.

TIME ALLOCATION

The position will initially be a 0.4 FTE Head of Primary (non-teaching) and 0.6 FTE teaching load however, the non-teaching load will increase as Primary expands.

ACCOUNTABILITY

The Head of Primary Learning Community reports directly to the Principal.

KEY INTERNAL RELATIONSHIPS

- Primary Learning Community Staff
- Deputy Principal
- Business Manager
- Director of Studies (Secondary)
- Independent Learning Coordinator
- Members of the Leadership Team
- Administration Staff
- Students
- Parents/Carers

KEY EXTERNAL RELATIONSHIPS

- Professional and educational associations and networks
- Colleagues from other Christian schools
- Local businesses and organisations

QUALIFICATIONS

The Head of Primary Learning Community must be a registered teacher with the Queensland College of Teachers with a bachelor's degree or higher and is required to have a current first aid certificate.

EXPERIENCE

The successful applicant will have had prior experience in educational leadership.

FAITH-BASED ATTRIBUTES

- Committed Christian with current church involvement
- Ascribes to the Statement of Faith and College values
- A high standard of personal conduct and an outworking of spiritual fruit

KNOWLEDGE

- Knowledge of QCAA and Australian Curriculum requirements for P-10
- Understanding of quality pedagogy, curriculum, assessment, and reporting practices
- Knowledge and interest in contemporary educational issues including technology in learning, differentiation, inquiry-based learning, and design-based thinking
- Strong literacy and numeracy competencies
- Understanding of the philosophy of Christian Teaching and the centrality of a Biblical worldview to this philosophy

- Working knowledge of effective behaviour management philosophies and programs

SKILLS

- Critical and Creative Thinking
- Technological proficiency
- Verbal and written communication
- Organisation and initiative
- Time management
- Attention to detail and accuracy
- Data-informed decision-making

PHYSICAL REQUIREMENTS

- Sufficient vision to read printed material, see distant objects with clarity, and identify and distinguish objects.
- Sufficient hearing to hear conversations in person and on the telephone and hear sounds clearly up to 6 metres.
- Ability to speak in an understandable voice with sufficient volume to be heard in normal conversation and on the telephone, and in addressing groups.
- Ability to exert up to 10kg of force to lift, carry, push, pull, or otherwise move objects.
- This type of work requires frequent standing, walking, sitting, bending, and reaching for extended periods of time.
- Sufficient manual dexterity and/or mobility to grasp and/or manipulate objects, operate mechanical office and classroom equipment and move about the work area.
- Employees in this classification may be subject to work environments that have exposure to weather or interiors with extremes of heat and/or cold, wet and/or humid conditions, moderate noise levels, and various work-related hazards.

PSYCHOLOGICAL REQUIREMENTS

- Handle stressful situations calmly and effectively
- Anger management and conflict resolution
- High level of emotional resilience
- Demonstrate strong social skills and relatability

LEADERSHIP REQUIREMENTS

The Executive and Leaders of Caloundra Christian College are required to align with our Leadership Competency Model. This identifies the personal qualities and interpersonal skills that our leaders endeavour to exhibit within their roles.

Our Leadership Model focuses on being mission-minded and vision-focused and is based on the following four competencies:

- Pursue and Model Spiritual Growth
- Remain Relational
- Develop Self and Others
- Lead Creative Improvement

The copy of the Leadership Competency Model with criteria is available at the end of this document.

KEY RESPONSIBILITIES

Faith Leadership

- Be a model of leadership in the Christian faith, encouraging and supporting staff, students, and parents to seek and grow in their relationship with God.
- Facilitate and support the development of curriculum and programs that are based on a Biblical worldview.
- Support the weekly Primary Junction (chapel) and other community events that encourage students, staff and parents to seek God, accept God, trust God and worship God.
- Develop positive connections with local churches and ministries that promote the College to the wider Christian community and bring opportunities for mutual support.

Educational Leadership

- Take responsibility for the everyday operation and development of the Primary Learning Community to ensure a caring, organised and learning-focused environment is maintained.
- Model and support quality educational practices based on the College's Teaching and Learning Framework that lead to improved student engagement and outcomes.
- Ensure the ongoing development and coordination of the Primary Learning Community pedagogy, curriculum and assessment programs to allow each student to achieve their full academic potential, particularly in the areas of literacy and numeracy.
- Identify and facilitate professional development opportunities for Primary Learning Community staff, to improve the capacity for staff to provide quality teaching and to meet the College strategic focus.
- Keep abreast of educational developments and make recommendations to the College Executive Team.
- Conduct regular Primary staff meetings, fostering a productive, professional learning culture based on empowerment and trust.
- Work with the Executive Team to facilitate annual professional appraisals for Primary staff as part of a whole College process.
- Monitor the performance of Primary teaching and non-teaching staff, providing feedback and, where necessary, in consultation with the Principal, subsequent action where necessary.
- Facilitate the analysis of standardised testing and use data to guide changes to teaching and learning practices.
- Oversee achievement levels, attributes and comments on student reports and the management of these processes.

Pastoral Leadership

- Foster a caring learning environment for Primary students built on the College's Foundations for Life and Learning.
- Monitor the general behaviour of students according to the code of conduct and oversee appropriate behaviour management strategies for Primary students.
- Oversee the welfare of Primary students.
- Promote and support the development of a range of co-curricular activities for Primary School students.
- Facilitate College community events such as Student, Parent, Teacher Conferences, Open Day, Grandparents Day, and Presentation Night.
- Celebrate student and staff successes.

Organisational Leadership

- Support the staff and students by managing the day-to-day organisational decisions to ensure the Primary Learning Community runs effectively and efficiently.
- Oversee the Primary Learning Precinct ensuring facilities remain organised, well-presented and in working condition with a focus on our Foundations of Life and Learning.
- Ensure open and consistent communication to staff, students and parents.
- Contribute to the College newsletter, yearbook, board reports and other College publications when required.
- Support the Principal in the process of recruiting, selecting and inducting suitable Primary staff when required.
- Oversee the management of Primary resources.
- Work with the Director of Studies to create the Specialist Teacher timetable.
- Other duties as required by the Principal.

Acknowledgement

Whilst the primary responsibilities of the position are articulated, it is expected that the successful applicant will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a representative of Caloundra Christian College.

This position description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the College.

Other responsibilities, in negotiation with the Principal, may include being available to be on duty during school holidays for tasks as requested.

OUR LEADERSHIP MODEL

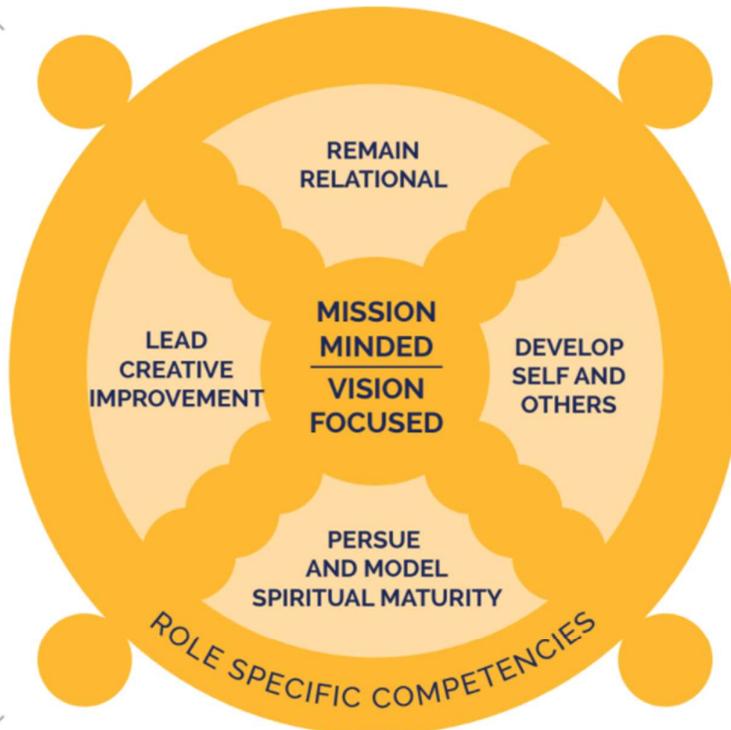


MISSION

To provide quality, Christ-centred education - strong foundations for Life and Learning.

VISION

Together, creating an authentic learning community where student's and staff flourish with Christ at the helm.



CORE BELIEF

Each child is unique and created in God's image.

AITSL

Requirements and Professional Practices



A CalCC Leader

Remains Relational (Communicate, Compassion)

1. Actively listens & communicates
2. Focuses on outcomes not faults
3. Trusts & is trustworthy
4. Creates an ethos of respect, safety & unity
5. Makes decisions consultatively
6. Is visible & accessible

Pursues and Models Spiritual Maturity (Faith, Integrity)

1. Acts with integrity
2. Shows a reliance on God's wisdom & grace
3. Is grounded in God's word
4. Demonstrates the fruit of the spirit
5. Is actively involved in a church
6. Admits mistakes & demonstrates forgiveness
7. Fosters spiritual growth in self & others

Leads Creative Improvement (Create, Courage, Improve, Question)

1. Leads intentionally & strategically
2. Plans for success
3. Is student-focused
4. Is informed by data & research
5. Is innovative and adaptable
6. Reflects on & evaluates goals, actions & outcomes

Develops Self and Others (Improve, Courage, Communicate)

1. Sets high standards/goals
2. Takes initiative & follows through
3. Gives & seeks feedback
4. Models & facilitates professional learning
5. Promotes networking & collaboration

