



RADFORD COLLEGE

DUTY STATEMENT ASSISTANT HEAD OF JUNIOR SCHOOL PYP P-6

POSITION ACCOUNTABLE TO Deputy Principal – Head of Junior School

POSITION IS RESPONSIBLE FOR Junior School Teachers

CLASSIFICATION Independent Schools NSW/ACT
Standard Model (Teachers)
Multi Enterprise Agreement 2017
Leadership Level 2 plus 50%
0.15 Teaching Load

KEY RELATIONSHIP Director of Teaching and Learning P - 12

PURPOSE

The Assistant Head of Junior School – PYP P-6, is responsible for PYP Program Coordination for the Junior School.

RESPONSIBILITIES:

- Support the College in the development and implementation of the College's vision and mission and co-mission within the Junior School
- Lead and demonstrate care and concern for the spiritual, emotional, social and academic development of all students
- Lead the development of the Junior School Curriculum, in liaison with the Director of Teaching and Learning (DOTL) and work with the DOTL and DPHOJS to sustain a commitment to whole school curriculum coherence P – 12
- Lead teams and individuals in the written, taught and learned elements of the PYP curriculum framework and the ongoing development of both an environment of inquiry and subject-based and transdisciplinary units of inquiry
- Liaise with IBAP regional office and prepare and submit any documentation required for evaluation and support the DPHOJS in ensuring that all requirements of the IB PYP are adhered to
- Lead and oversee the academic development of students and develop a data (information) culture within the Junior School
- Monitor the assessment practices and procedures to ensure a balanced approach at each year level in line with the assessment policy and the PYP
- In conjunction with DPHOJS and AHOJS - Operations assist in the development of reporting timelines, for effective communication to parents and students in line with IB requirements
- Organise and promote parent education through curriculum/conversation evenings, and leading information nights and develop and distribute informational materials
- Promote professional development opportunities including PYP to teaching staff, making recommendations to DPHOJS and DOTL for staff PL involvement
- Participate in the recruitment and selection process for Junior School staff
- Liaise with the JSLT and DOTL
- Other duties as directed

QUALIFICATIONS, KNOWLEDGE AND EXPERIENCE REQUIRED

- Appropriate Tertiary qualifications
- Current First Aid Certificate

PERSONAL SKILLS AND ATTRIBUTES

- Possesses and demonstrates diverse educational thinking and the ability to implement ideas
- Displays a high level of classroom teaching skills and a proven capacity to improve student learning
- Demonstrates significant contribution in the development, implementation and evaluation of curriculum and policies
- Demonstrates an ability to work as part of and lead a committed team of educators
- Demonstrates commitment to ongoing professional learning and a proven capacity to model and share excellent teaching skills and knowledge within the school setting
- Displays high level communication and interpersonal skills when relating to students, parents and work colleagues
- Displays leadership within a College environment as a member of the Junior School Executive

It is a requirement that all Radford employees hold a current Working with Vulnerable People Clearance.