



Scone Grammar School

Position Description

Position Details

TITLE: Head of Primary

Nº OF STAFF REPORTING TO THIS POSITION: All Primary School Staff

REPORTS TO: The Principal and Dean of Students/Dean of Learning

PRINCIPAL OBJECTIVE OF POSITION:

The Head of Primary leads the teaching team associated with Preschool to Year 6. He/she coordinates the activities of students and teachers, in three areas; pastoral care, teaching and learning and administration. He/she takes day to day responsibility for the interactions between students, staff and parents in the Primary School and refers issues to the Dean of Learning or the Dean of Students.

POSITION IN CONTEXT:

The Head of Primary is an integral part of the Scone Grammar School's Executive and Management Team and reports to and operates within the general direction of the Principal for the management of the Primary School. The Head of Primary plays a key role along with others in the leadership of the team of teachers associated with the Primary School. He/she interacts with all areas and levels of staff within the School and relevant external parties which often requires discretion and confidentiality.

FREEDOM TO ACT / AUTONOMY:

The Head of Primary has responsibility for the Primary School budget. He/she is required to exercise judgement in recommending the appropriate and effective process for dealing with any serious issues which require referral to the Dean of Learning or the Dean of Students.

I accept this Position Description as set out in this and the following pages and acknowledge that it may require amending and updating periodically, due to changes in responsibilities and organisational requirements. I understand that changes to this Position Description will be consistent with the purpose for which the position was established.

Signed:	
<i>Employee</i>	<i>Date</i>
Signed:	
<i>Principal</i>	<i>Date</i>
Signed:	
<i>Business Manager</i>	<i>Date</i>

Responsibilities

Key Areas of Activity:	Key Performance Indicators:
1 Pastoral Care of Students	
a) Conducts new student interviews as required	<ul style="list-style-type: none"> Introduces and enacts well considered introductory processes for new students
b) Allocates students to tutor groups (in conjunction with the Registrar for new students)	<ul style="list-style-type: none"> Oversees timely and effective processes of student placements and commitments to all
c) Conducts parent-teacher interview nights	<ul style="list-style-type: none"> Brings a confident presences to well-structured events
d) Counsels students and parents, especially in relation to discipline and academic performance	<ul style="list-style-type: none"> Oversees relevant action and is fair and decisive in decision making
e) Oversees and conducts disciplinary detentions and other appropriate actions	<ul style="list-style-type: none"> Oversees relevant action and is fair and decisive in decision making
f) Manages reporting of student performance and progress to parents	<ul style="list-style-type: none"> Ensures efficient processes and timely communication
g) Liaises with “relevant others”, including Counsellors with regard to the educational needs of individual students	<ul style="list-style-type: none"> Establishes and maintains focus on individual student progress
h) Supervises Class Teachers in matters concerning the exercise of pastoral care of students	<ul style="list-style-type: none"> Demonstrates knowledge of and effectively oversees all pastoral care provisions
i) Conducts student assemblies	<ul style="list-style-type: none"> Ensures thoughtful and appropriate Middle School contributions from students, staff and others
j) Maintains uniform standards	<ul style="list-style-type: none"> Consistently insists on high standards Monitors staff expectations of uniform standards and counsels staff appropriately
k) Oversees student social activities	<ul style="list-style-type: none"> Ensures that activities are consistent with the School’s values
l) Oversees transition programmes	<ul style="list-style-type: none"> Ensures that transition programmes are effective and reviewed on a regular basis
m) Oversees the management of student records	<ul style="list-style-type: none"> Ensures that recording processes are well understood
n) Oversees the management of student attendance details and records	<ul style="list-style-type: none"> Effectively monitors student attendance and follows up in a timely manner

Key Areas of Activity:	Key Performance Indicators:
o) Along with others plays a part in the allocation of teachers to pastoral care responsibilities	<ul style="list-style-type: none"> • Demonstrates insight into pastoral needs/emphases
p) Promotes The Scone Grammar School's "ethos" or culture	<ul style="list-style-type: none"> • Demonstrates knowledge and values and consistently models them
2 Performance of Students in the Primary School - General	
a) Oversees with others classroom practice as it is defined by the whole school teaching and learning policies	<ul style="list-style-type: none"> • Consistently insists on agreed practices
b) Oversees individual parent-teacher interviews, including the handling of complaints about classroom practice	<ul style="list-style-type: none"> • Establishes the style and sequence of such opportunities focusing on desirable outcomes
c) Manages School student leaders, including election/selection procedures and duties	<ul style="list-style-type: none"> • Establishes and enacts meaningful opportunities for student leaders
3 Teaching and Learning	
a) Implementation with others of the management of the Teaching and Learning Framework (as applicable) of Scone Grammar School	<ul style="list-style-type: none"> • Ensures consistency with the framework
b) Teaches within the Primary School thereby models for staff exemplary practice	<ul style="list-style-type: none"> • Demonstrates a commitment to own professional growth
c) Checks and refines allocation of students to classes	<ul style="list-style-type: none"> • Establishes his/her key role in academic progress
d) Oversees the conduct of student examinations	<ul style="list-style-type: none"> • Liaises effectively to ensure any testing is valuable
e) Supervises administration tasks concerning NAPLAN and other testing	<ul style="list-style-type: none"> • Enacts regular review according to key milestones
f) Optimises progress and level of achievement for each student	<ul style="list-style-type: none"> • Uses external data to set targets for improved outcomes
g) Ensures the validity and reliability of internal assessments	<ul style="list-style-type: none"> • Monitors the distribution of any internal assessments across year levels and adjust to ensure accuracy • Authorises any assessment grades and reports prior to distribution to parents

Key Areas of Activity:	Key Performance Indicators:
h) Ensures all external data is effectively analysed	<ul style="list-style-type: none"> Identifies gaps in student outcomes with special reference to priority learning and identifying problems of teaching practice Provides detailed information for teaching staff at the start of the academic year Diagnoses strengths and weaknesses of individual students (as applicable), individual classes, and cohorts of students
i) Directs the resources allocated to the work of Assessment and Data Team (if applicable) in order to assist the achievement of student learning targets	<ul style="list-style-type: none"> Effective liaison and timely provision
4 Manage and lead the Primary School staff in their Teaching and Learning Roles	
a) Implementation with others of the management of the Professional Learning Framework (as applicable) of Scone Grammar School	<ul style="list-style-type: none"> Ensures consistency with the framework
b) Teaches within the Primary School thereby models for staff exemplary practice	<ul style="list-style-type: none"> Demonstrates a commitment to own professional growth
c) Checks and refines allocation of students to classes	<ul style="list-style-type: none"> Establishes his/her key role in academic progress
d) Oversees the conduct of student examinations	<ul style="list-style-type: none"> Liases effectively to ensure
e) Supervises administration tasks concerning NAPLAN and other testing	<ul style="list-style-type: none"> Enacts regular review according to key milestones
f) Optimises progress and level of achievement for each student	<ul style="list-style-type: none"> Uses external data to set targets for improved outcomes
g) Ensures the validity and reliability of internal assessments	<ul style="list-style-type: none"> Monitors the distribution of any internal assessments across year levels and adjust to ensure accuracy Authorises any assessment grades and reports prior to distribution to parents
h) Ensures that Teachers with pastoral care responsibilities have the following elements of their learning plan in place for each student in the Primary School: <ul style="list-style-type: none"> Progresses document/file recording current information about learning and performance targets, level of achievement and evidence of recent progress 	<ul style="list-style-type: none"> Establishes well considered processes for moving on documentation
Key Areas of Activity:	Key Performance Indicators:

i) Oversees planning and organisation	<p>Ensures that:</p> <ul style="list-style-type: none"> • The targets of the teaching and learning plan are met • Learning time is both maximised and appropriate • Interruptions are minimised • Student leadership opportunities are maximised • The learning environment supports learning • Communications, meetings and assemblies involving the School community focus on and emphasise the values and principles which drive decision-making within the School
5 Staff Management and Team Development	
a) Interviews, with the Principal and others, potential staff for the Primary School	<ul style="list-style-type: none"> • Prepares well and makes considered contributions to interviews
b) In consultation with the Principal, oversees all aspects of staff management including appointment, induction and orientation and care	<ul style="list-style-type: none"> • Follows through on well considered and agreed processes
c) Takes responsibility for the general day to day supervision of Primary School staff	<ul style="list-style-type: none"> • Calm and confident presence in day to day supervision
d) Takes responsibility for staff welfare	<ul style="list-style-type: none"> • Proactive and empathetic in providing support
e) Clear communication of responsibilities for: <ul style="list-style-type: none"> • Teachers with specific positions of responsibility within the Primary School • Teachers • Teaching support staff 	<ul style="list-style-type: none"> • Precise timely and effective communication to maintain standards
f) In conjunction with others contributes to the staff performance appraisal processes	<ul style="list-style-type: none"> • Ensures that all staff meet the minimum standard of department/team function, pastoral care and classroom teaching. • Ensures that the School's expectations are explicitly communicated to staff • Ensures that all staff have an appropriate professional development plan through the Professional Learning Framework
g) Attends all relevant meetings of committees and teams	<ul style="list-style-type: none"> • Considered and effective contributions to meetings

Key Areas of Activity:	Key Performance Indicators:
h) Conduct regular staff/professional development meetings and briefings within the Primary School	<ul style="list-style-type: none"> Identifies relevant opportunities
i) Receive complaints/concerns from staff	<ul style="list-style-type: none"> Acts promptly and decisively
6 Strategic Planning and Organisation Management	
a) Interviews, with the Principal and others, potential staff for the Primary School	<ul style="list-style-type: none"> Prepares well and makes considered contributions to interviews
7 Marketing / Promoting the School	
a) Conducts promotional activities for Scone Grammar School including attendance at functions, year level Socials and parent gatherings	<ul style="list-style-type: none"> Thoughtful and productive contributions at all times
b) Conducts school information nights	<ul style="list-style-type: none"> Energetic and confident presentation
c) Maintains the school's environment to enhance its aesthetic appeal and general tidiness	<ul style="list-style-type: none"> Consistently maintains the School's environment to enhance its aesthetic appeal and general tidiness Takes a proactive role to ensure the professional presentation of the Middle School, its tone, appearance, reputation, observance of School rules and relationships with the local community
d) Oversees the Primary School's continued development including the areas of marketing and public relations.	<ul style="list-style-type: none"> Thoughtful and productive contributions at all times
e) Takes a proactive role with the Marketing Team to promote the School to the wider community by flagging priorities and assisting them to ensure thorough enrolment and promotion processes against agreed sequences	<ul style="list-style-type: none"> Takes a proactive role
f) Represents the School at external meetings in a proactive and professional manner as required	<ul style="list-style-type: none"> Takes all relevant opportunities
g) Co-ordinates all Primary School events and see that they are incorporated onto the master calendar and planning documents prepared by the School	<ul style="list-style-type: none"> Plans well in advance for contributions to Calendar meetings
h) Assists in the co-ordination of all special occasions within the Primary School including official openings, celebrations, speech nights, plays, musicals, concerts and information evenings	<ul style="list-style-type: none"> Makes thoughtful and proactive contributions
Key Areas of Activity:	Key Performance Indicators:

8 General Responsibilities	
a) Attends all meetings of the School Executive	<ul style="list-style-type: none"> • Makes insightful contributions
b) Attends all meetings of the Head of Faculty	<ul style="list-style-type: none"> • Makes insightful contributions
c) Liaises with the Business Manager and Campus Manager regarding maintenance of the Primary School property	
d) Manages any after school and before school care programmes as they relate to Primary School students	
e) Conforms with and uphold all Work, Health and Safety policies and procedures of the School, and take all reasonable care that their actions or omissions do not impact on the health and safety of others in the School	
f) Creates and ensures that the work environment in the Primary School satisfies the principles of anti-discrimination and equal opportunity legislation and how they would apply in a workplace. Is able to describe the principles of equal opportunity and valuing diversity	
g) Timetable for Primary – consultation with Head of Secondary and Dean of Learning	
9 Emphases for 2019	
	<ul style="list-style-type: none"> • Creates a staff and student culture of growth, improvement and endeavour
	<ul style="list-style-type: none"> • Consistently maintains a staff and student focus on growth, improvement and endeavour
	<ul style="list-style-type: none"> • Oversees, supports and positively influences Scone Grammar School Leading Learning improvement programs. E.g embedding of 'Building Learning Power' (Grammar Minds) use of data, feedback etc. and development of Pos Ed
10 Other Duties	
a) Any other duties described by the Principal from time to time.	<ul style="list-style-type: none"> • KPI's as provided by the Principal as a consequence of any additional duties assigned

Special Requirements

Out of hours work will be expected

Time Allowance

The total indicative time allowance for 2019 is 0.7 FTE for role with a 0.3 FTE Teaching load. Please note that this may be changed from time to time by the Principal

Qualifications and Experience

- Appropriate tertiary qualifications to teach appropriate levels in a School
- Experience, preferably in a range of Year levels, in a School

Key Competencies

- Superior leadership skills
- Superior management skills
- Superior written and verbal communication skills
- Superior organisational skills
- Superior problem solving skills
- Exemplary teaching skills

Personal Attributes

- Empathetic
- Reliable
- Patient
- Thorough
- High expectation
- Positive
- Discrete

Reports to

The Principal and Dean of Learning and Dean of Students

Reports from

Persons reporting to the Head of Primary may include:

- Chaplain
- Primary School Teachers
- Secondary School Teachers
- Director of Preschool
- Teachers' aides
- Executive Assistant

Key Contacts

Internal

- Principal in the implementation of all functions
- Executive Team
- Head of Sport in the implementation of the School's sports programmes
- Head of Performing Arts in the implementation of the School's Performing Arts programmes
- Registrar in the enrolment of new students
- Administrative staff in the implementation of administrative and related functions

External

- Parents of students in the School
- Parents of new and prospective students in the School
- Deans or their equivalent in other independent schools
- Community groups or organisations within the Upper Hunter
- Regulatory bodies

Relevant "Meetings"

- Executive
- Whole School
- Primary School
- Pastoral Care
- Head of Faculty
- Others as required

Relevant "Teams"

- Executive
- Primary School
- Faculty
- Specific pilot/project teams
- Others as required

Appraisal Personnel

Appraised by The Principal (in relation to Head of Primary role)

Appraised by Dean of Learning (in relation to teaching role)

Appraisal cycle:

- Informal appraisal every year
- Formal appraisal every 2 years

Review of this Position Description

This Position Description will be reviewed annually

- Last review in December 2018
- Next review in November 2019