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| **Position Title** | **Head of Stage (Junior School)** |
| **School/Faculty** | Junior School |
| **Reports To** | Head of Junior School |
| **Award** | Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021 |
| **Classification** | Relevant MEA Classificaton + Leadership Level 2 |
| **Date Last Reviewed** | 12 September 2022 |

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| **POSITION DETAILS** |

Junior School Heads of Stage are accountable for the overall academic welfare, personal growth and development, and behaviour management of all students within either Stage 1, 2 or 3. The Head of Stage embraces and advocates for the Hunter Valley Grammar School (HVGS) mission and vision, and partners with parents to support the educational and wellbeing outcomes of all students in the Stage. The Head of Stage supports and leads the homeroom teachers on that stage, is a member of the Junior School Leadership Team, and is directly responsible to the Head of Junior School. This role encompasses curriculum, pedagogical, and wellbeing priorities, reflective of a holistic approach to primary school leadership.

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| **KEY ACCOUNTABILITIES** |

**Leadership**

* Develop and lead the agenda and determine priorities for staff meetings with the Stage members, in partnership with the Head of Junior School and Head of Curriculum (Junior School).
* Develop a tone, climate and culture within the Stage that sets high expectations for all students and staff in line with HVGS Values.
* Demonstrate leadership behaviour in the achievement of the School’s mission, vision, and values.
* Model and inspire a culture of continuous learning within the cohort.
* Demonstrate leadership of HVGS values contributing effectively to the culture of the Stage as well as the wider school community.
* Supporting stage staff in reporting and other high-priority communications, and in-person for meetings that have been escalated.
* Prepare annual budget proposals for the capital and programe expenses on the Stage, and manage the same throughout the year, including submitting purchase requisitions on behalf of the Stage.
* Review and support staff leave applications from staff on the Stage.
* Contribute actively and positively at weekly Junior School Leadership Team meetings.
* In association with the Head of Curriculum (Junior School), monitor class programs termly, and maintain active oversight of overall in-class learning experiences.
* Prepare rosters and organise events as relevant and as directed by the Head of Junior School.
* With the Head of Curriculum (Junior School) and the Head of Junior School, ensure academic reports are comprehensively and authentically prepared for parents.
* Provide overall leadership presence and activity in the life of the Stage, including while on relevant camps and overnight excursions.

**Student Academic & Wellbeing**

* Especially as the cases of students with more complex learning profiles are escalated to the Head of Stage, monitor the overall academic progress and wellbeing of students in the Stage.
* Work collaboratively with students, parents and staff on matters relating to the education and wellbeing of students from the Stage.
* Resolve or refer student behaviour management issues by working collaboratively with Stage teammates, and in collaboration with the Head of Junior School.
* Develop and lead information evenings and public meetings for parents and students, in conjunction with the Head of Junior School and Head of Curriculum (Junior School) as appropriate.
* Oversee transition points and processes relevant to the Stage, working collaboratively across the staff community to provide excellent service for our families and students.
* Work with the Junior School Leadership Team to embed age-approapriate service-learning opportunities
* Coordinate special assemblies/events in conjunction with the Head of Junior School and Head of Curriculum (Junior School)
* Take an active role in monitoring playground organisation and behaviours.

**General**

* Where appropriate and relevant, attend and support community events including but not limited to information evenings, concerts, theatre performances, art exhibitions, athletics, swimming and other events.
* Undertake other relevant duties as directed by the Head of Junior School.
* Remain up to date with contemporary literature and research related to primary education, connecting with professional networks, especially those related to the PYP and IPSHA.
* Ensure the stage is appropriately represented in school communications and publications.
* Other duties as directed by the Principal.

**Work Health & Safety**

* Take reasonable care to protect your own health and safety and so as to not adversely affect the health and safety of other persons.
* Lead and cooperate with all safety policies and procedures and follow all applicable safe work methods.
* Report all hazards and incidents and take steps to ensure the workplace is safe where reasonably practicable.

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| **POSITION DIMENSIONS** |

**People Management:**

Homeroom teachers on the relevant stage.

**Budget / Expenditure:**

As advised by the Principal and Chief Financial Officer annually.

**Work Pattern:**

* This Leadership position will have a release from face to face teaching of up to 12x30-minute periods per fortnightly cycle.
* This Leadership position is expected to work the days/hours required to fulfil the professional obligations of the role.
* The Head of Stage is expected to be on campus from 8:00 am until at least 4:00 pm, Monday to Friday, each school day in accordance with the published term dates.

**Significant Working Relationships:**

* Junior School Heads of Stage
* Head of Curriculum (Junior School)
* Head of Junior School
* Head of Student Services (Junior School)
* Gifted and Talented Education Coordinator (Junior School)
* School Psychology Team
* Junior School Specialist Teachers
* Junior School Assistant and Personal Assistant to the Head of Junior School
* Head of Library Services

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| **SELECTION CRITERIA** |

**The successful applicant will possess the following:**

**Qualifications & professional requirements**

* Demonstrated commitment to professional learning (including the specified hours of NESA Registered PD).

**Skills & experience**

* Demonstrated capacity to lead and manage teachers, support families, and inspire students.
* Demonstrated understanding of, and commitment to, the International Baccalaureate programme, or displayed excellence in an aligned philosophy.
* Philosophical alignment with respectful and restorative practices promoting student wellbeing and behavioural support.
* Demonstrated excellence in conducting open and collaborative conversations with parents, including in person, online, and over the phone.

**Personal attributes**

* Ability to develop and maintain effective relationships with staff, students and parents from diverse cultural and religious backgrounds.
* Excellent communication skills, including verbal and written communication, and the capacity to lead colleagues in improvement in the same.
* Motivation, influence and collaboration.
* A high degree of professional judgement and confidentiality.
* A strong dedication to customer service.
* Effective organisation skills, with demonstrated initiative and ability to prioritise work and manage multiple tasks.
* Excellent interpersonal and conflict-resolution skills, including the ability to listen and communicate effectively across all areas and levels of a school community.
* Well-developed problem-solving skills and proven experience in generating solutions.
* Demonstrated capacity to work in a dynamic team environment with proven ability to relate professionally and authentically to staff, students and parents, developing and maintaining positive working relationships with stakeholders.

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| **SUBMITTING AN APPLICATION** |

Suitable applicants should apply by submitting their CV and Covering Letter addressing the selection criteria to the HR Team at [recruitment@hvgs.nsw.edu.au](mailto:recruitment@hvgs.nsw.edu.au).

Inquiries regarding the position may be directed to Human Resources via email [hr@hvgs.nsw.edu.au](mailto:hr@hvgs.nsw.edu.au)

**Applications close: 9am Monday 10 October 2022**

Applications received after this date will not be considered.