



# St Catherine's School

Anglican day and boarding school for girls,  
Kindergarten to Year 12. Founded 1856 in Sydney.

Deputy Head of Junior School

Permanent full time - commencing January 2021

We are seeking to appoint an inspirational educational leader to join the junior school leadership team. The successful applicant will be responsible for student and staff wellbeing and the operations of the junior school.

The deputy head of junior school will be passionate, innovative and up to date with educational best practice. He or she will oversee our wellbeing programs, contribute to the strategic development of the school and work with staff to ensure the highest standards across the school.

*The job description is available below. CV and letter of application should be addressed to human resources. Please apply via seek or email ([hr@stcaths.nsw.edu.au](mailto:hr@stcaths.nsw.edu.au)) by 26 October 2020.*

**Active support for the Christian character and purposes of the school is essential.**

This position requires the successful applicant to have a Working with Children Check in accordance with the *Child Protection (Working with Children) Act 2012*. Details of how to apply are available on [www.kidsguardian.nsw.gov.au](http://www.kidsguardian.nsw.gov.au).



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Position:	Deputy Head of Junior School
Responsible to:	Headmistress
Reports to:	Head of Junior School
Effective Date:	January 2021
Details:	Full time permanent role

## Primary purpose of the position:

The deputy head of junior school is responsible for the promotion of excellence in teaching and learning, and the development, administration and implementation of wellbeing in the junior school. This is a consultative role which has a focus on working alongside teachers to ensure responsiveness to the social, emotional and educational needs of all students. The deputy head acts for the head of junior school in her absence.

## Major responsibilities:

1. **Actively support the Christian character and purpose of the school**
  - Attend chapel services and assemblies each week
  - Participate in leading assemblies as negotiated with the head of junior school.
2. **Oversee and manage the wellbeing of students in the junior school**
  - Develop and implement wellbeing programs in the junior school
  - Liaise with the director of wellbeing to align wellbeing programs between the senior and junior school
  - Attend and minute weekly wellbeing meetings for each stage group
  - Liaise with junior school counsellor to ensure the wellbeing of individual students
  - Communicate with parents to ensure the wellbeing of individual students
  - Oversee discipline procedures in the junior school.
3. **Oversee and manage the administration and organisation of the junior school**
  - Work closely with the head of junior school to organise events, rosters and timetables
  - Oversee the employment of casual staff
  - Oversee and manage the organisation of school camps and excursions, including liaising with staff members and completing risk assessments
  - Attend leadership meetings and collaborative planning sessions regularly and assist teachers in the handling of day-to-day curriculum and wellbeing issues
  - Develop the junior school timetable in consultation with the director of staff, ensuring time is secured for grades to collaborate on a weekly basis
  - Regularly present at staff briefings and meetings.

4. **Demonstrate pedagogical leadership, supporting staff in the implementation of best practice**
  - Work collaboratively as a member of the junior school leadership team
  - Articulate and model an educational philosophy consistent with the aims, objectives, strategic direction and policies of the school
  - Lead staff through pedagogical and philosophical change where required
  - Guide and support teachers in the use of collaborative planning time
  - Support the integration of technology that will inspire learning and increase collaboration
  - Encourage and support the development of learning partnerships with parents, educational experts and other educational bodies.
  
5. **Assist in the management of the assessment and reporting processes**
  - Ensure that assessment and reporting practices comply with NESA requirements and reflect St Catherine's philosophy and educational goals
  - Coordinate NAPLAN and other external assessments, and analyse data in consultation with the head of junior school and the coordinator of curriculum K-6
  - Coordinate with the coordinator of curriculum K-6 and the head of junior school to ensure the delivery of semester reports
  
6. **Assist in the management of the staff development program that encompasses the professional development, appraisal and recognition of staff**
  - Promote and support a professional learning culture, including the identification of professional learning needs of staff
  - Collaborate with the head of junior school and the head of teacher development to oversee the accreditation processes associated with AITSL, NESA and ISTAA
  - Plan, and deliver as required, the professional learning program for K-6 staff.
  
7. **Represent St Catherine's in the school and wider community. This may be by organising, speaking at, or attending functions, including:**
  - IPSHA curriculum meetings, and other IPSHA umbrella group meetings as required
  - Parent information sessions and workshops
  - Presentation and performance evenings
  - P&F functions and meetings
  - School social functions
  - Community events.
  
8. **Uphold and promote high standards in all areas of endeavour.**
  
9. **Teach a limited number of classes, including academic support and extension groups**
  - Model innovative and effective teaching practice.
  
10. **Undertake other duties as required**
  - Assist with the planning and oversight of important junior school events
  - Contribute to the school calendar for dates pertaining to the academic program
  - Assist with school publications as required e.g. daily digest, the bulletin, the catherineian.
  
11. **Undertake other duties as required by the headmistress.**



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## SELECTION CRITERIA

The success candidate will possess the following core competencies:

- Excellent communication and interpersonal skills
- Motivation, dedication and enthusiasm for learning
- Positivity and a high level of emotional intelligence
- Detailed knowledge of best practice in teaching and learning, current educational trends and translating theory into practice
- Ability to work autonomously and proactively but also as part of a team
- Skills in problem solving, giving guidance and direction
- Ability to function effectively in a dynamic, creative environment
- Maintaining loyalty, confidentiality and support for the school
- Willingness to actively support the Christian ethos of the school.