Assistant Head of Primary (Curriculum)
Job Description

The Assistant Head of Primary (Curriculum) is a key leadership role within the College. The Assistant Head of Primary (Curriculum) is responsible for the delivery of innovative curriculum, improving teaching and learning and the leadership and development of staff.

1. KEY RELATIONSHIPS:

The Assistant Head of Primary (Curriculum) is required to work collaboratively with the following people - the College Executive, Assistant Head of Primary (Pastoral Care), staff, students, and parents.

2. KEY SELECTION CRITERIA

2.1. Active support and commitment to the ethos and values of Christian education.

2.2. A proven ability to provide leadership to fulfil all aspects of the role.

2.3. A comprehensive knowledge and an understanding of effective primary school pedagogy.

2.4. Capacity for strategic thinking and ability to implement change.

2.5. Skills to develop staff through coaching and mentoring.

2.6. Highly developed ICT skills.

2.7. Exemplary interpersonal and communication skills.

2.8. A commitment to ongoing professional learning.

3. MAIN RESPONSIBILITIES

3.1. LEADERSHIP

3.1.1. With the Head of Primary, take responsibility for strong academic standards for the Primary School, working through teachers to achieve high expectations, engagement, and effort.

3.1.2. Provide leadership in all areas of curriculum development, particularly in the areas of the Western Australian Curriculum.

3.1.3. Establish and maintain contact with external groups and networks relevant to Primary Education, e.g., professional associations and School Curriculum and Standards Authority.

3.1.4. Model and advocate a commitment to ongoing professional learning among staff.

3.1.5. Be aware of current research relating to curriculum delivery for improved teaching and learning.

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3.2. TEACHING AND LEARNING

3.2.1. Embed Christian values and teachings in the Learning Area curriculum.

3.2.2. Facilitate and develop exciting, innovative programs that cater for all levels of abilities through differentiation.

3.2.3. Model and advocate contemporary practice in teaching.

3.2.4. Demonstrate leadership in the use of Information Communication Technology.

3.2.5. Set an excellent standard of teaching practice by example.

3.3. STAFF MANAGEMENT AND DEVELOPMENT

3.3.1. Develop the professional expertise of Learning Area staff through active participation in professional development opportunities in conjunction with the Head of Primary.

3.3.2. Mentor, support, and challenge staff to continually strive for improvement.

3.3.3. Foster a supportive and collegial professional environment.

3.3.4. Assist in the recruitment and induction of new staff.

3.3.5. Participate in the appraisal process of staff.

3.3.6. Ensure appropriate communication with parents, e.g., parent interviews, written, telephone or email communication.

3.4. ADMINISTRATION MANAGEMENT

3.4.1. Maintain up-to-date records and tracking of student progress in SEQTA.

3.4.2. Update information for Curriculum Handbooks and promote the curriculum initiatives offered in the Primary School.

3.4.3. Collaborate with the Head of Primary in determining recipients of student awards.

3.4.4. Promote achievements and activities in the College Newsletter.

3.4.5. Together with the Head of Primary and Assistant Head of Primary (Wellbeing), ensure there is a smooth transition of Year 6 students into Year 7. This transition will involve significant data transfer and dialogue with senior secondary staff.

3.5. SPECIFIC CURRICULUM DUTIES

3.5.1. Be responsible for STEM and Digital innovation.

3.5.2. Oversee assessment schedules and moderation.

3.5.3. Organise ACER testing twice a year, and analysis of results and effect sizes in each class.

3.5.4. Analyse NAPLAN results and assist with administration. Each year prepare a document for the Principal to take to the Board relating to NAPLAN results.

3.5.5 Assist with upskilling and coaching staff in EDI, Sharp reading, Gifted and Talented differentiation and Project-based Inquiry learning.

3.5.6. Assist in developing whole of primary Project-based learning initiatives.

3.5.7. Coordinate a Gifted and Talented withdrawal program for K – 2 and 3- 6.

3.5.8. Coordinate student entries in academic competitions.

3.5.9. Meet weekly with the Primary leadership team to identify, case manage and monitor any students with social, emotional, physical or academic needs.

3.5.10. Identify and assist with acceleration of students with exceptionally high academic ability.

3.6. GENERAL

    3.6.1.   Other duties as required by the Principal and Head of Primary.

    3.6.2.   No job description can adequately describe all the tasks that might form part of a colleague's duties. However, it is important that the essence of the job be described, for this can help colleagues to understand their role, and it can also help with providing each staff member with feedback regarding their performance.

It should be remembered that jobs tend to evolve and change over time. Therefore, this role description will need to be reviewed and updated from time to time and 'Other Duties' as required by the Principal or Head of Primary, is expected.