



St Mary MacKillop College
CHOOSE LIFE WITH COURAGE

Assistant Head of Primary Pre-Kindergarten to Year 2

Location	St Mary MacKillop College
Accountability	Principal
Reporting to	The Head of Primary
Promotional Allowance	80% of Head of Primary Category 5
Time Allowance	0.2 FTE Teaching 0.8 FTE Administration
Tenure	Ongoing

PURPOSE OF THE POSITION

The position of Assistant Head of Primary (AHOP) is an important leadership role within the College. It is a promotional position and persons occupying this role must be suitably qualified and fully supportive of the College's Mission. The Assistant Head of Primary will be a member of the College Leadership Team and possess a recognised Early Childhood qualification and substantial experience teaching in the early years.

CORE RESPONSIBILITIES

Learning:

- Lead high quality teaching and learning programs by role modelling a passion for teaching, demonstrating your knowledge of and interest in best practice pedagogy.
- Build rapport by working collaboratively with students, parents and all College employees to develop respectful, inclusive and positive working relationships.
- Expect high standards. Grow a culture where staff and students can be the best they can be.
- Assist with the evaluation of curriculum policies and teaching programmes in Pre-Kindergarten to Year 2. Assist
- Foster and facilitate communication and collaboration between teachers in their planning and preparation. Provide 'shoulder to shoulder' release time.
- Promote good practice in classroom management and programming. View lessons and appraise.
- Plan, together with the Principal and Head of Primary and Assistant Head of Primary (Years 3-6) appropriate in-servicing of staff.
- Assist in ensuring IEPs and CAPs are completed by Classroom Teachers.
- Assist in maintaining up-to-date Classroom Teacher Handover Files.
- Coordinates EYLD, PIPs and other formal assessment material like PAT.R and PAT.M.

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CORE RESPONSIBILITIES continued

Engagement:

- Coordinate and assist with parent/teacher meetings where required.
- Assist in behaviour management matters from Pre-Kindergarten to Year 2.
- Attend parent information evenings as appropriate.
- Contribute to staff memos, the College newsletter and Yearbook.

Discipleship:

- Participate in in-services/consultations relating to Religious Education.
- Promote the spiritual dimension of day-to-day school life, including Making Jesus Real.
- Promote the service aspects of the College mission statement.

Accountability:

- Assist in the organisation of school assemblies and supervises school participation in key events.
- Organise meetings and Professional Development days for staff.
- Assist with the organisation of the agenda and minutes for staff meetings.
- Allocate and monitor relief and replacement staff in Terms 2 and 4.
- Check student attendance regularly and completes appropriate follow up.
- Prepare and oversee all timetables and rosters in liaison with the Head of Primary.
- Oversee end of term closure arrangements and follows up with inspections.

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ADDITIONAL ROLE COMPONENTS

All staff, in particular those in leadership positions within the College, are required to:

- Actively contribute to the maintenance of the Catholic Ethos; stated beliefs that are in keeping with the teachings of the Catholic Church.
- Contribute appropriately to the implementation of the College's Strategic Plan and Annual Catholic School Improvement Plan.
- Take an active part in the co-curricular aspects of College life.
- Fully participate in the Liturgical life of the College and be a positive role model for staff and students.
- Ensure attendance at staff meetings, parent evenings and other College functions as the Principal may require.
- Undertaking any other duties or responsibilities that may be assigned by the Principal.

Team Contribution:

- Demonstrate the ability to work independently and within a team environment.
- Demonstrate time management and organisational skills, including the ability to meet deadlines.
- Utilise effective interpersonal skills and initiative when dealing with difficult situations.

Work, Health and Safety:

Your responsibilities as an employee include:

- Having a duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises, School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time.
- Ensure understanding and compliance of the College OHS policy
- Complying with, as far as practicable, all instructions given to you to ensure your own safety and health.
- Prompt reporting of any hazards or incidents/accidents to your Leader including damaged college property.

Code of Conduct:

You are responsible for ensuring you act within the framework of the College's Code of Conduct.