



## Role Description

<b>Position Title</b>	Director of Primary
<b>Position Level</b>	Middle Leadership Tier 5 plus Teacher Classification
<b>Salary</b>	Variable – as per <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023</i> (the 'EBA')
<b>Department</b>	Educational Leadership Team
<b>Reports to</b>	Deputy Principal
<b>Supervisory Responsibility</b>	None
<b>Employment type</b>	4-year term under provisions as per EBA. Substantive permanent teaching role.

## PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

## ROLE PURPOSE (initial)

Stuartholme School will welcome Year 5 students as the first intake in its new Junior School in 2024, with Year 6 following in 2025. Plans are underway to begin construction in 2023 of a dedicated Stuartholme Primary precinct, on the Main Campus, which will include classrooms, toilets and an outdoor play and recreation area. As such, the Director of Primary will initially work closely with the Principal and School's Leadership Team to create, establish, and launch Stuartholme Primary, particularly in the development of the curriculum and staffing requirements.

The Director of Primary will also take on a teaching load in the junior school in 2023 to support their continuity in the classroom as a teacher.

## ROLE PURPOSE (ongoing)

Once Stuartholme Primary is operating, the Director of Primary will be responsible for the leadership and management of all aspects of Stuartholme Primary (Years 5 and 6). The Director of Primary is

responsible for teaching and learning, spiritual formation, pastoral care, and administration in the primary school. They will apply contemporary learning and teaching research and data analysis to classroom practice through continuous whole-school strategic and professional development. The Director of Primary has a major influence on developing the quality of learning and ensuring positive relationships between students, staff, parents, and the wider school community.

## **ROLE ACCOUNTABILITY – MIDDLE LEADERSHIP**

**As a Leader of Mission and Identity, you will assist in the development of the School as a faith community by:**

- proclaiming, sharing and celebrating our Catholic faith in all aspects of school life;
- educating students in the values, traditions and spirituality of the Society of the Sacred Heart;
- facilitating and supporting a school culture of prayer, rituals and practices which reflect being a Catholic school in the Sacred Heart tradition;
- expressing our Catholic faith tradition through our service to others, particularly the poor and marginalised;
- actively promoting justice, peace and the integrity of creation in all aspects of school life.

**As a Leader of Education, you will focus on the individual student and her holistic development by:**

- embedding/supporting the Stuartholme pedagogical framework;
- co-developing and implementing a program of academic care;
- actively engaging in the school's commitment to continual improvement, through informed research which leads to innovative practice;
- modelling high expectations in pedagogy, assessment and reporting;
- tracking the learning needs of all students and working collaboratively as Middle Leaders to ensure each individual student's educational outcomes are optimised;
- implementing/promoting a curriculum which prepares our students for active global citizenship and includes JPIC perspectives (Justice, Peace and the Integrity of Creation).

**As a Leader of Community, you will assist in the nurturing of positive relationships by:**

- providing an environment where each student's spiritual, intellectual, social, emotional and physical development is nurtured;
- contributing to Stuartholme's spirit of welcome and hospitality;
- promoting capacity building among colleagues;
- promoting and encouraging an understanding of community that celebrates diversity and acknowledges the gifts of each individual;
- promoting and modelling elements of positive relationships including respect for self and for others, humility and a sense of hope;
- working with parents and families as active partners in their daughters' education;
- effectively engaging and communicating with fellow members of the Stuartholme family;
- embracing opportunities for connecting with local, national and global communities;
- developing and supporting community partnerships.

**As a Leader of Administration, you will be responsible for:**

- ensuring that administrative practices and procedures in the School are consistent with School policies and practices and the ethos of Sacred Heart Education;
- supporting procedures that ensure the School's compliance with all regulatory authorities.

## **ROLE RESPONSIBILITY – DIRECTOR OF PRIMARY**

### **Teaching and Learning Function**

The Director Primary is responsible directly to the Deputy Principal in:

- fostering, promoting and modelling excellence in learning and teaching;
- creating a learning environment which stimulates interest in learning and promotes excellence and accepts and acknowledges the needs of students to be both challenged and given support;
- actively engaging students in the planning and learning process, understanding that learning is an active and collaborative venture, both between the teacher, students and amongst the students themselves;
- effect curriculum change, innovation and development in association with the Educational Leadership Team;
- oversee the development of the Primary Wise Wellness Program;
- developing and maintaining a system for compliance with the Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements;
- ensuring that all subjects and courses have appropriate Australian Curriculum and unit plans designed using the Stuartholme templates;
- keeping abreast of educational and curriculum developments and ACARA changes;
- developing and maintaining an effective and consistent system for recording student results;
- working with the Director of Enrichment, Diverse Learners Department and Leaders of Learning to ensure the needs of all groups of learners are being met, including:
  - high performing students;
  - international students;
  - students with diverse needs.
- working with the Dean of Student Wellbeing in the development of return to school support plans for students who are at risk;
- providing input to planned interventions for students who are vulnerable;
- providing strategic advice to parents and other key stakeholders regarding alternative educational provisions as required;
- monitoring and reviewing group and individual student performance data;
- encouraging an environment which is conducive to life-long learning in the School community.

### **Administrative Function**

The Director of Primary is required to:

- contribute to the induction of new teaching staff members in regard to ACARA requirements
- model effective administrative practices;
- maintain accurate and up to date student academic data and records;
- report to the relevant State and Commonwealth authorities regarding curriculum census requirements;
- work with the Deputy Principal to discuss and plan the school timetable;
- run and contribute to parent evenings and curriculum information sessions;
- communicate and respond to parent enquiries regarding learning and assessment;
- ensure staff manage deadlines for marking, reporting and recording of data;
- working collaboratively with the Educational Leadership Team in all aspects of the Year 5 NAPLAN preparation program;
- meeting regularly with primary staff in accordance with various academic improvement programs;
- liaising with school psychologists to ensure wellbeing and educative needs are being met;
- participating in the primary years' budget process to ensure that the various needs are appropriately met to allow for regular updating of resources;
- mentoring, coaching and observation of primary teaching staff new to the school;

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**Other Duties**

- Leading, and/or contributing to School committees, as required;
- Actively participating in decision-making regarding school policies and procedures;
- Demonstrating a commitment to professional learning and reflective practices;
- Demonstrating interest and active involvement in the life of the school community;
- Attending regular meetings with the Educational Leadership Team to review procedures and to initiate strategies to improve practices;
- Undertaking other tasks and responsibilities, as requested by the Principal and/or the Deputy Principal.

**Remuneration**

This position is a Tier 5 position under the current *Catholic Employing Authorities Single Enterprise Collective Agreement*.

**HOW TO APPLY**

Along with your current resume, please provide a brief covering letter (maximum 1000 words) outlining how your experience, skills and knowledge will enable you to achieve the key responsibilities of the role. This is an opportunity to tell us about yourself and why you are the right person for this job.

Should you wish to apply for this role, your application is required by midday on Friday 7 October 2022 by email to The Principal ([hr@stuartholme.com](mailto:hr@stuartholme.com)).

Your resume should include at least three referees.