

## Application for Employment

### Head of Primary (from 2026; or earlier by negotiation)

Applicants for the position of Head of Primary at Mandurah Baptist College should address the following leadership focus areas as part of their covering letter, in addition to completing the online application form via the Mandurah Baptist College website:

#### **LEADERSHIP: Please outline:**

1. The key qualities of and your potential contribution as a Christian leader
2. Your vision for Primary Education at Mandurah Baptist College
3. An example of either a pastoral initiative that you have led with a focus on improving student wellbeing or a curriculum initiative that you have led with a focus on improving student academic outcomes.

**Please note that Applicants are also required to upload the following documentation to support their application via the online application form -**

- Curriculum vitae
- Written reference and/or contact information (for work and character) from names and contact information of at least three referees
- Written reference and/or contact information from your current church pastor/minister
- Copies of your academic record

#### **Selection Criteria**

Applicants for this position will have:

1. A living Christian faith
2. Curriculum &/or pastoral leadership experience
3. A sound understanding of contemporary pedagogy and wellbeing paradigms
4. A sound understanding of the wider educational sector, including the relevant aspects of educational psychology, regulatory requirements, theoretical underpinnings and application in practice, strategic planning and school improvement paradigms.
5. Strong team building and organisational capacity
6. A willingness to go the extra mile to achieve excellence
7. Evident leadership capacity; strong referee commendations
8. Excellent communication skills

#### **Remuneration**

Remuneration will be discussed with the appointed candidate.

#### **Timeline**

**The deadline for applications for this position is Tuesday 3 June 2025, 9.00am**

- Applicants should address Part A and Part B as outlined above, with reference to the Selection Criteria.
- Interviews will occur as soon as is practicable thereafter.
- NB. The College reserves the right to contact referees unless otherwise notified.

**PLEASE NOTE:**

All permanent staff members at Mandurah Baptist College must be a church attending Christian. This is due to the (i) missional attributes of the College, and (ii) the requirement for any staff member to be able to teach Christian education (each student undertakes Christian Education from Years 7 to 12 once per week). Although an open enrolment school, the Bible is the foundation from which we serve, in an environment that respects the diversity of our students, their families and community. We believe we earn the trust of families through positive relationships and good practise, thereby allowing us to spiritually input into people's lives.

Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian gospel to students, you may be asked your personal views on faith issues. Given the Christian nature of the College and the expectations of all who enrol, signing of the College's statement of faith is a pre-requisite.

## Job Description

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### Head of Primary

*The Head of Primary is charged with the prime responsibility of the leadership and proper conduct of the Primary School under the guidelines and direction of the College Principal.*

*Working closely with the Principal, Head of Secondary and the College Executive Team, the Head of Primary leads, develops and executes initiatives aligned to achieving the Values, Vision, Mission and strategic objectives of the College within the Primary School. Collaboratively driving innovation in teaching and learning, student wellbeing and quality improvement processes, the Head of Primary will identify, enable, facilitate and implement continuous improvement and achievement of identified initiatives/foci.*

*The Head of Primary will be a mature, practising Christian, able to provide Christ-like leadership to staff and students in the Primary School, whilst contributing actively to the Christian ethos, vision and mission of the College.*

*The Head of Primary is a broad role, which includes the following but does not exclude additional initiatives by the Head of Primary and additional requirements by the College Principal and/or College Board.*

#### **1) Mission, Vision, and Strategy**

- 1.1 Articulate the vision and direction of the College.
- 1.2 Oversee the effective operations and management of the Primary School
- 1.3 Provide reports on the operations, planning and performance of the Primary School to the Principal and/or College Board as requested.
- 1.4 Support the Principal in strategic planning and review.
- 1.5 Adhere to the College's staff Code of Conduct.
- 1.6 Maintain a personal Christian faith walk, with regular church attendance.
- 1.7 Support and contribute to the Christian ethos of the College.
- 1.8 Provide staff, students and parents with a model of exemplary Christian leadership conduct and behaviour at all times.
- 1.9 Endeavour at all times to demonstrate the College's values in attitude and practice.
- 1.10 Align professional practice with the AITSL National Professional Standards for Principals and the Christian Schools Australia Leadership Framework.
- 1.11 Work collaboratively with the College community, establishing rapport and maintaining effective working relationships with staff, parents/guardians and students.
- 1.12 Resolve differences professionally and constructively following College policies and procedures.

## **2) Leadership**

- 2.1 Provide exemplary educational, missional and strategic leadership within the Primary School.
- 2.2 Consult with staff, students, parents and the Principal to create an environment which provides effective care and high academic standards in a Christian community.
- 2.3 Ensure maintenance of a culture of high expectations for personal and academic behaviours within the Primary School.
- 2.4 Lead, support and inspire the Primary Leadership Team in their areas of responsibility and liaise with the College Executive Team and/or College Senior Leadership Team to resolve whole of College issues together with the Principal and Head of Secondary where appropriate.
- 2.5 Work with the Primary Leadership Team, and other leaders in the Primary School, to build leadership and technical capacity for the enhancement of learning and wellbeing.
- 2.6 Monitor and evaluate the performance of the Primary School in both pastoral and academic areas.
- 2.7 Ensure legal and regulatory requirements relating to Primary education are met.
- 2.8 Oversee and implement the School Improvement Plan as it related to the Primary School.
- 2.9 In collaboration with the Head of Secondary, oversee and manage the transition of students from Year 6 to Year 7.

## **3) Teaching and Learning**

- 3.1 In collaboration and consultation with Principal, College Executive Team and the Dean of Teaching & Learning (Primary), lead and facilitate the development of Pre-K-6 teaching and learning programs that support the mission, vision, values and strategy of the College.
- 3.2 Oversee the writing and implementation and monitoring of all curriculum policies and required record keeping within the Primary School.
- 3.3 Ensure that College systems for teaching and learning (e.g., SEQTA) are utilised in accordance with College requirements.
- 3.4 Keep up to date with curriculum, educational and pedagogical developments and make recommendations to the College Executive Team in relation to these matters.
- 3.5 Ensure systems and processes are in place to monitor and track individual student achievement in order to ensure learning and growth for all students.
- 3.6 Ensure that appropriate curriculum adjustments for support and extension are in place in order to support the individual learning needs of students within the Primary School.
- 3.7 In collaboration with the Dean of Early Learning, ensure that the College meets its obligations under the National Quality Standards, including regular review.
- 3.8 In collaboration with the Dean of Early Learning, ensure that the Early Years Learning Framework is embedded and in practice in early years education.

## **4) Pastoral**

- 4.1 Ensure that appropriate communication and support is in place for Primary School students who require additional support in welfare, pastoral care, discipline, and learning.
- 4.2 Be responsible for the exclusion of students in consultation with the Principal and in accordance with College policy and procedure.
- 4.3 Ensure the safety, welfare and education of each student in consultation with parents and other key stakeholders.
- 4.4 Promote a positive school culture of pastoral care that proactively encourages wellbeing.
- 4.5 Ensure that Child Safe Organisational principles are implemented within the Primary School and lead the awareness and training of staff in this area.

## **5) Staff**

- 5.1 In conjunction with the Principal, contribute to the appointment of staff who contribute to the College's Christian ethos and ensure their professional growth together with a high standard of performance and conduct.
- 5.2 Be responsible for the suspension and termination of staff in consultation with the Principal and in accordance with all applicable College procedures and employment legislation.
- 5.3 Ensure that staff are aware of their professional learning and growth responsibilities, and plan for staff professional development.
- 5.4 Conduct annual performance reviews of direct reports and ensure that performance reviews of all Primary Staff are conducted.
- 5.5 In collaboration with the Principal, be involved in the recruitment, selection and interviewing of Primary School staff.

## **6) Parents and Community**

- 6.1 Foster a strong relationship with the Baptist Church that meets on the premises and other local Christian churches.
- 6.2 Represent the College to the wider community.
- 6.3 Communicate effectively with all stakeholders and work in partnership with parents.
- 6.4 Support the Principal in directing the promotion and marketing of the College.
- 6.5 In collaboration with the Primary Leadership Team and other staff, oversee Primary School assemblies and special events.
- 6.6 Organise and manage Parent Information Evenings and Parent Teacher Interview events, as required.

## **7) Other**

- 7.1 Be aware of and champion school policies and procedures and be involved in the review and formulation of policies and procedures.
- 7.2 Model exemplary WHS knowledge and skills.
- 7.3 Ensure the Primary School playgrounds are inspected and maintained in accordance with necessary standards and regulations.
- 7.4 In collaboration with the Dean of Teaching & Learning (Primary) coordinate and oversee the Primary School timetable.
- 7.5 In collaboration with the Head of Secondary, ensure lockdown and evacuation practice drills are conducted regularly.
- 7.6 Oversee the Primary School calendar and liaise with the Head of Secondary and College Executive Team to synthesise and develop whole-school planners.
- 7.7 Oversee the creation of Primary School handbooks and information for College publications and the College website.
- 7.8 Plan, oversee and apply the physical and financial resources of the College in the Primary School in consultation with the Principal.
- 7.9 Assist in the enrolment process as it pertains to tours and interviews, in consultation with the Principal.
- 7.10 Other duties as directed by the Principal.

## RELATIONSHIPS & AUTHORITY

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This role reports directly to line management: Principal

The Head of Primary is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

The Head of Primary is expected to also adhere to all duties and responsibilities of a teacher as outlined in the general teacher job description.

## PERFORMANCE INDICATORS

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Key areas: Leadership & Management; Planning and Preparation; Student Assessment; Teaching Skills and Methodology; Integration of Christian Values; Classroom Management Skills; Communication Skills; Contribution to Department/College; Professional Characteristics.

## SELECTION CRITERIA

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The Head of Primary will have:

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  2. Curriculum &/or pastoral leadership experience
  3. A sound understanding of contemporary pedagogy and wellbeing paradigms
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  5. Strong team building and organisational capacity
  6. A willingness to go the extra mile to achieve excellence
  7. Evident leadership capacity; strong referee commendations
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