



## **Assistant Head of Primary (P-2)**

*Full-time Permanent  
Commencing Term 1, 2019*

William Clarke College is a P-12, independent, Anglican College and is committed to being a Christ-centred community that develops extraordinary learners with a passion to serve others. Established in 1988, William Clarke College is located on the border of Castle Hill and Kellyville with an enrolment of approximately 1600 students.

The College is committed to enhancing the expertise of our teachers, placing a strong focus on professional development and seeking leadership opportunities for our staff. We are a vibrant community that values passionate and committed teachers who engage, challenge and grow their students in their Christian faith journey, personal development and academic study.

### **Role Summary**

The **Assistant Head of Primary (P-2)** plays a critical role in supporting the Head of Primary in curriculum, behaviour matters and the implementation of strategic initiatives across Preparatory, Early Stage 1 and Stage 1. The Assistant Head of Primary (P-2) will work closely with the Assistant Head of Primary (3-6) and the Director of Teaching and Learning (P-6) to ensure a cohesive and consistent approach is applied in these areas across the Primary School.

This role reports to the Head of Primary.

### **Key Responsibilities**

- Be a leader of learning across Preparatory, Early Stage 1 and Stage 1 ("P-2"), developing and leading a specialised program to address the learning needs of the students;
- Oversee the academic, pastoral, co-curricular and spiritual growth of students in P-2;
- Day-to-day management of student pastoral and behavioural matters, seeking prompt resolution, within the established disciplinary practices of the College;
- Liaise with staff, students and parents to support student learning across P-2;
- Work with teaching staff across P-2 to improve instructional practice;
- Contribute to the strategic planning and direction of the Primary as a member of the Senior Leadership Team;
- Support the operation of the Collaborative Teaching Model within K-2, driving its ongoing implementation and effectiveness;
- Demonstrate a consistent commitment to the outworking of the Christian faith in your leadership practice; and
- Oversight of P-2 events to ensure they are well organised and presented.

### **Additional Responsibilities**

- Develop and drive strategies for growth and progression of the Primary school by appropriating and adapting knowledge gained through professional development;
- Communicate regularly, both verbally and in written form, with parents, colleagues and external agencies on student progress;
- Attend the Primary School Student Support meeting;



- Actively engage with and deliver the College Performance Feedback System (PFS) with your direct reports;
- Lead by example in the implementation of College policies and procedures; and
- Seek to ensure the Christian values and ethos of the College are upheld and developed across P-2.

#### **Skills / Knowledge / Attributes**

- A regularly practising member of a Christian Church;
- A person whose educational and personal philosophies align with the mission and values of William Clarke College;
- An experienced educator with exemplary pedagogical practice that leads to significant student progress;
- A person of initiative, who is approachable and relational;
- Able to work collaboratively with a range of different stakeholders;
- A proven record as a leader who is able to guide, motivate and influence colleagues;
- Relational; able to empathise, collaborate and communicate with all stakeholders;
- Strong people management skills; must display an ability and willingness to have 'difficult conversations';
- An individual of integrity who is equally demanding and supportive when holding others accountable; and
- Excellent organisational skills.

#### **Qualifications / Experience**

- Bachelor Degree in Teaching from a recognised tertiary institution;
- Masters in Educational Leadership from a recognised tertiary institution will be viewed favourably; and
- Minimum 8 – 10 years classroom experience as an exemplary practitioner.

To apply for this role, submit your Cover Letter and CV, specifically addressing the role criteria, together with a College Application form (which **must form part of your application**) to [employment@wcc.nsw.edu.au](mailto:employment@wcc.nsw.edu.au) by the closing date.

Applications for this role close *midday, Wednesday 31 October 2018*.