



POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

Head of Junior School (Years 7-9) - Coordinator

Position Level	ACT Coordinator 1.0
Salary (Full-time)	\$126, 542 (based on skills and experience)
Reports To	Principal
Location	Merici College – Braddon, ACT
Employment Type	Full-Time
Employment Status	Permanent
Employment Term	N/A
Hours Per Fortnight	76

Who Are We?

Catholic Education, Canberra & Goulburn (CE) plays an integral role in education both in the ACT and NSW, covering 88,000 square kilometres covering the whole of the ACT and extending from Pambula on the south coast, to Crookwell in the North, through to the western point of Lake Cargelligo. Operating 56 Schools and 8 Early Learning Centres, CE is key to the education of over 21,000 students within the Diocese and employing over 2,100 professionals. At CE, our people are the engine that drives our system.

Our Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Position Purpose	<p>The Head of Junior School makes up part of the Leadership team of the College. This position works closely with the College Executive (Principal, Business Manager and Deputy Principals) and Management Team (House and Studies Coordinators).</p> <p>It is expected that the Head of Junior School is committed to the Archdiocesan Leadership Framework at a school and system level. These requirements include: Vision and Values, Knowledge and Understanding, Personal Qualities and Social and Interpersonal Skills. The Head of Junior School is directly responsible to the Deputy Principals for the achievement and evaluation of College goals.</p>
Position Duties	<p>Catholic Identity</p> <p>The Head of Junior School will:</p> <ul style="list-style-type: none"> • Promote the strong Catholic identity of the school in the immediate areas of curriculum, teaching and learning, pastoral care and associated policies and procedures. • Ensure that Catholic values and practice are foundational to the relevant Senior School programs.

Education

The Head of Junior School will:

- Provide holistic academic and pastoral care support to students in Years 7 to 9.
- Ensure that students are in the academic program that best suits their needs, including modifications to subjects when appropriate.
- Initiate and support student welfare programs for students in special circumstances and ensure adequate provision is made for the counselling of students requiring special assistance with regards to their study package eg. with specific learning needs or chronic illness.
- Communicate effectively with parents/guardians.
- Track students with Inclusive Educational needs (as identified on the Learning Alert list, and others) and liaise with Inclusive Education Coordinator and parents at Personalised Plans (PP) Meetings.
- Liaise with Studies Coordinators, Head of IB, Deputy Principal Learning and teaching staff on matters affecting subject allocations and curriculum.
- Contribute to the annual creation of the Student Success Program of individual students and work with House Coordinators as appropriate
- Attend Leadership Team meetings.
- Attend Studies Coordinators and/or House Coordinators meetings, as appropriate.
- Oversee the implementation of the Year 7 to 9 program in Flex lessons.
- Oversee testing procedures within the College including, in partnership with external tests such as National Assessment Program, PAT, PISA.
- Support educational adjustments for students who are elite competitors.
- Maintain the database for 'difficult to report on' students – communicating with Deputy Principal(s), coordinators & teachers regarding individual students who may require special consideration and/or support.

Stewardship

The Head of Junior School will:

- Communicate with the College Executive team the management of activities affecting the College's daily routine.
- Implement and monitor appropriate structures regarding students eg. relevant rules relating to attendance.
- Maintain up-to-date records of all students who present with issues, and maintain accurate records of all communications with students, parents and outside agencies, including Mandatory reports.
- Liaise with the Head of IB to ensure that all student study adjustments meet IB MYP regulations.

Community

The Head of Junior School will:

- Facilitate the induction of new students with House Coordinators and College Enrolment Officer.
- Use the leadership structure to oversee and lead pastoral care instances in Years 7 to 9.
- Lead case management of students who require significant pastoral care support.
- Work with parents, staff and relevant outside agencies regarding student welfare and academic issues.

	<ul style="list-style-type: none"> • Be responsive to the Attendance Office and Reception in student crisis situations. • Be a point of call for the Attendance Office and Reception to refer parents with educational queries regarding the Senior School and Year 7-9 programs. • Organise year group level activities eg. Immunisation, Camp, Study Skills Days. • Work with the Head of Mission and Community to assist in the organisation and running of the Retreat and Service programs. • Oversee the Transition Captains and Student Representative Council (SRC) teams. • Communicate in formal and informal ways with parents about co-curricular activities, year group activities and other relevant issues eg What's On, Social Media and Website. • Coordinate Year 7-9 Information Evenings or Parent sessions and promote the image of the College at Information Evenings and Open Days. • Participate, help plan and actively assist in the organisation and planning of Transition events such as Induction day, Be a Merici Girl for the Day, Big Sister Science Days etc. <p>Future Focus</p> <p>The Head of Junior School will:</p> <ul style="list-style-type: none"> • Produce and present school-based data when required. • Use Student performance data to inform direction (PAT, NAPLAN, SCOUT, AST Data).
<p>Skills, Attributes and Experience</p>	<p>We are looking for committed professionals with:</p> <ol style="list-style-type: none"> 1. A strong commitment to Catholic education and the promotion of the mission of the Catholic Church. 2. Strong professional experience in his/her teaching area/s in both junior and senior curriculum development, assessment and reporting. 3. Demonstrated commitment to personal growth and to targeted and collaborative professional learning. 4. The passion and expertise to work individually and collectively with students and staff, to maximise the learning outcomes for each individual student, ensuring programs and teaching strategies are differentiated for the specific learning needs of students across the full 5 range of abilities, including those with a disability. 5. An ability to work collegially and collaboratively as part of the Middle Management Team, and with the Leadership Team, to plan and implement whole school goals and to effect change. 6. The ability to translate high level curriculum planning skills into exciting and stimulating lessons; creating, selecting and using a wide range of resources, including ICT, to engage students in their learning and to expand learning opportunities for all students.

	<p>7. Proven skills in working collaboratively and flexibly with colleagues both in planning and in team teaching situations. This includes the ability to develop and support innovative classroom teachers who are committed to the school's philosophy of Powerful Learning, Growth mindset and inquiry learning.</p> <p>8. Excellent interpersonal and communication skills and the ability to facilitate productive and caring relationships with students and staff and to demonstrate responsiveness in all communications with parents/carers about their children's learning and well-being.</p>
Qualifications	<ul style="list-style-type: none"> • Relevant tertiary education qualifications. • Must hold a relevant Working with Children registration and Teaching Accreditation.

Application Requirements

All applications must be submitted online via the online recruitment system. You can apply using the 'Apply Now' button found in the job advertisement. Your application must include a resume and cover letter (separate documents) outlining your suitability for the position based on the requirements set out in the position description. E.g. why would you be the best person for the position?

Working with Children

In the course of your employment, you will have direct contact with children, and it is, therefore, child-related work in accordance with:

- a) in the ACT, Working with Vulnerable People (WWVP) (Background Checking) Act 2011; and/or
- b) in NSW, Child Protection (Working with Children Check) (WWCC) Act 2012.

Employment with CE is conditional upon successful applicants having or obtaining a valid and current working with children registration, appropriate to the state and/or territory in which they will work. NSW and ACT require different working with children registrations.

Religious Education

All CE staff are required to attend religious accreditation designed to acquaint you with the vision and mission of Catholic Education. For more information regarding religious education - [Click here](#)

Employment Information Collection Notice CE's Privacy Policy - [Click here](#)

Application Enquires: CE Recruitment Team

Phone: 02 5133 5563 | Email: recruitment@cg.catholic.edu.au

Teaching Registration and Accreditation

Commencement is conditional upon applicants having valid teaching registrations and/or accreditations appropriate to the state and/or territory in which they will work.

NSW and ACT require different registrations and accreditations. If you are required to perform work or access information that is deemed to be working with children in both the ACT and NSW, you will be required to have valid registrations for both regions.

- ACT – Teaching Quality Institute (TQI).
- NSW – NSW Education Standards Authority (NESA).