



Information Pack

HEAD OF JUNIOR SCHOOL

Please send your completed Application
and supporting documentation to:

EMAIL rkefford@sras.nsw.edu.au



Vision

TO BE A COMMUNITY OF LEARNERS
LIVING AND SERVING IN CHRIST'S WORLD

Mission

To provide a high quality Christian education within a welcoming community where all individuals are valued and belong. As a community of learners we strive for excellence, unlocking the potential of each individual, developing confident, active learners who improve their world.

Values

RESPECT
COMPASSION
WISDOM

*We are a respectful community
grounded in Christ's compassion,
learning to live with wisdom.*

Nowra Anglican College is a Christian School in the Anglican tradition, situated in Bomaderry in the beautiful South Coast region of Shoalhaven City Council. Being a P-12 school allows us to focus on partnering with our families to develop the whole child.

Under the leadership of Mrs Lorrae Sampson, the Principal, the College has seen significant growth over the past eight years across the Preschool, Junior School and Senior School. We anticipate our enrolments in K to 12 will reach 1,150 in 2023. This is testimony to our commitment to building a community of powerful learners through our learning and teaching framework "Building Learning Power".

We value the natural environment and our Preschool, Early Stage 1 and Stage 1 students benefit from a particular focus on the Reggio Emilia approach, which also heavily influences our beautiful and thoughtfully designed school grounds.



Mrs Lorrae Sampson
PRINCIPAL

WHO WE ARE, AND WHAT WE COMMIT TO

Nowra Anglican College:

- is a teaching and learning community which encourages the pursuit of excellence in all areas inspiring students to want to become life-long learners;
- provides a learning environment where students feel safe and confident to challenge and question the world around them; where young people feel secure and confident, and enjoy participating in all aspects of school life;
- provides a balanced education of academic, cultural and sporting endeavours supporting each student's emotional and spiritual development; and
- offers an academically rigorous and comprehensive program that seeks to engage all students in all aspects of school life.

As a caring Christian community, Nowra Anglican College:

- prides itself on the quality of pastoral care provided, believing in the intrinsic worth and value of each student and embracing a Christian culture that treats all community members with care and compassion, dignity and respect;
- is determined to ensure that students act with moral conscience and judgment based on our Christian values of respect, compassion and wisdom;
- assists students to achieve success by encouraging the realisation and achievement of 'personal bests';
- provides a diverse range of opportunities and activities to assist students to maximise their potential and exceed their expectations; and
- values a strong, affirming and positive partnership with parents and the wider community.



STRATEGIC PLAN GROWING TOGETHER

In 2017 NAC developed and communicated our 5 year strategic plan to our school community. This was created through consultation with a broad range of stakeholders, as well as accepting recommendations from a school-wide review.

IN 2023 WE WILL COMMENCE OUR UPDATED STRATEGIC PLAN

Growing Together - Connection and Joy (2023-2027)

is currently being finalised ready to present to our wider community.

Growing Together: Connection and Joy will focus on three areas to improve, expand and pursue innovation and excellence:

- **Fostering Christian Community**
- **Building Powerful Learners**
- **Nurturing Wellbeing and Belonging.**

These focus areas provide limitless scope for growth and development. More importantly, they are timeless and transcend concerns of an uncertain future. They set our students up to live rich lives now and embrace and shape the promise of a bright future.

In pursuing these three focus areas, we intend to develop the whole child. We want our students to be stretched to achieve their best. The College places a strong emphasis on all children developing powerful learning skills in written and verbal communication from Preschool to Year 12. We want every student to be well prepared for whatever their next chapter of life takes them and be able to excel in this.

LEARNING AND TEACHING FRAMEWORK

Learning is our focus.

We seek to provide rich opportunities that facilitate growth and learning, not only in our students, but also our staff, parents and into the wider Shoalhaven community.

Our Learning and Teaching Framework is based on Guy Claxton's Building Learning Power framework. Students are equipped as learners across 5 key areas:

REFLECTIVENESS

Managing / The strategic aspects of thinking

RESILIENCE

Feeling / The emotional aspects of learning

RECIPROCITY

Relating / The social aspects of learning

RESOURCEFULNESS

Thinking / The cognitive aspects of learning

RESTORATION

Believing / The spiritual foundation of learning



**BUILDING
LEARNING
POWER**

HEAD OF JUNIOR SCHOOL

Nowra Anglican College is seeking to develop and enhance its contribution to the education of our children. We have a strong focus on the development of the whole child and believe that all children are capable of learning. Each child will participate in a rich variety of educational experiences including academics, the creative and performing arts, sport, outdoor challenges, service and leadership.

The Head of Junior School will play a vital role in collaborating with the College Executive, Junior School staff, students and families in delivering the College mission for providing a high quality Christian education where all individuals are valued and belong. The Head of Junior School will assist the College to fulfil this mission of providing a learning environment which is conducive to unlocking the potential of each individual student, developing confident, active learners who leave our school as life-long learners, committed to making their individual contribution to improving their world.

To that end, the College is seeking to appoint a suitably qualified and experienced Head of Junior School to join our collaborative and innovative team. Key to success in this appointment will be a personal vision to develop powerful learners through our approach to learning and teaching. The College has also embraced a Reggio Emilia approach to learning, particularly in the early years of primary schooling.

The Head of Junior School has a major influence on developing the quality of learning and in nurturing positive relationships between students, teachers and parents.

ROLE DESCRIPTION

POSITION TITLE	Head of Junior School
APPOINTED BY	Principal
RESPONSIBLE TO	Deputy Principal - Learning and Innovation and Deputy Principal – Wellbeing and Growth
KEY WORKING RELATIONSHIPS	College Executive, Junior School Curriculum Coordinator, Junior School Student Wellbeing Coordinator, Junior School leaders, Junior School staff, Head of Diverse Learning, Head of Studies, Head of CAPA, Head of Christian Studies, Head of PDHPE.
LAST REVIEWED	October 2022
POSITION OVERVIEW	<p>A wonderful opportunity exists for an outstanding Christian educational leader who has a vision for the ways schools contribute to the personal wellbeing, growth and character development of children, particularly from Kindergarten to Year 6. The Head of Junior School will inspire colleagues and all students in the Junior School with a love for learning and will lead them to explore and value learning for their whole life.</p> <p>The Head of Junior School will be committed to enhancing the quality of teaching and learning in the Junior School. The Head of Junior School is responsible in strategic partnership with the College Executive and Junior School leadership team for the whole Junior School, from Kindergarten to Year 6, ensuring that the School's strategic focus areas are enacted, consistent with the Christian ethos of the school.</p> <p>The College has implemented a whole-school learning and teaching framework called Building learning Power and the Head of Junior School will be instrumental in developing and embedding this framework further into the practice and culture of the College by ensuring the close links between students' best learning and wellbeing are fostered and cultivated.</p> <p>The Head of Junior School will have overall responsibility for leading and managing the activities of students and teachers in line with the College's vision and mission in the Junior school. This will include the day-to-day management and administration of the Junior School, oversight of the academic learning program, the pastoral care and student wellbeing program and the co-curricular program.</p> <p>As a committed educator, the Head of Junior School will be able to articulate a vision of education to students, peers, the profession and the wider community. The Head of Junior School will be knowledgeable about the latest developments in pedagogy and will apply those developments to improve student learning.</p> <p>The Head of Junior School will have outstanding interpersonal and leadership skills which are underpinned by the values of respect, compassion and wisdom. The Head of Junior School will be an innovative leader in the way they inspire their students and staff to achieve. The Head of Junior School, will engage actively and thoughtfully in their own professional learning.</p> <p>The Head of Junior School will live out their Christian faith in the life of the College, will be committed to the ethos of independent Christian education and will also be an active member of their local church.</p>
INVOLVEMENT IN THE LIFE OF THE COLLEGE	<p>The Head of Junior School will be a member of the following:</p> <ul style="list-style-type: none"> • College Executive • Junior School Leadership team • Welcome team • WHS working group <p>All staff are required to:</p> <ul style="list-style-type: none"> • Attend Staff Devotions • Attend other staff meetings and committee meetings when required • Coordinate/participate in a co-curricular activity such as a music ensemble, a lunchtime club or sporting team. • Perform other duties that are deemed appropriate by and in negotiation with the Principal as required from time to time

ROLE DESCRIPTION

DUTIES

Strategic direction and development of the Junior School

1. To implement College policies and practices which reflect the College's commitment to high achievement through effective teaching and learning.
2. To have an enthusiasm for learning which motivates and supports Junior School staff.
3. To display a developing professional knowledge base together with the ability to identify the key implications for the learning of Junior School students.
4. To use relevant school, local and national data to inform targets for development and further improvement for individuals and groups of students.
5. To establish clear targets for achievement in the Junior School and evaluate progress through the use of appropriate assessments and records and regular analysis of this data.
6. To establish and implement a variety of systems and processes which provide good information gathering about students' prior learning, their progress and achievements and the quality of teaching and learning in the Junior School.
7. To lead Junior School colleagues in the creation and execution of the yearly strategic plans. This will identify clear targets, times-scales and success criteria and contribute to the College Strategic Plan.
8. To regularly review the progress towards the targets and provide regular progress updates to the Deputy Principal of successes, issues and concerns.

Learning and Teaching

The Head of Junior School will have a 0.2 FTE teaching load and will:

1. Lead Junior School staff providing a role model for high quality teaching and learning, in line with the College's strategic plan
2. Support and implement the whole school Building Learning Power teaching and learning framework and appropriate strategies to improve literacy and numeracy in the Junior School
3. Keep abreast of new developments in content and teaching style, including use of new technologies.
4. Engage all teaching staff in the creation and consistent implementation and improvement of Junior School programs.
5. Ensure that all staff implement and follow the appropriate NESA syllabus requirements.
6. Ensure that appropriate assessment for/of and as learning are devised and applied at appropriate times
7. Initiate and take responsibility for the effectiveness of student wellbeing and child safe policies and practices and assist colleagues to implement student wellbeing programs and child safe policies.
8. Initiate and, where appropriate, organise curricular, co-curricular and educational enhancement activities related to learning in the Junior School.
9. Provide regular feedback to all staff on teaching and learning that recognises good practice and supports their progress.
10. Work collaboratively with Junior School staff and Executive staff to monitor progress and evaluate the effects of any improvement strategies on teaching and learning
11. Meet weekly with the Deputy Principals to provide regular feedback
12. Assist in the regular review of the standards of leadership, teaching and learning in Junior School.

	<p>Knowledge and Understanding</p> <p>The Head of Junior School will:</p> <ol style="list-style-type: none"> 1. Understand the practice and theory of contemporary leadership and apply that knowledge in school improvement 2. Possess a current knowledge and understanding of research into teaching, learning and child development and know how to apply such research to the need of the students in the Junior school 3. Apply knowledge and understanding of leadership and management concepts and practice, to deliver with others effective strategies in leadership and operational management 4. Display knowledge and understanding of Guy Claxton's work in the Learning Powered Approach 5. Display knowledge and understanding of the philosophy of Reggio Emilia and application of the principles of this approach which is key to the development of the whole child in our Preschool, Early Stage 1 and Stage 1. 6. Display knowledge and understanding of research into the latest strategies to improve student wellbeing 7. Display knowledge and understanding of strategies for the successful integration of information and communications technology (ICT) into the teaching and learning process. (The College utilises the learning management systems Canvas and Edumate)
	<p>Leading and Managing Staff</p> <p>The Head of Junior Junior School will:</p> <ol style="list-style-type: none"> 1. Demonstrate ability in staff leadership and in building a positive, competent and effective team 2. Demonstrate ability to manage staff towards being active contributors to the operation of the College 3. Support staff to do their job enthusiastically and effectively 4. Lead Junior School staff meetings in conjunction with the Junior School leadership team 5. Keep staff up-to-date with decisions and proposals 6. Oversee reporting to parents and assist staff to write informative and accurate reports on student learning and development, monitoring deadlines and proofreading prior to release to parents/ carers 7. Assist in the selection of teaching staff in the Junior School 8. Assist in inducting new staff in the Junior School 9. Ensure that all Junior School staff understand, and are actively implementing, the key aspects of the College's policies regarding student behaviour 10. Alert the Deputy Principals and Principal of any complaints regarding Junior School matters and discuss strategies for the resolution of complaints 11. Ensure that all Junior School staff have high quality professional development opportunities. 12. Monitor and evaluate the contribution and impact of Junior School staff to school improvement.
	<p>Pastoral and Wellbeing Leadership</p> <p>The Head of Junior School will:</p> <ol style="list-style-type: none"> 1. Promote and maintain a positive professional caring culture throughout the College 2. Maintain the highest standards of student behaviour and presentation 3. Communicate proactively with parents and carers 4. In collaboration with the Deputy Principal – Learning and Innovation coordinate student performance and recognition through assemblies and awards 5. Identify, initiate and build on opportunities that engage parents/carers in both the progress of their children's learning and in the educational priorities

	<p>Resource Management</p> <p>The Head of Junior School will:</p> <ol style="list-style-type: none"> 1. Guide colleagues in creating flexible and innovative learning spaces that complement the College's Building Learning Power targeted program and Reggio Emilia approach in the Junior School 2. Maintain efficient and effective management and organisation of learning resources 3. Administer efficiently and effectively the resources in the Junior School 4. Ensure that the teaching areas allocated are kept in good order. This includes internal and external spaces 5. Oversee timetable schedules with all members of the Junior School and ensure a fair and realistic distribution of teaching load in accordance with information issued by the Deputy Principal – Learning and Innovation 6. Liaise with the Business Manager in the preparation of a detailed budget each year for expenditure in Junior School and 7. Manage the Junior School budget 8. Contribute to the development of the College's Master Plan.
<p>DUTIES – WHS</p>	<p>Be aware of and respond appropriately to any Work, Health and Safety issues raised by materials, practice or accommodation related to the subject.</p>
<p>DUTIES – CHILD SAFE STANDARDS</p>	<p>Nowra Anglican College is committed to providing for the safety and wellbeing of all children and young people entrusted to our care. We want all children and young people who attend Nowra Anglican College to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are able to participate in decisions that affect their lives.</p>
<p>DUTIES – CORPORATE</p>	<ul style="list-style-type: none"> • Contribute to and maintain the College's reputation, ethos and values with colleagues, students and the wider community. • Encourage students to know and live the College values in all aspects of their lives. • Encourage students to wear the College uniform correctly and with pride. • Model and uphold a high standard of professional behaviour.

SELECTION CRITERIA

This application should highlight occasions on which you have led or taken responsibility for, or point to examples from your present or previous school where your leadership has contributed to, improvement or enhancement of students' school experience and learning. Please do not merely recite your current duties; you need to provide evidence of your having made a difference through your leading. Your application will be weighed against the following selection criteria.

The College seeks to appoint an applicant who:

IN LEADERSHIP

Demonstrates visionary and strategic leadership in a senior executive role, which includes evidence for the ability to lead people through a process of growth and change.

Demonstrates visible and highly relational leadership with a proven ability to create strong and productive relationships of trust and collaboration inside and outside a school community, as well as a capacity to contribute to building and strengthening a collaborative learning culture.

AS AN EDUCATOR

Demonstrates exemplary classroom teaching as a passionate, student-focused educator, who draws on an understanding of current research in effective instructional leadership to inspire other staff to achieve excellent academic and related outcomes by encouraging continuous improvement in contemporary teaching and learning practices that add value for each child, whatever their abilities or aspirations, in an affordable fee environment.

Demonstrates experience in the provision of high-quality differentiated professional learning that has enhanced teacher capacity in improving outcomes for a diverse range of students.

Demonstrates evidence of a deep commitment to character and spiritual development of students in a school through wellbeing, co-curricular and service learning programs that complement academic programs.

AS AN ADMINISTRATOR

Demonstrates a broad understanding and awareness of the regulatory, legislative and financial aspects of operating a school in a regional setting, and points to proven experience in effective day-to-day operation of a school.

Demonstrates an understanding of, and a commitment to fully engaging with, the broader Anglican Schools Corporation community and the wider educational community.

AS A PERSON OF CHRISTIAN FAITH AND COMMITMENT TO MISSION

Provides evidence of a mature practising Christian faith and a passion for both the proclamation of the gospel and a commitment to attract, develop and retain high calibre Christian staff.

Demonstrates an ability to articulate a Christian standpoint, in a sensitive manner, in a secular world.

Demonstrates involvement in leadership or development of an innovative approach to student learning and academic achievement within a Christian context.

Demonstrates ability and willingness to exercise authentic Christian spiritual leadership of staff, students and parents in a manner consistent with the Corporation's Christian mission.

The Ordinance (which is the governing document of The Anglican Schools Corporation) may be found on the Sydney Diocesan website at:

<http://enit-syd.sds.asn.au/assets/Documents/ords/organord/O72-0019.pdf>

HOW TO APPLY

Your application should be submitted in two parts:

1. **Your covering letter**, in which you address the Selection Criteria. This should not be more than five pages in length; and then
2. **Your resume**, which must be no longer than four pages, and which must contain the following, preferably submitted in this order:
 - Your personal details, including your full name; your home address; your telephone contact numbers and your preferred email address for correspondence relating to your application; and details of your family where applicable; together with your current WWCC Number and your eligibility to be accredited by the NSW Educational Standards Authority (NESA);
 - Your educational qualifications and the institution which conferred them in reverse order – most recently completed first;
 - Your professional history in education, also in reverse order, listing all the positions you have held and the institutions which have employed you;
 - Other relevant professional experience which you feel may support your application;
 - Your recreational and cultural interests, including sports you may have coached and other co-curricular activities (eg, Music, Debating, Service Learning, etc) in which you may have been involved in your previous schools; and
 - The names, addresses and contact telephone numbers of no more than three referees, one of whom must be your current Principal, and another must be the Rector, Minister or Pastor of the church you regularly attend. Please note that referees will NOT be contacted unless you are short-listed as a candidate.

AVAILABILITY

The School Council is anticipating the appointment will commence at the beginning of Term 2, 2023 or earlier by negotiation. Please indicate your likely availability to commence in the position, if you are successful.

Please submit your application in an email with the cover letter and your resume attached, to:

Dr Rod Kefford

Nowra Anglican College

e: rkefford@sras.nsw.edu.au

No later than 5 pm on **Friday 25 November 2022**

KEY DATES IN THE APPOINTMENT PROCESS

The College is committed to concluding this appointment before the end of the 2022 school year. To that end, candidates should be prepared to make themselves available on the following dates in case they are called for an interview. At this stage, interviews are most likely to be conducted at the College in Nowra.

Up to six candidates may be short-listed for an initial interview, of whom two or three will be invited for a second interview.

Please advise Dr Kefford if you are unavailable on either of these dates so that possible alternative dates can be investigated. Please note that an alternative opportunity to be interviewed cannot be guaranteed, however.

Close of Applications

5 pm Friday 25 November 2022

Short List Interviews

Saturday 10 December 2022 between 8.30 am and 5.00 pm

Final Interviews

Thursday 15 December 2022 at a time to be fixed

ADDITIONAL INFORMATION

The School Council and the Principal wish to set out the following additional information to assist you in assessing your own suitability for the position, and to draw to your attention personal qualities and experience that may assist your application.

DESIRABLE PERSONAL QUALITIES

A position of this level of seniority requires, at minimum, that you hold a Bachelor's degree together with recognised teaching qualifications.

Post-graduate study is highly desirable, and candidates holding a Master's degree in a curriculum area or in educational leadership or the like will have a distinct advantage.

It is essential that in your application, or at interview, you can clearly articulate your personal faith and commitment to Jesus and are an active member of a local church of a reformed, evangelical character. It is also essential that you are committed to the ethos of independent Christian education.

The preferred candidate will be highly intellectually and emotionally intelligent. You will need to be inherently relational in your interactions with other people, as well as being an effective, articulate and engaging communicator – both orally and in writing - with a personal warmth that engenders mutual respect and builds commitment to the School.

Your leadership will need to be authentic, revealed in your strong personal presence, your poise and your natural capacity to inspire students, staff and stakeholders. You will need to be confident in engaging with parents and be able to manage their high expectations of the School. You will also have the capacity to engage with the wider community which the College serves and be involved in the wider educational community through professional associations and organisations.

Staff at all levels will value your capacity as a strategic thinker who can translate ideas and concepts into action, analyse complex situations and engage others proactively in change and improvement. Staff will also find you a collaborative team player, which you are

able to balance with the ability to be decisive and directional where situations demand. When challenges and difficulties arise, you will prove to be resilient and able to develop resilience in others.

Above all, you will show yourself to be a leader who is guided by a strong Christian ethical framework, who is morally courageous and judicious in decision-making, and who is committed to achieving the best outcomes for the student, for their parents and the College.

SPECIFIC CONDITIONS OF APPOINTMENT

The Head of Junior School will attract a Coordinator Level 3 Leadership allowance.

The Head of Junior School will carry a teaching load of 0.2FTE.

The Head of Junior School shall be expected to be present at school during normal hours of school operation, which are 8:00am to 4:00pm and until 5:00pm on Tuesdays and Thursdays.

The Head of Junior School should also reasonably expect that s/he will be required to work flexible hours, including attendance at meetings and school functions as part of, or in addition to, normal working hours. A number of other duties and responsibilities will need to be performed at times other than during the school day or when students are in attendance.

This role description may be modified by the Principal, with the appointee's agreement.

The College is being assisted in making this appointment by Dr Rod Kefford, a former Headmaster of Barker College in Sydney.

If you would find it helpful to discuss your application by telephone with Dr Kefford prior to submitting it, please email your preferred telephone number to him on:

rkefford@sras.nsw.edu.au

and he will be pleased to be in touch with you.