

## JOB SUMMARY

Job Title: Upper Junior School Leader  
Reporting to: Head of School (HOS)  
Direct Reports: Years 3-5 Teachers



The Upper Junior School Leader is responsible for overseeing approaches to common delivery of curriculum across one section of the Junior School (Years 3 to 5). The prime responsibility is the development of practices to ensure continuity of teaching and learning, assessment, reporting and monitoring across year and section levels. S/he must be an outstanding educator, capable of teaching an Upper Junior School class, as well as leading a team of educators.

This Middle Leadership position attracts approximately 20% additional release from teaching duties plus allowance.

## JOB OUTCOMES

Assist the HOS to:

- Develop and implement procedures to ensure curriculum continuity across and between stages.
- Ensure curriculum documentation is compliant with NSW Education Standards Authority (NESA) requirements and school expectations.
- Implement curriculum quality assurance processes in the respective school section.
- Lead teachers in collaborative planning.
- Support new teachers with teaching and learning, and curriculum needs.
- Monitor resources and advise HOS of budgetary needs.
- Develop approaches that ensure the extension of all students.
- Support teachers to meet individual needs of students.
- Assist in the development of approaches that integrate the use of ICT across the curriculum.
- Coordinate Section meetings, events and celebrations.
- Monitor Teaching and Learning and assist with staff appraisal.
- Design, implement and evaluate strategies to support student learning.
- Critically analyse data to assist with identification and support of students with learning needs.
- Meet regularly with the Head of School, Head of Department - Learning Enrichment, School Counsellor and teachers to case manage students with support needs.
- Advise teachers on strategies to support student learning in the classroom.
- Assist teachers to develop Student Support Plans and oversee implementation of programs.
- Contribute to the provision of a rich and diverse Co-curricular experience for students.
- Develop productive and respectful relationships with parents and colleagues to ensure effective learning.
- Participate in professional growth.
- Other responsibilities as directed by the Head of School or Principal.

## BEHAVIOUR EXPECTATIONS (Values and Leadership)

- Able to see the 'big picture', think ahead and meet goals that are aligned to the values, purpose, mission and strategic priorities of the organisation.
- Able to plan, prioritise and organise work and resources effectively to meet departmental and organisational objectives.
- Able to develop and maintain effective relationships with all key stakeholders to meet mutual goals and objectives.
- Able and willing to contribute to the marketing activities of the school when required.
- Willingness to contribute time outside of normal school hours in the provision of Co-curricular activities and events.

### KNOWLEDGE & SKILLS

- Knowledge and experience applying the principles of Visible Learning would be highly regarded
- Excellent understanding of Australian curriculum and approaches to design and monitoring of such curriculum.
- Knowledge of NSW Education Standards Authority (NESA) curriculum expectations and requirements.
- Proven skills in designing, implementing and evaluating differentiated learning experiences for students.
- Proven skills in using ICT to improve student engagement and learning.
- Excellent strategic problem solving skills.
- Excellent written, verbal and presentation skills.
- Expertise and experience leading/coaching Sports or Co-curricular activities.

### QUALIFICATION

- Bachelor degree or equivalent in Education
- Eligibility for teacher registration in home country

### EXPERIENCE

- Experience or potential to lead teams of teachers in a Junior/Primary School setting