



INTERIM HEAD OF LEARNING MODULE – PRIMARY YEARS 3 TO 4 POSITION DESCRIPTION

REPORTING TO: Principal of Primary – Werribee Campus

CAMPUS: Werribee

INTRODUCTION:

Heathdale Christian College is a co-educational, day school with campuses located in Werribee and Melton.

Staff will work and act in accordance of the Biblical principles and beliefs, as set out in the College Statement of Faith and Values. It is an inherent requirement that staff are supportive of and abide by the Christian foundations, Christian ethos and Christian practice of the College. Christ is at the centre of every aspect of our work.

POSITION SUMMARY:

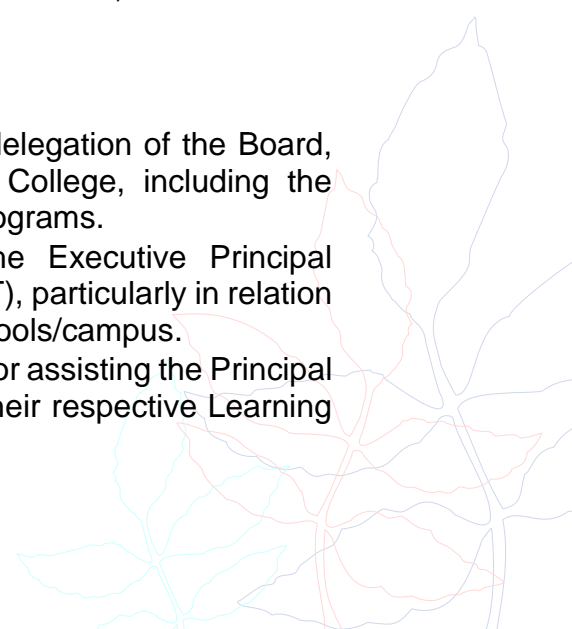
Heathdale Christian College is structured to have specific Learning Modules to nurture and support our School Culture and effective delivery of our authentic Christian Education. Heathdale Christian College is developed on the understanding and commitment to being one collegiate College across campuses.

The Interim Head of Learning Module – Years 3 to 4 is a leadership position that is directly accountable to the Deputy Principal (Primary – Werribee) with working closely and being mentored by the Head of Learning Module leader Years 3-6. This position will be assisting and ensuring the overall educational effectiveness of the Primary School. There is an expectation the HOLM will share and liaise with the equivalent leaders across campuses.

The Interim Head of Learning Module – Years 3 to 4 will have specific oversight and management of the Year 3 to 4 section of the Primary School, under the guidance of the HOLM 3-6 in alignment with the Primary school guideline. This includes effective delivery of our authentic Christian education, school culture and care of students, staff and parents.

ROLE IN MANAGEMENT STRUCTURE:

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Heathdale Christian College, including the effectiveness of the educational practice and programs.
- The Principal (Primary Werribee), assists the Executive Principal contributing in the Senior Leadership Team (SLT), particularly in relation to the effective management of the relevant schools/campus.
- The Heads of Learning Module are responsible for assisting the Principal to oversee the regular day-to-day activities of their respective Learning





Module, ensuring each section is well administered and smoothly operated within the guidelines and policies set by the Board and the SLT.

THE PERSON:

The Interim Head of Learning Module will:

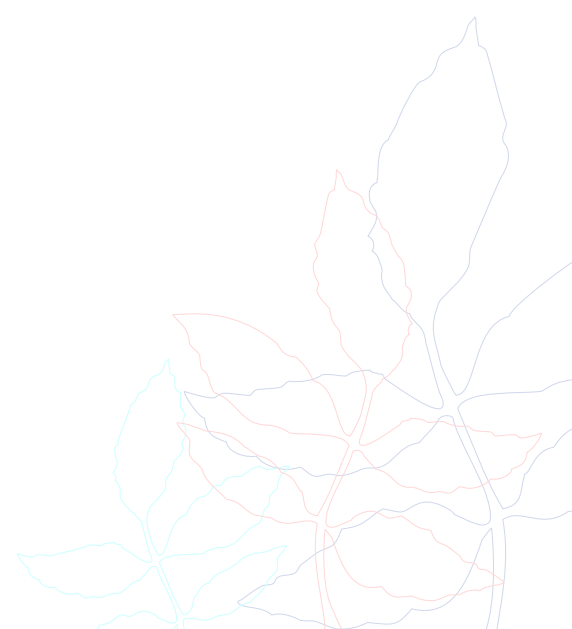
- Have a demonstrated commitment to the Lordship of Christ in all areas of their life.
- Be willing to subscribe to and adhere by the College's '**Theological Foundations Statement**'.
- Be able to demonstrate an understanding of and commitment to the achievement of the College's mission and educational direction.
- Be able to demonstrate a sound knowledge of teaching from a Christian perspective and be able to ensure that such teaching is effectively implemented.
- Have experience in and / or a willingness to be committed to the development of Christian Perspectives throughout the curriculum, practices and procedures.
- Have a deep understanding of current educational trends, practices and policies including areas of student wellbeing.
- Have appropriate educational leadership qualifications and experience including the Foundations and Biblical Worldview modules of the master's in Christian education.
- Have proven leadership skills, initiative and experience.
- Be committed to the development and empowerment of the staff.
- Have strong organisational and pastoral skills.
- Be an effective team member.
- Have a demonstrated reputation in the College recruitment values of being Hungry, Humble and Smart.
- An excellent personal reputation as an educator.

KEY RELATIONSHIPS:

The Interim Head of Learning Module Werribee – Years 3 to 4 needs to develop and maintain key relationship with the following:

- Head of Learning Module Years 3 – 6
- Head of Learning Module Years K-2
- Deputy Principal – Primary Werribee
- Principal – Primary Werribee
- Staff in their Learning Module
- Director of Student Wellbeing
- Learning and Teaching Coordinator (Primary)
- Finance Manager

Refer to Attachment A for more detail.



KEY RESPONSIBILITIES:

The Interim Head of Learning Module – Years 3 to 4's responsibilities will include:

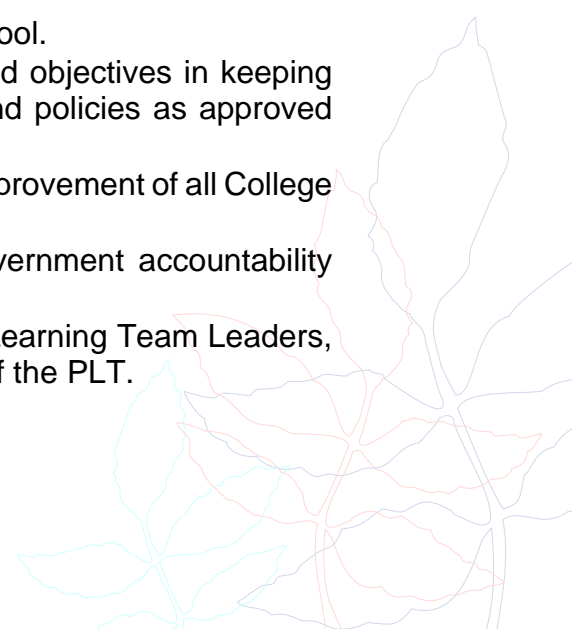
- ✓ In conjunction with Deputy Principal (Primary – Werribee) the general oversight of the specific Learning Module including the delivery of the agreed HCC curriculum.
- ✓ Assisting the Deputy Principal (Primary – Werribee) in setting and maintaining the overall culture / tone of the Learning Module, in line with the rest of the College.
- ✓ Being an active member of the Primary Leadership Team (PLT) working as a collegiate group to deliver the strategic plan goals.
- ✓ Management of student behaviours within the Learning Module and the coaching of staff to be effective in this area.
- ✓ Communicating and liaising with Parents.
- ✓ Assisting the Deputy Principal (Primary – Werribee) with Staff performance.
- ✓ Assisting the Deputy Principal (Primary – Werribee) with Staff welfare.
- ✓ Strategic planning for future development of the Primary School.
- ✓ In conjunction with the Community Development Manager, promoting and marketing the Primary School.
- ✓ Assisting the PLT in enrolments
- ✓ Contributing to/guiding significant projects at the College such as reports/canvas
- ✓ Observing and coaching staff and giving feedback on their classroom delivery
- ✓ Coaching staff in effective relationships within the College community

AREAS OF RESPONSIBILITIES:

i. General

The Interim Head of Learning Module – Years 3 to 4 is a significant educational and administrative leader for the Primary School, and will lead under the direction of the Deputy Principal (Primary – Werribee) by:

- Maintaining a God-honouring spiritual and emotional atmosphere and effective lines of communication amongst the staff, students and parents.
- Upholding the Mission and Vision of the School.
- By enacting the Colleges' policies, goals and objectives in keeping with the School's educational philosophy and policies as approved by the Board.
- Assist in and work towards the continuous improvement of all College policies, programs and practices.
- As required, assist with the meeting of government accountability requirements.
- Working in a collaborative manner with the Learning Team Leaders, Learning Module Staff and other members of the PLT.
- Attending to other duties as required.



ii. School Culture

The Interim Head of Learning Module – Years 3 to 4 will provide educational leadership under the direction of the Deputy Principal (Primary – Werribee) by:

- In conjunction with other members of the PLT, delivery of a whole school teaching and learning strategy specifically for Years 3 to 6.
- Effective implementation of the strategy within the Primary School to ensure continuous growth and improvement in student learning.
- Ensuring the implementation/maintenance of a Christ-centred curriculum and associated programs (e.g. Christian Life Studies, Daily Homeroom devotions etc).
- Overseeing the transition of students into and out of the Learning Module.
- Overseeing the effective and safe implementation of Primary School significant events, assemblies, camps, excursions and events, enacting College policies and associated procedures.
- In conjunction with other members of the PLT and the Head of Teaching and Learning (or their delegate) be actively involved in the identification of improvements in the educational program and the development of an action plan.
- Ensuring risk mitigation and policy compliance in all areas of the module
- Encouraging student voice, points of celebraion and student leadership within the module

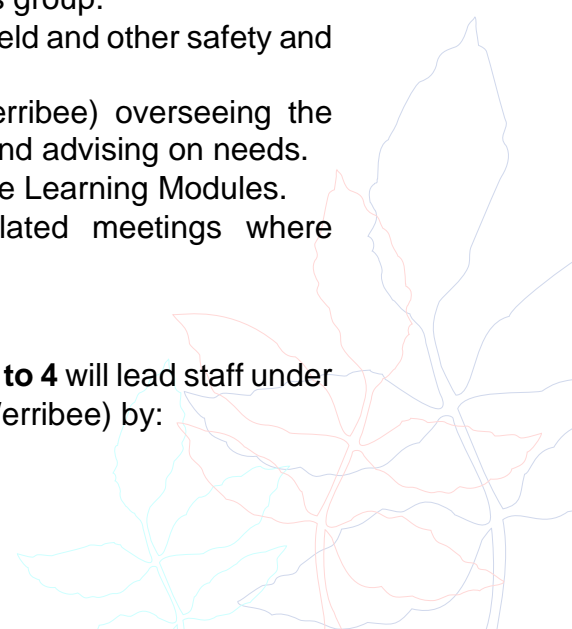
iii. Management

The Interim Head of Learning Module – Years 3 to 4 will manage all aspects of the day-to-day operations of the Learning Module by:

- Acting as the Deputy Principal's (Primary – Werribee) representative, as required.
- Maintaining effective channels of communication with the Deputy Principal (Primary – Werribee), Heads of Learning Modules, Learning Team Leaders, Teaching Staff, Learning & Teaching Team and administration staff.
- Attending weekly PLT meetings to ensure and to provide two-way communication between the members of this group.
- Ensuring duty of care responsibilities are upheld and other safety and risk management policies are followed.
- Assist the Deputy Principal (Primary – Werribee) overseeing the upkeep of the Primary School's equipment and advising on needs.
- Planning and facilitating staff meetings for the Learning Modules.
- Attending and coordinating other staff-related meetings where necessary.

iv. Staff

The Interim Head of Learning Module – Years 3 to 4 will lead staff under the direction of the Deputy Principal (Primary – Werribee) by:



- Providing and modelling excellent educational leadership.
- Creating an environment that allows for individual initiative and open channels of communication.
- Liaising between staff and the Deputy Principal to convey information to the Deputy Principal as appropriate and refer staff members to the Deputy Principal if necessary.
- Attend staff interviews as required.
- Attending staff meetings, as necessary.
- Liaising between staff and parents as required.
- Being involved in forward planning of staffing requirements.
- Building the capacity of staff to be effective teachers.
- Allocating duties.
- Ensuring the effective induction of all new staff.
- Ensuring staff adhere to all relevant policies and procedures.

v. Students

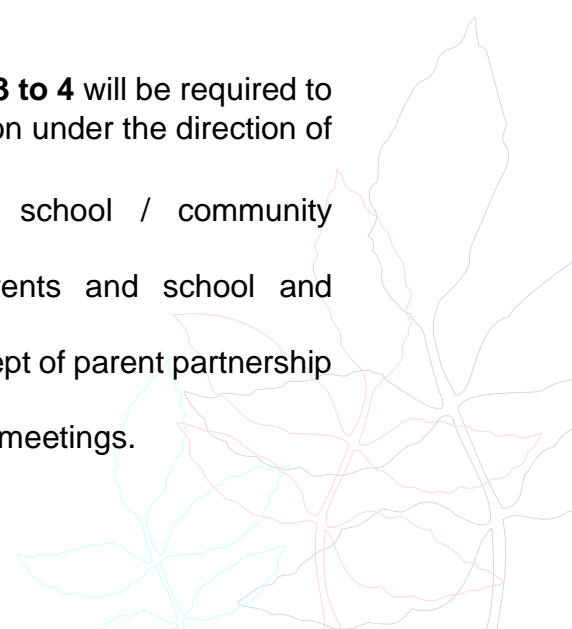
The Interim Head of Learning Module – Years 3 to 4 will under the direction of the Deputy Principal (Primary – Werribee) support, encourage and nurture students by:

- Maintaining and developing the School's student management policy.
- By attending to discipline matters/, pastoral care / welfare issues, including meeting with parents and outside groups as required.
- Create and establish opportunities for student voice.
- Assist in the review of enrolment applications including conducting interviews.
- Maintain and use various student assessments and student data effectively.
- Ensuring delivery of accurate and timely student reports.
- Ensuring the collection and maintenance of necessary individual student records.
- Ensuring student attendance is monitored and accurate documentation compiled, recorded and followed up by staff.
- Overseeing school assemblies and planned events.
- Overseeing End of Year Presentation events.
- Ensuring the effective induction of all new students.

vi. Community Partnerships

The Interim Head of Learning Module – Years 3 to 4 will be required to develop 'community' in line with the School's vision under the direction of the Deputy Principal (Primary – Werribee) by:

- Fostering healthy school / parent and school / community relationships.
- Communicating between school and parents and school and community.
- Fully understanding and promoting the concept of parent partnership in education.
- Oversight of parent / teacher interviews and meetings.





- Developing a positive image of the School within both the College and wider communities.
- Receiving and promptly responding to incoming correspondence and calls.
- By attending and participation in various parent functions arranged within the College.

vii. Standards of Performance

The Interim Head of Learning Module – Years 3 to 4 performance will be measured using the Specific Areas of Responsibility, and determined against evidence of the following particular standards:

- Achievement of stated goals, aims and objectives.
- Christian character and tone of this module within the primary School.
- Staff and student morale.
- School/community relationships.
- Quality of the educational program.
- Smooth day-to-day functioning of their section of the College.
- Organisation, evaluation, assessment and supervision of personnel.
- Resolution of conflict situations.
- Maintaining the dignity/integrity of the position of Head of Learning Module.

viii. Authority

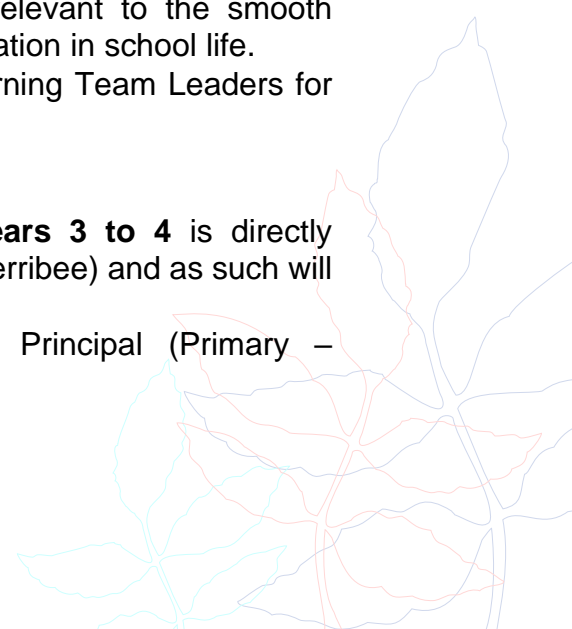
The Interim Head of Learning Module – Years 3 to 4 is granted authority by the Deputy Principal (Primary – Werribee) to:

- Collaboratively problem solve with students
- Recommend suspension of students to the Deputy Principal (Primary – Werribee) and recommend to the Principal Primary and/or Executive Principal the termination of enrolment of students where necessary.
- In consultation, liaise and communicate with parents, law enforcement officers, state and federal department officers where necessary.
- Approve expenditure within budget limitations.
- Request information from staff, students relevant to the smooth functioning of programs and student participation in school life.
- Provide direction and instruction to the Learning Team Leaders for their attention and action as required.

ix. Accountability

The Interim Head of Learning Module – Years 3 to 4 is directly responsible to the Deputy Principal (Primary – Werribee) and as such will be accountable through:

- Fortnightly verbal reports to the Deputy Principal (Primary – Werribee).





- Any other reports as required by the Deputy Principal (Primary – Werribee).

x. Child Safety

The College has a zero tolerance of child abuse.

This position is responsible for taking all practical measures to ensure that Heathdale Christian College's Child Protection and Safety Policy, Procedure and Code of Conduct are implemented effectively, ensuring that a strong and sustainable child protection culture is maintained within the College.

We have established a series of Child Safety Policies, Procedures and a Code of Conduct for all employees, volunteers and contractors working with our students. This is aimed to protect children from abuse and embed a culture of child safety in the school environment.

For more information please refer to the College website at <https://www.heathdale.vic.edu.au/about/policies/>

xi. Experience, Attributes and Qualifications

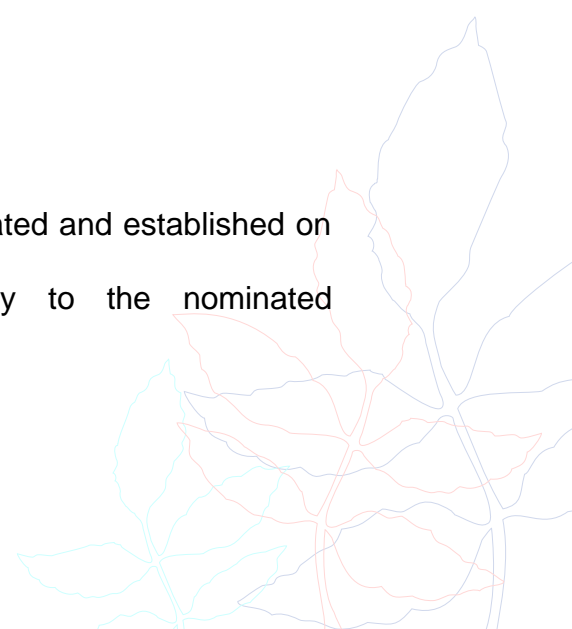
- An ability to model the school's values in daily life.
- Experience in working with children and families in a school context.
- Ability to work with parents and guardians effectively.
- An understanding of appropriate behaviours when working with children.
- An ability to identify and minimise risks to child safety.
- A commitment to hold self and others accountable for complying with their child safety obligations.
- A commitment to demonstrate and uphold best practice in all relationships, educational programs and College priorities.
- A consistent demonstration of management integrity and honesty.
- Experience in managing complex pastoral issues relating to students' wellbeing.
- A Postgraduate qualification in educational curriculum development or leadership is generally expected. Masters in Christian Education

TEACHING ALLOCATION

0.5 FTE each year.

REMUNERATION

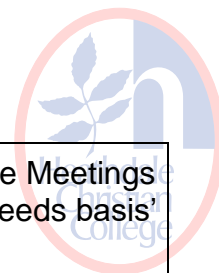
1. An attractive commencing salary will be negotiated and established on the basis of experience and expertise.
2. The College contributes % of the salary to the nominated superannuation fund.
3. The total package will be reviewed annually.



ATTACHMENT 'A'

Key Relationships defined:

WITH	PURPOSE	FORM
Head of Learning Module Years 3 - 6	<ul style="list-style-type: none"> • Work closely by the Head of Learning Module Years 3-6, to learn and grow in this position 	Meetings set and as required
Head of Learning Module Years K -26	<ul style="list-style-type: none"> • As required, work with the Head of Learning Module Years K-2, to learn and grow in this position 	Meetings set and as required
Deputy Principal (Primary – Werribee)	<ul style="list-style-type: none"> • To determine how the College's key goals can be attained in the Primary School context • To ensure a common culture across the College • Representing the Deputy Principal as needs be 	This can be in PLT Meetings and other set meetings
Principal (Primary – Werribee)	<ul style="list-style-type: none"> • To determine how the College's key goals can be attained in the Primary School context • To ensure a common culture across the College • Representing the Principal as needs be 	Meetings and other set meetings
Other Heads of Learning Modules including Coordinators of significant departments in the College (eg. Music, IT, etc.)	<ul style="list-style-type: none"> • Development of one culture across the College, • Curriculum / priorities, student behaviour management and management of critical incidents 	Weekly PLT Meetings and on an 'as needs basis'



Learning Team Leaders	<ul style="list-style-type: none"> • Developing a learning culture and staff effectiveness in teaching 	Learning Module Meetings and on an 'as needs basis'
Learning & Teaching Coordinator (Primary)	<ul style="list-style-type: none"> • Develop a seamless curriculum across the College. • Adherence to the Early Years Framework • Teaching from a Biblical Worldview 	PLT Meetings and on an 'as needs basis'
Director Student wellbeing	<ul style="list-style-type: none"> • Exceptional student learning behaviour issues, • Student welfare issues 	Weekly meetings and on an 'as needs basis'
Staff	<ul style="list-style-type: none"> • Effective delivery of Learning and Teaching • Student management issues 	On an 'as needs basis'
Finance Manager	<ul style="list-style-type: none"> • Tracking and maintenance of approved budget 	On an 'as needs basis'
OSHP Coordinator	<ul style="list-style-type: none"> • Communicate effectively and support behavioural expectations and family liaison 	On an 'as needs basis' or once per semester meetings
Chair, Parent & Friends	To maximise Parent involvement in the College	On an 'as needs basis'

