



Position Description

INTRODUCTION TO OUR COLLEGE

Our college commenced in January 2001 in functional facilities provided by Parklands Christian Church. Each year we continue to grow in student numbers, class levels offered, facilities and resources. We see the day when over 1200 students will come on our site each day. The College is divided up into 7 areas, these being: Little Learners Early Learning Centre (6 weeks – school age), Lower Primary (Prep-3), Upper Primary (4-6), Middle School (7-9), Senior College (10-12) and Outside School Hours Care (Prep – 12).

POSITION TITLE:	Acting Deputy Head of Primary
CONTRACT:	6 month contract, Full-Time
REPORT:	Principal, through Head of Primary
DEPARTMENT:	Primary
HOURS OF DUTY:	Monday-Friday NB: some responsibilities throughout the year may fall outside of normal work hours.
PROBATION PERIOD:	3-month probation in accordance with EBA
LOCATION:	Parklands Christian College, Park Ridge, QLD

POSITION PURPOSE AND OBJECTIVES

The Acting Deputy Head of Primary will assist with the management of the daily administrative operations of the Primary School including the supervision of Staff (teachers and Teacher Aides); and Students.

KEY RESPONSIBILITIES AND PERFORMANCE INDICATORS

The Acting Deputy Head of Primary reports to the Head of Primary, within each of the areas key roles are responsible for. For example, when working in the Primary Curriculum space, consult with the Head of Curriculum (Primary).

Key responsibilities will include:

- Support the work of the Head of Primary within each of the area's key roles through consultation, collaboration and facilitate required outcomes
- Administration and delivery of school maintenance, workplace health and safety, assemblies, Primary duties and timetabling, professional development, supply staffing and 'Beginning Teachers Induction Program' and calendar management.
- Oversee the management of the primary component of the college website, in consultation with the Primary Leadership Team
- Use appropriate knowledge and skills to ensure the smooth operation of the Primary School following established policies and procedures.
- Actively involved with, and responsible for organising and managing whole school events and extracurricular programs including the management of staff, evaluating its effectiveness and reporting results back to students, parents and community
- The coordination of compliance, workplace health and safety requirements
- The Deputy Head of Primary will have a teaching load, as negotiated with the Head of Primary and depending on staffing requirements.

- Lead devotions, prayer and chapel services as required and implement reflective practices for improvement.
- Support and evaluate student care and behaviour education, fostering a nurturing and inclusive environment utilising the CLEAR values
- Maintain a high level of knowledge relevant to their student care and wellbeing areas including child protect and policy application in consultation with RTC
- Regularly engaged in collaborative processes with relevant departments relating to student care and wellbeing.
- Attend school events when required and undertake other school duties as requested by the Head of Primary.

Conditions:

- Additional duties to be allocated and reviewed based on the needs of the role.

CORPORATE RESPONSIBILITIES

The work of the Acting Deputy Head of Primary will be consistent with the College's mission statement, CLEAR values, Code of Conduct for employees, and published policies, procedures and practices.

All leadership teaching is required to observe the following corporate accountabilities:

General requirements

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Be in agreement with the Statement of Faith as stated in the Parklands Christian College Constitution and EBA.
- Support and implement the College Mission Statement, policies and procedures, core values and commitment to Workplace Health & Safety.
- Maintain confidentiality and professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required for the position.
- Accept that the College reserves the right to modify the position to meet its operating needs.
- Assist and relieve in other positions from time to time.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Guidelines.

Mandatory requirements

As per our Student Protection Policy, Parklands Christian College is committed to the safety and wellbeing of children and young people. We believe every child's social, emotional and spiritual wellbeing matters deeply to God.

PERSONAL ATTRIBUTES

A suitable candidate for this position will be an effective communicator, logical, highly organised, be loyal to the Head of Primary, present a professional image, demonstrate an active faith and involvement in their local church.

Qualifications/Certifications

- Qualifications relevant to teaching would be desirable.
- Master qualification (desirable but not mandatory)
- QCT Certification

- Current Senior First Aid / CPR certificate or we can assist you to obtain

Skills

- Proven Administrative experience in a similar role would be preferred.
- Excellent written communication and technology skills
- Highly developed interpersonal and verbal communication skills.
- Strong organisational and documentation skills, with the ability to establish work priorities and work to deadlines with minimal supervision.
- Good analytical skills with the ability to communicate simply and clearly as you will liaise with various school departments.

Abilities

- Demonstrated ability leading, influencing and managing a culture of risk and safety awareness in a complex and diverse environment.
- Demonstrated ability to manage and allow for some flexibility around simultaneous projects and needs, at times with short notice in a high health and safety environment.
- Ability to interact professionally and effectively with diverse groups.
- Ability to use initiative to problem-solve and forward plan.
- Flexibility and adaptability to changing situations and priorities.
- Ability to use discretion, tact and maintain confidentiality.

Drafted by: Clarissa Stone **Date:** 17/12/2024

Approved by: Anne-Maree Kingston **Date:** 17/12/2024