



**St Margaret's
Berwick Grammar**
VIRTUTE ET LABORE

St Margaret's Berwick Grammar Position Description

Title:	Deputy Head of Junior School: Academics & PYP Coordinator
Campus:	Junior School Berwick
Reports to:	Head of Junior School (or their delegate)
Tenure:	3 years with an annual review (ongoing)
POR:	Level 6

This organisation has zero tolerance for child abuse.

This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.

This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse backgrounds.

All potential employees will be required to comply with the School's Child Safe Policy and Code of Conduct.

Introduction and Position in Context

The Deputy Head-Academics & PYP Coordinator (PYPC) is a key member of the Junior School leadership team and works with the Head of Junior School in actively promoting the mission and vision of the School. This position provides ongoing assistance and support to the Head of Junior School and Deputy Head of Junior School (Students & Operations) in ensuring the effective, efficient and safe operation of the Junior School. The Deputy Head of Junior School-Academics & PYP Coordinator has overall responsibility for the day-to-day teaching and learning at St Margaret's Berwick Grammar Junior School (ELC to Year 6).

St Margaret's Berwick Grammar School is a child safe environment. Our School actively promotes the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.

The Deputy Head-Academics & PYP Coordinator (PYPC) is a pivotal member of the pedagogical leadership team and as such:

- Assists and supports the Head of Junior School in all aspects of school leadership and organisation and, along with the Deputy Head – Students & Operations, ensures the safe and efficient running of the school in the absence of the Head
- Meets regularly with the Head of Junior School to discuss progress, issues and concerns so that decisions made in the absence of the Head will be well-informed and in line with school policy
- Maintains a current teaching load at the discretion of the Head of Junior School
- Works with the Head of School, Junior School and Senior School leadership teams to implement the School's strategic plan
- Works in conjunction with the Head of Junior School and Junior School Leadership teams in developing and reviewing an annual professional learning plan for the Junior School
- Works with the Head of Junior School to set high expectations for the whole Junior School through careful collaborative planning, monitoring and reviewing the effectiveness of learning and programs
- Actively leads and collaborates with the school's pedagogical leadership team responsible for the ongoing development and implementation of the PYP as an IB World School
- Builds learning-focused relationships and oversees an innovative and engaging curriculum
- Leads and supports the Learning Leaders and Team Leaders in the ongoing development of effective and contemporary classroom practice and pedagogy
- Promotes a dynamic culture of collaboration and professional learning that incorporates coaching, mentoring, goal-setting, teacher inquiry and self-reflection
- Leads and assists in the establishment of a culture of effective and engaging programs for students' achievement in all aspects of their development
- Has a key responsibility in ensuring St Margaret's Berwick Grammar is recognised within and actively involved in relevant local, national and global IB networks and associations
- Leads staff in the ongoing development and implementation of policies and rigorous approaches to assessment and reporting in Junior School
- Works with and supports the Head of School in the overall leadership and management of Junior School including relevant budgets, policies and the recruitment/appointment of staff
- Liaises and collaborates with the relevant Senior School Leadership team
- Demonstrates exemplary communication with staff, students and the community (internal/external)

Role, Responsibility and Accountability

- Is the school's primary point of contact regarding IB communications and updates and ensures the pedagogical leadership team and staff are informed
- Actively leads the development and evaluation of curriculum, programs and resources for the effective implementation of the PYP across Junior School in accordance with the IB standards and practices and the administrative requirements of the mandated curriculum
- Actively leads and supports all teachers within the team to ensure the effective delivery of all classroom and co-curricular programs within the Primary Years Program (PYP)
- Develops and leads a culture of collaboration within and across the Junior School and ensures time and resources are available to support this
- Leads and manages whole school improvement strategies related to PYP curriculum planning and delivery and whole school curriculum agendas.
- Ensures ongoing review, currency and accuracy of all written curriculum documentation including scope and sequence documents and unit planners for all subjects
- Supports all staff in building capacity with their own teaching practice
- Oversees and ensures all Junior School staff members participate in relevant structured professional learning to support the continued development of the program
- Organises and leads information sessions on teaching and learning in the PYP for a variety of audiences including staff, students and parents
- Supports and guides implementation of the Year 6 PYP Exhibition
- Liaises and collaborates with Team Leaders to ensure provision of resources for classrooms and development of booklists/bulk supplies
- Plans, develops and facilitates internal professional learning opportunities for PYP staff
- Ensures appropriate induction/mentoring of new staff into PYP framework and protocols
- Develops appropriate plans for the ongoing implementation of the PYP including empowering and supporting staff, students and the community towards scheduled evaluation as an IB World School
- Leads and manages whole school improvement strategies related to the English and Mathematics curriculum and programs, working in closely with the P-6 English, Mathematics and Digital Learning Leaders
- Supports and guides the English, Mathematics and Digital Learning Leaders to ensure that rigorous, consistent and sequential curriculum and assessment programs are in place
- Collaborates with the English and Mathematics Leaders to annually review NAPLAN results and the use of student learning information to support future learning and set future goals.
- Leads and regularly reviews the Junior School Semester Reports and Reporting Guidelines, Continuous Online Reporting schedule and protocols
- Chairs Learning Leaders Meetings
- Demonstrates commitment to the school through parent and community contact; attendance at events including social and fundraising activities

- Demonstrates a professional and ethical approach that reflects the values of the school
- Demonstrates strong organisational skills and attention to detail
- Other duties from time-to-time as may be required by the Principal, Head of Junior School and Vice Principal(s) of School.

The Australian Professional Standards for teachers make explicit the elements of high-quality teaching and learning; and along with the Australian Charter for the Professional Learning of Teachers and School Leaders, and the Australian Teacher Performance Development Framework; work to promote the learning and development of Australia's teachers.

Memberships

- Member of the Junior School Wellbeing and Learning Leaders teams
- Member of the Deputy Heads School Team
- Member of the Victorian PYP Network

Skills, experience and key competencies

- Demonstrates commitment to the school's philosophy, values, policies and procedures.
- Demonstrates a thorough and current understanding of the PYP- its aims, philosophy and pedagogical approaches
- Demonstrates a high level of understanding of best practice, current research and emerging pedagogical approaches to learning across all disciplines in the primary years
- Provides inspirational leadership to the staff and students.
- Demonstrates excellent communication skills both written and verbal
- Digital literacy (including AI)
- Demonstrates active contribution to professional associations.
- Has a professional attitude, dedication and commitment to the conduct and completion of duties and responsibilities of the position.
- Demonstrates excellent interpersonal skills to enable effective communication at all levels.
- Has the ability to balance short term priorities with longer term plans and requirements.
- Has the ability to respond appropriately under times of great demand.
- Demonstrates ability to develop excellent relationships and liaise professionally with staff, students and parents.
- Demonstrates experience in dealing appropriately with highly confidential and sensitive information.
- Has the ability to build positive and enduring rapport with people and display enthusiasm and desire to positively promote the school and its students, parents, staff, achievements and programs.

Qualifications, Knowledge & Experience

- Post-graduate qualifications and an extensive professional learning background would be advantageous
- Experience in leading a team is advantageous
- Sound experience and understanding of PYP and IB Programs
- Able to create a positive environment
- Capacity to contribute effectively to teams
- Personal creativity and innovation

Valid Victorian Institute of Teaching (VIT) Registration is an essential requirement of employment in this position.