



2 Corcoran St, Marsden Park NSW 2765  
P 02 8806 6300  
employment@mpac.nsw.edu.au



## ASSISTANT HEAD OF JUNIOR SCHOOL

Marsden Park Anglican College provides a learning environment where the strength and character of each individual is encouraged and celebrated.

Established in 2016 as a campus of Richard Johnson Anglican School, through strong growth and the introduction of the Senior School, from 2024 the campus will now operate as a stand-alone school, known as Marsden Park Anglican College. With over 500 students from Pre-K to Year 7 in 2024, by 2029 the school will operate from Pre-K to Year 12 with approximately 1200 students.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high- Our mission is to see young people develop a love of God, a love of life, a love of learning and a love for others. We are committed to providing opportunities for every individual all in the context of a joyful, safe and encouraging community.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high-quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education, seeing every student succeed academically, develop lives of rich character and enjoy an offering of co-curricular activities to pursue their passions.

<b>Position Title</b>	Assistant Head of Junior School
<b>Department</b>	Junior School
<b>Award/Agreement</b>	Remuneration, duties, and conditions will be as per the Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021 (or as revised).
<b>Status</b>	Permanent Full Time
<b>Reporting</b>	Head of Junior School
<b>Key Relationships</b>	Principal, Head of Junior School, Teachers, Administration Staff, College Counsellor, Stage Co-ordinators
<b>Teaching Load</b>	The teaching load will be determined annually by the Principal and will reflect the learning, well-being, cultural, community and administrative responsibilities of the role.
<b>Commencement</b>	January 2024



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## THE POSITION

The Assistant Head of Junior School is responsible for overseeing wellbeing, events and the calendar and daily operations. The Assistant Head of Junior School is responsible to the Principal through the Head of Junior School.

## KEY RESPONSIBILITIES

### PASTORAL CARE AND STUDENT MANAGEMENT

- Lead the development and improvement of wellbeing related policies, structures and innovations.
- Build and maintain a culture of trust and collaboration amongst staff
- Manage complaints with regard to student conduct, engaging with students, parents and staff as appropriate.
- Support Stage Co-ordinators with on-going classroom management issues.
- Work collaboratively with parents and staff to achieve positive outcomes in student discipline matters.
- Create action plans where relevant and maintain records of communication.
- Engage with Learning Support staff and Junior School teachers to identify and provide required support for students with special needs.
- Support staff in the development of differentiated strategies to meet student needs in relation to enrichment.
- Oversee playground management, expectations and staffing.

### DAILY OPERATIONS AND SCHOOL EVENTS

- Ensure the effective and efficient day-to-day operations of the Junior School, including staff absences and events/ changes to routine.
- Manage casual teachers, including induction and orientation processes.
- Monitor attendance of Junior School students.
- Work with the Executive Team in the scheduling of Junior School events.
- Oversee and maintain the College calendar on Edumate, ensuring clear communication with the College community regarding school events.
- Liaise with the Head of Junior School regarding the approval and management of variations to routine.

### CO-CURRICULAR PROGRAM

- Support the development of co-curricular opportunities for Junior School students.
- Oversee the scheduling, staffing and student participation of co-curricular activities.
- Ensure effective communication with the parents around co-curricular offerings.
- Attend College events as required by the Principal.

### OTHER

- Foster a positive relationship with the students, parents, staff, local community and other key stakeholders.
- Participate in appropriate professional development opportunities.
- Maintain a teaching load across Junior School as required by the Principal.
- Carry out other duties as required by the Principal.

It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the College.

## THE CANDIDATE

A suitable candidate for this position will be an effective educational leader who is passionate about education, be innovative in their approach, have a natural affinity with students, experience in pastoral care and well-being, have excellent interpersonal, communication and organisational skills, be a team player, show loyalty to the Principal, present a professional image, demonstrate an active Christian faith and involvement in their local church.



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## REQUIREMENTS

- A degree in Education from an approved and recognised tertiary institution.
- Be accredited with the NSW Education Standards Authority (NESA)
- Current Working with Children Check Number for paid work.

## EXPECTATIONS

As a leader, you will be expected to:

- support the school's mission and vision.
- be experienced in supporting students with complex needs.
- be an effective classroom practitioner.
- be organised and a logical operator.
- be a dynamic, flexible and creative leader.
- be approachable and a good communicator.
- be invested in the school's pastoral and co-curricular program, including camps and out of hours events.
- safeguard and promote the welfare of children.

## APPLICATION PROCESS

Interested applicants are encouraged to apply early as interviews may commence prior to the closing date. Applications will close when a suitable candidate is found. Marsden Park Anglican College reserves the right to make an appointment by invitation.

Interested applicants should submit the following:

- A completed [Application for Employment as a Teacher](#) form
- A cover letter addressing the Key Responsibilities and Expectations (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three Referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted as one PDF file saved as applicant's full name by email to [employment@mpac.nsw.edu.au](mailto:employment@mpac.nsw.edu.au)

**Applications close Wednesday 4th October at 4.00pm**

## CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.