



Appointment of Head of Junior School

Maternity Leave position

Applications are invited from appropriately qualified and experienced Christian Educators for the position of Head of Junior School. This is a fifteen-month appointment up until the end of the 2025 school year. The successful applicant will have strong leadership and management skills and the ability and preparedness to further the Christian mission of Calrossy in the Junior School. This position is a non-teaching Executive position.

Position Description

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| Position Title: | Head of Junior School |
| Location: | Calrossy Anglican School, William Cowper Campus, 242 Moore Creek Rd, Tamworth NSW 2340 |
| Reports to: | Principal |
| Overview: | The fundamental purpose of this role is to lead the efficient and effective operation of the Calrossy Junior School. |
| Reports to this position | <ul style="list-style-type: none"> • Junior School Coordinators • Junior School Teaching Staff • Sport Administration Team – Junior School • Administration Assistant to Junior School • Director of Calrossy Community Preschool |
| Collaborates with: | <ul style="list-style-type: none"> • Deputy Principal (P-12) • Heads of Middle School and Senior School • Head of Learning Support • eCalrossy Coordinator • Chief Operating Officer |

School background

Our proud heritage

Calrossy is a leading Anglican Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. One hundred and 5 years old, it has grown to become coeducational, catering for over 1,000 girls and boys from Pre-School to Year 12. There are approximately 350 students in the Junior School.

Calrossy emphasises a strong, flexible academic programme, and is committed to teaching in an authentic Christian context. As a school within the Anglican Diocese of Armidale, our values are set in an environment of Christian belief, promoting academic and personal excellence, and a culture of godly virtues and worthiness of each person, individually and in the community.

Christian education is foundational to our culture and ethos.

Calrossy education values young people as those precious in God's sight who should in our care grow in wisdom and the knowledge of God as well as of His world. The School's aim is that authentic Christian understanding is to inform all learning. We have strong pastoral structures that seek to nurture wellbeing, promoting understanding and commitment to care for one another within an inclusive School community.

A stimulating learning environment

Calrossy seeks to be a forward-thinking school, creating innovative and modern working environments that enhance student learning, fostering a passion and a culture of participation in all aspects of School life. Calrossy operates a remote eLearning Stage 3 class as part of its innovative eCalrossy programme, supporting the learning of Junior School students off-site.

Well known for outstanding and distinctive pastoral care, Calrossy Junior School is a place of belonging, where each student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy is a community of learners, academically driven, and aims to make learning accessible to all students. The Junior School is a separate section of the school and the Head enjoys great autonomy. Primary administration and a Health Centre operate on the William Cowper Campus as shared facilities with one section of our Secondary department.

Regional Environment

Calrossy is located in Tamworth, a leading and growing regional centre in Northern New South Wales. There exist strong connections to the local community. The School provides boarding facilities for Secondary boys and girls. A Trade Training Centre and comprehensive Agriculture and Primary Industry programmes reinforce the strong links with rural NSW.

Wellbeing

In the Infants and Primary Years, pastoral care is largely class teacher focused, though the School Counsellor, Psychologists and Chaplains are involved. The school has developed a K-6 wellbeing framework.

Our core values

Calrossy Anglican School focuses on four core values:

Integrity is a constant in character that transcends context. Integrity requires courage and produces honesty, truthfulness and loyalty.

Selflessness is the ability to put the needs of others above one's own. Selflessness requires sacrifice and bears the fruit of humility, thoughtfulness and love.

Inclusiveness builds diversity in community and counteracts prejudice with acceptance. Inclusiveness is at the heart of mateship, promotes friendship and denies a foothold to loneliness. It is not an absolute value of inclusiveness at all costs. It gathers what is good and just, but rejects what is evil and unjust.

Resilience means 'bouncing back' from adversity and not giving up. Resilience is perseverance in a place of suffering which builds responsibility, patience and character.

We strive to see Christian faith at work through service and ministry.

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| Special conditions | You will be expected to support the Christian mission and ethos of the school and adhere to the School's policies. The school constitution (under an ordinance of the Synod of the Diocese of Armidale) states that the Head must be a person of Christian faith and character and a participating member of a Christian Church. |
| Supporting information | <p>Our Strategic plan Our School has an exciting strategic plan based on building on school strengths and consolidating Calrossy as the leading coeducational day and boarding school in regional New South Wales.</p> <p>Governance The Calrossy Board meets monthly and plays an active part in the School's financial planning, governance, risk management and development. The Board and the School have a strong affiliation with the Anglican Diocese of Armidale and is a member of the Association of Independent Schools of NSW (AISNSW).</p> <p>The Head of Junior School contributes to the development and implementation of strategic planning and school policy. He/she is invited to attend Board meetings periodically.</p> <p>School management David Smith is the Principal, having commenced at Calrossy in 2017. The Head of Junior School is delegated responsibility of the operations in the Junior School and is a member of the School Executive Leadership Team.</p> |
| Accountabilities & Responsibilities: | <p>A. Ethos</p> <ul style="list-style-type: none">• Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents and staff• At all times promote the School's Christian values in ways that are practical and accessible• Promote Calrossy as one school with a single mission and vision, operating across campuses <p>B. Junior School Culture</p> <ul style="list-style-type: none">• Grow the culture to enable students to thrive academically, socially and spiritually• Coordinate the cultural tone, academic and disciplinary aspects of students in consultation with the Infants and Primary staff• Take an active and enthusiastic role in the day-to-day life of the School• Lead a staff team to support the holistic growth of students• Be up-to-date with relevant contemporary Primary educational curriculum development, pedagogical literature and research, connecting with professional networks including IPSHA and the HRIS Primary network• Coordinate regular assemblies, celebrating events and achievements• Promote the One School identity <p>C. Academic Culture</p> <ul style="list-style-type: none">• Assist in the promotion of a culture of high academic achievement in collaboration with the key learning coordinators• Grow practices that enhance the learning and growth of every student• Oversee effective feedback practices to parents and students• Advocate for the learning needs of all students in the Junior School <p>D. Student Management</p> <ul style="list-style-type: none">• Support staff to implement consistent Student Management policies, promoting high expectations across the Junior School• Manage and monitor student compliance and disciplinary procedures |

E. Student Wellbeing

- Provide leadership in managing the needs of students
- Establish and maintain good working relationships with students to support their education
- Support research-informed programmes of benefit to students
- Oversee, develop maintain and evaluate the delivery of the wellbeing programme
- Support a broad definition of success expressed in cultural, academic, spiritual and/or other terms as required. With staff, support each student to find success, to develop their talents and a sense of achievement
- Liaise with the Coordinators on matters pertaining to Infants and Primary students and their stage of growth and welfare
- Promote initiatives to maximise the potential for success that may be possible for each individual
- Support systematic record keeping of pastoral and academic notes

F. Staff Development

- Liaise with key staff in developing an annual programme of Professional Learning appropriate to the needs of the school
- Assist in the promotion of collective staff efficacy and ownership
- Support effective staff appraisal practices
- Present concerns and feedback from staff to the Principal

G. Parent and community liaison

- Work with parents of students, offering support, guidance and care as required
- Promote and market the School
- Organise appropriate representation of the School at functions within the school and the wider community
- Liaise with the School P&F, assisting in various parent events
- Update the community via regular school newsletters and electronic notice-boards
- Attend School and community events and functions as a representative of the School

H. Teaching and Learning

- Lead staff effectively with reference to effective pedagogy
- Model effective teaching practices
- Share a thorough knowledge of the NESA policies
- Liaise with staff as to pedagogy and learning of Infants and Primary students
- Promote the effective implementation of teaching and learning practices that reflect the Australian Professional Standards for Teachers
- Work collaboratively as part of an educational team for the provision of a quality learning environment and curriculum

I. Transitions

- Promote and market Calrossy as a preferred place of education to prospective parents and students including our own Secondary School and eCalrossy
- Collaborate with staff and parents to provide effective support for Year 6 as they commence transition to Secondary School
- Plan and coordinate ceremonies and events for students at their end of Primary education, including eCalrossy
- Plan and coordinate with Junior School Coordinators for various celebration and rite of passage events
- Support staff in assisting children and families in the transition from Early Learning to Prep and Kindergarten

J. Administration

- Establish, monitor and evaluate policies, practices and systems to ensure the smooth running of the Junior School
- Work with the Junior School Administration Assistant, to ensure smooth administrative operation of the Junior School, including parent events, communication, record keeping, student services and staff matters
- Work with staff to oversee the replacement of teachers who are on leave, absent or sick
- Advise the Principal of the staffing needs of the Junior School
- Develop agendas, chair and keep suitable records of regular Junior School staff meetings
- Participate as a member of the School Executive and other relevant sub-committees
- Implement and oversee suitable processes which ensure the quality of school reports
- Maintain a strong relationship with Esteem Kids Group and their staff, as our after school and vacation care providers
- Oversee the development of annual budgets and regulate approved expenditure, in partnership with the Principal and Chief Operating Officer
- Oversee the planning of the calendar of school events, in consultation with the Deputy Principal and School Executive
- Approve and monitor school excursions, field trips and other school activities
- Interview prospective students in partnership with the Enrolments and Community team, supporting the enrolment process and marketing of the school
- Coordinate and liaise with Chaplaincy staff and student leaders in the planning and running of Junior School Chapel and Assembly gatherings, supporting a distinctive Christian focus
- Collaborate with other operational areas of the school – Enrolments, Chief Operating Officer, Operations, Marketing, Information Technology, Property/Maintenance, Catering and Finance – to achieve the objectives of the School

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| | <ul style="list-style-type: none"> Assist in the development and production of external school publications including regular newsletters, magazines and Yearbook Support excellent practice in the keeping of school records and data collection Oversee and organise the selection process and induction of Junior School student leaders Manage large volumes of data – forms, student information curriculum documents, email etc Liaise with and support the Director of the Calrossy Preschool, located on the Brisbane Street Campus |
| Work, Health & Safety: | <p>In accordance with the Workplace Health & Safety Act 2021, Employees must:</p> <ul style="list-style-type: none"> While at work take reasonable care for their own health and safety Take reasonable care for the health and safety of others Comply with any reasonable instruction from Calrossy Follow defined WH&S policies and procedures of the school |
| Childdsafe Organisation | Calrossy is committed to being a Childsafe school, with high standards of care and practices to ensure the safety and protection of children. Every staff member must have a current Working with Children Check and is required to actively support the promotion of a safe learning environment. |
| Qualifications/Skills | <p>Required</p> <ul style="list-style-type: none"> Current Working with Children Check First Aid Certificate Current Driver's Licence Appropriate teaching qualifications and NESA accreditation Excellent organisational abilities Effective communication and interpersonal skills Ability to work collaboratively with diverse stakeholders Demonstrated experience in budget preparation/management Demonstrated experience in managing/leading teams |
| Selection Criteria | <p><i>The following criteria will be included to assess applicants for short-listing:</i></p> <p>Demonstrated understanding of and respect for Christian values, including capacity to support the School's Christian ethos and mission.</p> <p>Articulated approach to leadership that has resulted in the successful management of teams to achieve school strategic and operational objectives.</p> <p>A clear description of your educational philosophy, background and relevant qualifications and experience for the position.</p> |
| Conditions of employment | <p>Award: <i>Independent Schools NSW (Teachers Hybrid) Multi Enterprise Agreement 2021</i></p> <p>Work Type: Full time</p> <p>Salary: Negotiated, Contract position</p> <p>Working location: Brisbane Street Campus and William Cowper Campus</p> |
| Location | <p>Calrossy Anglican School 140 Brisbane Street PO Box 1245 Tamworth NSW 2340 Ph (02) 5776 5100 admin@calrossy.nsw.edu.au</p> |

Applications

Please forward applications for this position to the Principal, supported by a cover letter, appropriate Curriculum Vitae and the Calrossy application form via the school's website.

The successful applicant will commence this role Term 4 2024, or earlier by negotiation.

A salary package will be negotiated with the successful applicant, in line with the Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2021.

Queries about this position can be directed to the Human Resources Officer, Sally-Anne Fielding via hr@calrossy.nsw.edu.au.

Applications close on Sunday 18 August 2024.