

- Applying the Salesian ethos in relationships with all members of the Xavier College community

Educational Leadership in Curriculum

- Contribute to and manage the Primary timetables in collaboration with the Assistant Head of Campus – Curriculum and Wellbeing
- Lead and develop a dynamic, rigorous, and engaging curriculum for the Primary School
- Demonstrate deep familiarity with a range of programs including but not limited to: Crossways Religious Education Program; Early Years programs; InitialLit and MultiLit, OCHRE; Maths and an understanding of Maths Pathways programs; Maths interventions; STEM
- Oversee diagnostic testing such as NAPLAN and Progressive Achievement Testing (PAT) in conjunction with key leaders
- Lead the development and implementation of authentic, meaningful assessment practices
- Ensure a contemporary Catholic understanding is grounded in all learning programs, aligned to ACARA standards and inclusive of all learners
- Stay current with educational research and pedagogy in Early and Primary Years
- Promote transdisciplinary learning approaches and pedagogy
- Utilise data to inform decision-making and curriculum innovation

Student Wellbeing and Engagement

- Promote a safe, nurturing and empowering environment for all students to thrive and be confident learners, in alignment with the values of the College and our Salesian story
- Lead the development of the Primary Oratory, ensuring alignment with the Secondary model and holistic wellbeing framework
- Collaborate with Catholic Education SA and contribute to system-level initiatives
- Lead and support the Early/Primary leadership team at Two Wells, fostering a culture of shared responsibility and collaboration
- Be a key point of escalation referral and support for students, beyond the classroom teacher and Early/Primary Years Leaders
- Recognise and respond to the social, emotional and spiritual needs of students through restorative practices and proactive support
- Attend and contribute to meetings related to student wellbeing, safeguarding, and pastoral care
- Work collaboratively with the Assistant Head of Campus – Curriculum and Wellbeing, Inclusive Education Coordinator, class teacher, College Counsellors and parents/guardians to assist with the identification and diagnosis of children with additional needs
- Keep the Head of Campus informed of all matters including attendance, pastoral care, behavioural concerns, uniform breaches, academic concerns and student engagement
- Monitor and follow up on attendance, lateness, and other concerns in collaboration with class teachers and parents

Administrative and Management responsibilities

- Lead the Early/Primary Two Wells Leadership team and contribute to the broader Campus Leadership Team
- Coordinate Primary involvement in College-wide events, liaising with relevant campus leaders to manage calendars and operations
- Oversee Primary camps, excursions, and overnight events
- Liaise with the Assistant Head of Campus – Curriculum and Wellbeing and Early/Primary Two Wells Leadership team to consistently review report templates for the Primary school, set appropriate reporting timelines for teachers

- Proofread all Primary reports
- Document all matters using the College's Student Learning Management System (SEQTA)
- Conduct Enrolment Interviews and College Tours
- Induct students who commence during the school year and ensure that the students are familiar with the College's facilities, practices, and procedures
- Inform the Head of Campus, College Registrar and Campus Enrolment Officer regarding all matters relating to student arrivals and departures
- Develop, in conjunction with House Directors and Curriculum Leaders, budget proposals for approval and assist in the negotiation process with each Curriculum Leader
- Represent the College at the South Australian Catholic Primary Principal's Association (SACPPA) meetings and events and keep the College Principal and Head of Campus informed by providing updates
- Through participation in Leadership meetings, bring Primary teacher perspectives to decision-making by the Leadership Team
- Assist in the review of College policies and procedure documents, as required

Primary School Activities and Enrichment Opportunities

- Be responsible for the organisation and oversight of
- Lead the planning and delivery of all Primary school activities and enrichment opportunities, including Assemblies (Primary and Campus-wide), Orientation days, Academic Awards, Changeover procedures, Camps, Retreat days, Photo Day, Testings, Showcase evenings, Liturgies and Masses
- Actively support student participation in leadership programs and initiatives
- Ensure Primary involvement in whole-school events contributes to a positive, inclusive school culture
- Supervise and support students during events, camps, and enrichment activities, as required

Relationships

The Assistant Head of Campus – Primary will undertake their role through ongoing negotiation and collaboration with the Head of Campus, ensuring alignment with cross-campus leadership positions and initiatives.

Depending on the context or specific matters, the College Principal may also engage directly with the Assistant Head of Campus – Primary, in consultation with the Head of Campus.

This role requires close partnership with the Assistant Head of Campus – Curriculum and Wellbeing to lead and support the Early and Primary Years Leadership team, including House Directors and Oratory Teachers at the Two Wells Campus. Effective communication and teamwork across these roles are essential to the cohesive operation and success of the Primary Years program.

Personal Skills, Abilities and Knowledge

The Assistant Head of Campus – Primary must have the ability to:

- Lead and mentor highly effective teams
- Relate successfully to staff, students and parents/caregivers in a manner that is responsive to their needs
- Communicate clearly and effectively with students, staff, parents/caregivers and members of the wider community
- Have a highly developed sense of social and emotional intelligence
- Work effectively with the College Principal, College Executive team, Head of Campus, College Leadership Teams cross-campus and staff for the benefit of all students
- Work effectively in a busy, dynamic and changing working environment

The Assistant Head of Campus – Primary must:

- Be a reflective practitioner

- Have a highly developed sense of social and emotional intelligence
- Demonstrate effective organisation of curriculum initiatives
- Have a high level of experience in student case management
- Have high level conflict resolution and problem solving experience
- Ability to build impactful teams
- Conflict resolution and problem solving

The Assistant Head of Campus – Primary must have knowledge of:

- Relevant issues affecting contemporary curriculum development
- Current pedagogical practices
- Social justice principles and practices including an understanding of Restorative Practices
- Legal obligations and confidentiality requirements

Skills and Experience

Essential Requirements

- Previous experience in a Position of Responsibility in a Primary setting
- Significant interest in continuous school improvement through teaching and learning
- Be self-directed and highly driven
- Excellent interpersonal, supervision and organisational skills
- Actively listen to students and parents/guardians without judgement
- Ability to quickly comprehend instructions and respond appropriately
- Advanced level of digital literacy, in particular the use of SEQTA and Microsoft Office 365 Suite

Specific Requirements

- An ability to support the Salesian/Catholic ethos of the College
- Possess or actively work towards completing formal postgraduate qualifications in Educational Leadership (or postgraduate qualifications relevant to the role)
- Current Teachers Registration in South Australia and Teacher Accreditation in Catholic Education SA
- Current and acceptable Working with Children Clearance and screening to work in Catholic Education SA
- Acquire and maintain Catholic Police Clearance to work in Catholic Education SA
- Current Responding to Risks of Harm, Abuse & Neglect – Education and Care certificate
- First Aid certificate (HLTAID012)
- Youth Mental Health First Aid
- Disability Standards for Education Training
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.
 - Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

Performance Review

It is expected that the employee will undertake a Performance Review at a mutually agreed time with the employer as per the Catholic Schools Enterprise Agreement 2020 (as amended).

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.