



Celebrating over 800 years of tradition and the search for Truth, Blackfriars remains the Dominican Friars only Australian school. Founded in 1953 on the northern fringe of the Adelaide business district, Blackfriars provides modern facilities with world-class tuition for around 760 boys from ELC (co-ed) to Year 12. The School affirms the Dominican tradition by engaging spirit, mind and body in the pursuit of knowledge. A committed team of approximately 100 staff and a vibrant, culturally diverse and inclusive School community, Blackfriars is regarded as one of Australia's finest independent Catholic boys' schools.

Blackfriars Priory School is committed to the Four Pillars of Dominican Life:

Prayer | Study | Community | Service

Applications are invited from suitably qualified and experienced candidates for the position of:

HEAD OF PRIMARY (ELC-6)

Fixed-Term | Full-Time

After 41 years of dedicated service to education and four years of exemplary leadership as Head of Primary at Blackfriars Priory School, Mr Frank Ali has announced his retirement for the end of 2021. Blackfriars now seeks a highly qualified, innovative and collaborative leader to lead the Primary School and provide oversight of the Early Learning Centre and OHSC service.

Reporting directly to the Principal and overseeing both pastoral and academic outcomes, the Head of Primary responsibilities will include:

- ensuring an inspiring and contemporary learning community where boys develop as resilient, connected and engaged young men;
- fostering a team of dedicated and progressive professionals and a supportive and inclusive workplace and community culture;
- leading and managing the curriculum and administrative operations of the Primary School;
- in collaboration with the Principal and Business Manager, provide leadership support to the Director of the Early Learning Centre and OHSC program manager.

Applications are encouraged from appropriately qualified and experienced individuals with excellent communication, negotiation, leadership, strategic planning and relationship management skills, complemented by the warmth, integrity, authenticity, energy and passion necessary to engage with and inspire the School community.

A fundamental appreciation of and alignment to the Catholic ethos within the Dominican tradition is essential in this pivotal and career defining leadership role.

For further information, please visit blackfriars.sa.edu.au

To apply, please visit henderconsulting.com.au Applications should be addressed to Andrew Reed and Justin Hinora. For a confidential discussion, please call (08) 8100 8827.

Applications close: **Monday, 20 September 2021**

NB: You are required to complete the attached Employment Declaration and attach it to your application.





HEAD OF PRIMARY (ELC – 6) POSITION INFORMATION DOCUMENT

As the only school founded by the Dominican friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and to use in the works of the Order, which has continued through the centuries. Today, Dominicans can be found throughout the world.

An Early Member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death, he was recognized as a Doctor of the Church, The *Doctor Universalis* - The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find, as it was through learning about creation that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars Priory School teaching pedagogy and its community. Blackfriars Priory School is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

It is expected that all members of staff will support and live in harmony with the Catholic ethos of Blackfriars Priory School, support Work Health and Safety policies, and contribute towards the growth of the community. Blackfriars Priory School is an Equal Opportunity Employer.

NAME:	NAME
EMPLOYMENT AGREEMENT:	Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Diocesan Schools. (As adopted by the Dominican Fathers Australia and the School Board)
EMPLOYMENT CLASSIFICATION:	Deputy Principal
EMPLOYMENT STATUS:	Tenure: 5 + 5 Full Time (FTE 1.0)
TEACHING ALLOCATION:	6 Periods Per Week
TERM OF APPOINTMENT:	Commence: 1 January 2022
REPORTING RELATIONSHIP:	Principal
APPOINTMENT AUTHORITY:	Dominican Fathers Australia

CONTEXT

The Head of Primary is a member of the Executive Team, representing the Early Learning Centre (ELC) and the Primary Years and associated committees in a professional manner. The Head of Primary will contribute to the successful implementation of the Blackfriars Priory School Strategic Plan, Vision and Mission. The Head of Primary will engage the broader community including staff, teachers, families and others in the Dominican tradition through focus of the Four Pillars: prayer, study, community and service, as central to the life of the School.

The Head of Primary is responsible for the administration and operational requirements of the Primary Years at Blackfriars Priory School as a Catholic School in the tradition of Saint Dominic. The Head of Primary will report to the Principal. The Head of Primary is expected to undertake a pre-determined classroom teaching component as an integral portion of the position.

The Head of Primary is a Primary teacher with significant and accredited experience, both in teaching pedagogy and administration and will therefore be an inspirational and influential role model for other teachers and staff of education and administration at Blackfriars Priory School.

The Head of Primary will further develop the philosophy, principles and practices of the ELC and Primary School, as they relate to ELC to Year 6 students at Blackfriars Priory School.

It is expected that the Head of Primary will have, or be in the process of obtaining, qualifications and experience appropriate to the responsibilities of the position, and will undertake further professional development and/or study, to maintain and strengthen their capacity for religious, educational, pastoral and administrative leadership.

RESPONSIBILITIES

The following are indicative, but not conclusive of the Head of Primary responsibilities:

FAITH & IDENTITY LEADERSHIP

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of Blackfriars; bringing to life the Four Pillars of Prayer, Study, Community and Service as the touchstones of the School
- Ensure the values and mission of a Dominican education is evident to all staff in the daily operational and strategic practices of the school
- Promote a child safe culture and environment in accordance with the child protection safeguarding legislation and Blackfriars and CESA policy and guidelines
- Collaborate with the Assistant Principal: Religious Identity and Mission (APRIM) to ensure that spiritual life of the Primary School is confirmed through prayer, preparation of the Sacraments and liturgy
- Encourage, endorse and support staff and students in facilitating social justice initiatives and programs
- Ensure students have a strong sense of, and respect for, self and the Blackfriars community
- Embrace and celebrate the life story and journey of every student and, by example to the community, value each student as a child of God and therefore, sacred.

OPERATIONAL LEADERSHIP

- Collaborate with the Principal and the Assistant Head of Primary (Curriculum) regarding the teacher allocation of classes and the formation and structure of primary timetable
- Collaborate with the Director, Early Learning Centre and the Business Manager regarding appropriate teacher and Education Support Officer staffing ratios, including the Late Care Program

- Collaborate with the Director of the OHSC and the Business Manager regarding appropriate oversight of the OHSC program, staffing, quality performance and compliance with national benchmarks and policies.
- Consult and collaborate with the Assistant Head of Primary (Curriculum) regarding individual student performance and progress
- Facilitate staff meetings on a regular basis, providing a professional agenda that is inclusive and informative
- Liaise with staff across the whole school on matters of common interest or concern
- Regularly review policies and guidelines to ensure they are up to date and relevant to the needs of the School
- Represent the School on professional associations that concern the Primary School
- Prepare submissions for recurrent and capital expenditure
- Monitor the Primary School and the Early Learning Centre expenditure lines in accordance with budget determinations
- Consult with the Maintenance Coordinator to ensure quality standard of facilities is maintained
- Assist the Principal in the Human Resource Management and staffing of the Primary School and the Early Learning Centre
- Welcome and induct new teaching staff in both administrative and curriculum matters
- In collaboration of the Principal, conduct annual professional review conversations with staff in Positions of Responsibility (POR)
- As the Executive Manager of primary teaching staff:
 - provide pastoral and professional leadership and management
 - monitor the presence and absences of staff
- Ensure where necessary, lesson relief is provided and appropriate Temporary Relief Teachers (TRT) are engaged
- Assess Professional Development and educational needs of individual staff and provide training recommendations to the Professional Development Committee for approval based on specific benefit to the employee and the School
- Ensure primary teaching staff complete Learning Manager Training modules as per the requests from the WHS Coordinator
- Encourage staff to be life-long learners and responsible for their own professional and career advancement
- As a member of the Principal's Executive Team, provide a key leadership role in the development of the annual Professional Development Week Program for all staff
- In collaboration with the Executive Team and Assistant Head of Primary (Curriculum), plan and implement Early Learning Centre to Year 6 activities and events including parent information evenings, student, parent and teacher conversations, Reception transition programs and orientation days
- In Collaboration with the Administration Coordinator, ensure that the Primary/Secondary timetable links are maintained
- Assess requests for incursions, excursions, camps and other student activities and approve following:
 - Review of event plan, risk analysis, Consent2go compliance, staffing implications and costings
- Manage the Early Learning Centre and Primary Years budgets, maintaining financial controls, records and inventories, including the monitoring of the Temporary Replacement Teacher (TRT) budget; bring to the attention of the Principal any concerns.

PASTORAL & WELLBEING

- Respond to students with acute needs, particularly those experiencing behavioural, emotional, social or academic problems and assist in the development of suitable programs and case plans
- If necessary, engage students with the School Counselling Team and external support services to provide essential additional support
- Establish clear expectations and guidelines to ensure structures and systems are in place that best support the development and wellbeing of students
- Provide support to the Director, Early Learning Centre regarding student behaviour and management
- In consultation with the Assistant Head of Primary (Curriculum) recommend to the Principal, that a student be suspended or dismissed. This action will adhere to the Suspension and Exclusion policy of South Australian Commission for Catholic Schools
- Work in close liaison with the Wellbeing Team and classroom teachers to support the implementation of restorative practices within the Primary School.

CURRICULUM

- Collaborate with the Director, Early Learning Centre to advance and engage the Reggio Emilia philosophies and programs that promote the education and development of young children
- In consultation with the Assistant Head of Primary (Curriculum) develop an explicit and systematic Primary curriculum that imparts Catholic values
- In consultation with the Assistant Head of Primary (Curriculum) research, analyse and review the Primary Years curriculum, ensuring that it is contemporary, innovative and inclusive of the learning needs of each student
- In collaboration with the Assistant Head of Primary (Curriculum) and the Learning Enrichment Coordinator, review the differential teaching and learning programs of students identified with learning needs (including gifted and talented), ensuring the intended outcomes are evidenced as appropriate and effective
- Research educational practice to continually improve teaching and learning outcomes through the introduction and application of new and emerging technologies and resources
- Encourage and promote active involvement of parents and the wider community in the academic education and personal development of our students
- Review and evaluate curriculum to enhance best contemporary practice.

ADDITIONAL RESPONSIBILITIES

The Head of Primary will:

- Be a member of the Principal's Executive Team
- As a teacher in a position of leadership, the Head of Primary is expected to be an active member of an appropriate professional association, and take a lively interest in their own professional development
- Interview and screen/assess potential students and families enrolling at Blackfriars Priory School
- Represent the whole School at Parents and Friends meetings
- Liaise with the Development Office regarding calendar dates and general promotion of ELC and Primary School activities
- Develop and maintain effective liaison with parents by providing regular opportunities for parent/teacher discussions and written reports

- Be cognizant of and responsive to best practice in primary school teaching and learning methodologies for boys
- Be able to counsel and respond to the complex demands of boys
- Lead by example, providing an excellent role model for young people
- Confidently demonstrate people management and relationship skills with staff, students and parents, and have excellent communication skills
- Have empathy and ability to respond to the complex demands of a Primary Education environment
- Be able to make a significant leadership contribution to the whole School
- Be an effective administrator, able to work well under the pressure of deadlines and within budget parameters
- Be able to enthuse and inspire students, and work with colleagues to create a positive collaborative working environment
- Be committed to regular professional development and encourages other staff to do the same
- Support students in their transition from the Early Learning Centre and from Primary to Middle School
- Other responsibilities and duties as deemed appropriate and assigned by the Principal.

ESSENTIAL CRITERIA

The Head of Primary will:

- Be a member of the Catholic Church with a strong commitment to promoting the teachings of the Church
- Have a minimum of 5 years teaching experience in a Catholic school
- Have relevant teaching qualifications for Primary Years education
- Have or be working towards post graduate qualifications in education, leadership, religious education or theology
- Membership of appropriate professional organisation
- Be able to demonstrate a high level of competency in senior leadership.

CERTIFIED COMPLIANCE

ACQUIRE AND MAINTAIN

- Teacher Registration Board (SA) Certified
- Working with Children Check
- Responding to Risks of Harm, Abuse and Neglect – Education and Care
- Senior First Aid training

WORK HEALTH AND SAFETY

All Employees will:

- Perform duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School

- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

CONDITIONS OF EMPLOYMENT

- The Deputy Principal will attract salary and entitlements offered in accordance with the Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Schools, as adopted by the Dominican Fathers Australia and the School Board.
- It is essential that the person appointed to this position has the appropriate, formal qualifications.
- The employee must undertake performance review on an annual basis; the appraisal will be conducted in accordance with the Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Diocesan Schools.
- At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the Position Information Document (PID) is accurate and conforms to the classification levels set out in the current Enterprise Agreement.

ACKNOWLEDGEMENT

I have read and understand the requirement of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, task and outcomes.

EMPLOYEE (Signature) _____
 (NAME)

PRINCIPAL (Signature) _____ Date _____
 SIMON COBIAC

You are not required to sign this document unless you are appointed to the position.



EMPLOYMENT DECLARATION

SURNAME: GIVEN NAMES: TITLE:

FORMER SURNAME: DATE of BIRTH:

ADDRESS: POSTCODE:

TELEPHONE: Home: Work: Mobile:

EMAIL ADDRESS:

TEACHER REGISTRATION No: WORKING WITH CHILDREN CHECK (WWCC): Yes No

Please note: You must provide the **ORIGINAL TRB** issued Teacher Registration Certificate (if applicable) and evidence of a valid, current DHS issued Working With Children Check (WWCC) for sighting at your work location.

POSITION FOR WHICH YOU ARE APPLYING: Head of Primary (ELC-6)

Please respond to the questions below, sign the Declaration and submit with your application:

1. Have you ever been investigated, charged, arrested, reported for, pleaded to, or been found guilty of any criminal offence? (Excludes offences issued with an expiation notices ie speeding fines) Yes No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes No
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes No
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 Years of age) or towards any other person to whom you were responsible for providing education or other services? Yes No
5. Our process includes asking referees whether there are any child protection concerns in respect to you. Do you foresee any problem arising from this process? Yes No
6. Do you have conditions on your Teacher Registration? N/A Yes No

Please note: If you answered **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as a separate document)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or Principal's delegate) to discuss:

I wish not to answer one or more of the above questions and request that a meeting be arranged between myself and the Principal (or Principal's delegate).

Please note: If you wish to meet with the Principal (or delegate), you must submit your application at less one week prior to the closing date.

Further information and ongoing requirements:

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are accused, charged with, granted bail or convicted in relation to a sexual offence against a child, you are to immediately inform the **Principal** and must immediately cease providing services to Blackfriars.

Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration truthfully.

Applicant Signature: Date: / /

Declaration reviewed by the Principal of Blackfriars: Signature: Date: / /