



HEAD OF JUNIOR SCHOOL

JOB & PERSON SPECIFICATION

JUNE 2025



Position Description

Position Title	Head of Junior School
Employment Type	Full time-Fixed Term 5 years
Reports to	Principal
Teaching Load	0.2 Teaching

Purpose of Position

The Head of the Junior School is an important member of the Investigator College Senior Leadership Team with a vital role in ensuring that the Junior School is operating at an optimum level in all areas. The role involves a high level of community engagement, effective communications, staff wellbeing and development, and leading and modelling best practice teaching and learning.

KEY RESPONSIBILITIES

- Lead, manage and develop the Junior School to ensure that the specific needs of each Junior School student are met in relation to teaching and wellbeing.
- Manage, lead and nurture Junior School staff and the Junior School leadership team.
- Develop partnerships between the College and home by actively engaging with families in positive and meaningful ways.
- Contribute to and implement the Strategic Plan within the Junior School to enhance the educational outcomes for all students.
- Ensure the smooth running of Junior School events across the academic year, including school tours, Grandparents' Days, Open Days, information evenings etc.
- In conjunction with Principal and Marketing and Community Engagement Manager, identify, market and communicate the features of the Junior School to existing and prospective parents and the wider community.
- Maintain a detailed knowledge and understanding of the Australian curriculum and contemporary pedagogical approaches.
- Ensure Positive Education is woven into the fabric of the Junior School, along with Sustainability, Enterprise and Digital Technologies.
- Oversee and ensure smooth facilitation of the camps program.
- Work collaboratively with other staff and leaders to facilitate effective student transition from the ELC and to the Junior School, as well as for the commencement of new students.
- Oversee the calendar for Junior School and contribute to the College calendar for the academic year to ensure that Junior School events are relevant, timely and clearly communicated.
- Work closely with the Principal and Senior Leadership Team to lead, initiate and contribute to designing, developing and articulating the strategic direction for the College.
- Work with the Senior Leadership Team to drive collaboration between ELC, Junior School and Senior School to ensure delivery of a superior and high-quality educational experience for students.

- Ensure that curriculum differentiation remains a focus, as well a focus on our four aspects of respect: of ourselves, of others, of animals and the environment.
- Collaboration with other Heads of Junior School through Independent Primary School Heads of Australia (IPSHA) membership and involvement, as well developing a network with other Anglican Colleges.
- Manage Junior school publications and contribute to Investigator College newsletter.
- Other duties as required by the College.

KEY ACCOUNTABILITIES

- Liaise with the Business Manager and Assistant Business Manager to effectively manage the budget and resources for the Junior School.
- In conjunction with the Junior School Teaching and Learning Leader and the HR Manager, lead and ensure Professional Development plans are in place for all Junior School teaching staff.
- Introduce and/or identify strategies to attract new and sustain current enrolments in Junior School.
- Sustain current enrolments in Junior School and assist in the attraction of new students.
- Initiate and/or support staff wellbeing strategies in the Junior School and across the College.
- Assist in the recruitment of exceptional teaching staff to ensure standards of best practice are maintained.
- Responsibility for performance management and outcomes for all Junior school teachers.
- In conjunction with other leaders, use data to drive improvement in student outcomes and teacher effectiveness.

WORKING RELATIONSHIP	
Internal <ul style="list-style-type: none"> • Principal • College Senior Leadership Team • Junior School Leadership Team • Teaching staff 	External <ul style="list-style-type: none"> • Parents • Community • Association of Independent Schools of SA (AISSA) • Other independent schools and networks • Anglican Schools Networking Group • Independent Primary School Heads of Australia (IPSHA)

PERSON SPECIFICATIONS	
Essential	Desirable
Qualifications <ul style="list-style-type: none"> • Tertiary qualification in education. • Registration, or ability to gain registration to teach in South Australia. • Valid Working with Children Check (WWCC) and other mandatory requirements. 	<ul style="list-style-type: none"> • Masters or equivalent qualification

<p>Experience</p> <ul style="list-style-type: none"> • Exceptional Junior School teaching record. • Leadership skills of a high order with demonstrated professionalism and a proven ability to guide, mentor and develop people. • A proven ability to work with a minimum of supervision, ensuring closure and delivery on intended results. • Exceptional interpersonal skills and the ability to relate to students, staff, parents and the wider community. 	<ul style="list-style-type: none"> • Experience in a senior leadership position or demonstrable potential to succeed in a leadership role. • Experience in building a connected school community, positive culture, student welfare. • A knowledge of, or willingness to acquire, an understanding of the legislation and policies of governments as they affect schools. • Experience delivering Positive Education and/or other wellbeing programs.
<p>Skills & Capabilities</p> <ul style="list-style-type: none"> • Proven ability to differentiate the teaching program to cater for the needs of all students. • Proven ability to provide effective pastoral care and assist students to achieve their personal best. • Strong interpersonal skills, including an open and friendly disposition, the ability to listen effectively and the ability to relate to people from a range of backgrounds. • Outstanding verbal and written communication skills. • Superior organisational ability and demonstrated self-motivation and initiative in setting goals, prioritising work, managing multiple tasks and creating solutions. • Ability to develop and maintain positive relationships with key stakeholders within the College community. • Demonstrated ability to work as an effective and constructive team member and a willingness to fully participate in College activities. • Ability to develop, promote and implement new and creative initiatives. • Demonstrated personal resilience, including the ability to work under pressure and manage stress effectively. 	

<ul style="list-style-type: none"> • A high degree of confidentiality and professional judgement. • A high level of energy and vitality. • A collaborative, easy-going manner is preferred. • An enthusiasm for education and the wellbeing of young people. 	
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CONDITIONS OF EMPLOYMENT	
About Us Investigator College is a world-class ELC to Year 12 co-educational Anglican College, located in beautiful Victor Harbor, south of Adelaide. Currently with approximately 750 students, the College has earned a reputation for academic excellence, outstanding wellbeing and service programs, broad subject offerings with a focus on innovation plus very strong community engagement. With a strong focus on sustainability and caring for animals, the College also boasts a highly regarded EcoCentre on the banks of Currency Creek.	
Our Mission Fulfilled, innovative, empowered for life.	
Our Vision First Choice educator on the Fleurieu.	
Our Values <ul style="list-style-type: none"> • Excellence • Creativity • Community • Sustainability • Respect 	
WHS Commit to protecting Work Health Safety and wellbeing for all staff, students and others by: <ul style="list-style-type: none"> • Complying with policies and procedures. • Comply with reasonable instructions in relation to health and safety. • Take reasonable care of your own health and safety. • Report all hazards, near misses and incidents. • Complete relevant Work Health and Safety training. 	
Performance & Training <ul style="list-style-type: none"> • Participate in an annual review of performance in the role and review of this Position Description. • Participate in relevant compliance and other work-related training and professional development as required. 	
Legal & Policy Requirements <ul style="list-style-type: none"> • Comply with all relevant policies and procedures. • Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments, DCSI Working with Children Check and National Criminal History check. • Adhere to the College Code of Conduct. 	
Special Conditions <ul style="list-style-type: none"> • Some out of hours work may be required by the College. 	



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.