



HEAD OF JUNIOR YEARS

JOB & PERSON SPECIFICATION

AUGUST 2025



Job and Person Specification

DETAILS	
Position Title:	Head of Junior Years
Sub School:	Reception to Year 6
Line Manager:	Principal
Reports To:	Principal
Commencement Date:	January 2026
Tenure:	Permanent

Tatachilla Lutheran College is an R-12 college located on 26 hectares of world-class beauty as the stage for deep learning and growth. The Head of Junior Years role requires an experienced Reception to Year 6 educator and leader, to invest in our exceptional Christ-centred, student-focused community.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles, values cultural diversity and recognises that all its employees have a contribution to make to ensure an equitable and harmonious working environment.

Tatachilla Lutheran College acknowledges that this school is built on the Traditional Country of the Kaurna people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

MISSION STATEMENT

Teaching the love of Christ to inspire hearts and minds for a fulfilling life and a better world.

VISION STATEMENT

We are a Christ-centred R-12 college, inspiring students to find their passions and flourish as future-ready, planet-sensitive, ambitious and compassionate learners.

ASPIRATION

Believe, Become, Belong

VALUES

Faith, Ambition, Courage, Growth, Kinship, Compassion

STRATEGIC DIRECTIONS

- Holistic Educational Experience
- Actively Spirit and Planet Sensitive



- Flourishing Community Culture
- Thriving Operational Systems

POSITION PURPOSE AND OBJECTIVES

The Head of Junior Years will be the Senior line manager in the Junior School and will be responsible to the Principal for all aspects of the Junior Years' operations in line with the College's strategic plan. The role requires authentic and visible faith leadership, inspired and nuanced by the Lutheran faith.

The Head of Junior Years will provide leadership for consistent execution of the College strategic directions, pastoral care, co-curricular, events and house in the Junior Years.

The Head of Junior Years will assume responsibility and accountability for staff in the Junior School, including collaborating with the Principal on staffing appointments. The Head of Junior Years will hold responsibility, and be accountable to the Principal, for activities and events that occur within the Junior School. The appointee will provide support and advice to the Principal and other leaders in the Junior years on all matters relating to the Junior School. The appointee will work closely with the Executive Team, R-12 Director of Teaching and Learning, Head of Middle and Senior Years, and the Assistant Head of Student Wellbeing in relation to their portfolios, to enable a cohesive educational experience for students and their families across the College.

The specific tasks outlined in this position description are not exhaustive and the demands of the role require flexibility to adjust to the changing nature of the College. Responsibilities may be varied as determined by the Principal (or delegate). The ability to perform any other duties as directed by the Principal is essential.

REPORTING / WORKING RELATIONSHIPS

- Responsible to the Principal.
- Convene R-6 staff meetings, professional learning community meetings, Junior Years leadership meetings, collaborate with R-12 meetings and implement college professional development initiatives.
- Act as the Senior Line Manager for Teachers and Coordinators within the Junior Years.
- Member of the Executive Team.

EXTENT OF AUTHORITY

The Head of Junior Years is responsible for all matters related to the Junior Years, including student well-being, staff support, collaboration with families, and implementation of the curriculum under the oversight of the R-12 Director of Teaching and Learning.

KEY RESULT AREAS (KRAs)

The Head of Junior Years role leads in the following domains:

Faith
Leadership
College Community and Communication
Student Experience of Teaching and Learning
Student Wellbeing
Staff Infrastructure
Staff Development

The responsibilities of the Head of Junior Years in each domain include:

Faith

- Demonstrate a visible and active respect and upholding of the Lutheran ethos of the College and articulate faith in a contemporary and accessible way.



- Provide leadership in prayer and devotion and other faith-related celebrations.
- Attend devotions, chapels, and other faith-related activities as required.

Leadership

- Plan, lead, and support the strategic and operational development of the Junior Years, in a manner that is consistent with the College's strategic directions, including timely reporting against College Strategic Plan objectives;
- Plan, lead and manage change processes within the Junior Years;
- Input into the development and maintenance of policy documents and compliance in conjunction with the Executive Team;
- Ensure that Junior Years activities comply with all relevant internal and external policies, procedures and reporting requirements;
- Support and guide Junior Years Leaders and teachers and promote their leadership development;
- Oversee the general welfare of all Junior Years staff and students;
- Implement necessary practices and procedures that promote and instill pride in the College and respect for people and property;
- Undertake any other required duties or projects, as directed, which are within skill level and competence;
- Undertake training to further develop knowledge and skills for self and others.

College Community and Communication

- Ensure continuous improvement in the planning, conduct and review of child-protection processes and procedures for self and staff;
- Foster harmonious home/school and broader community partnerships, including timely communication with parents through parent information meetings, written communications, and college procedures;
- Plan for special event days and ensure the effective communication of programs and special timetables;
- Prepare the agenda and facilitate Junior Years Professional Learning Communities;
- Contribute to meetings and committees as appropriate;
- Develop and nurture positive relationships and collaboration between the College, families, the local Lutheran community, and the wider community;
- Represent the Junior Years to outside bodies, including local business, services and professional bodies as appropriate;
- Be committed to undertaking both in and out-of-hours activities related to college promotional endeavours (school tours, enrolment interviews, visits to feeder schools);
- Carry out all duties in a spirit of Christian compassion and service, demonstrating the love of Christ to others.

Student Experience of Teaching & Learning

- Work with the R-12 Director of Teaching and Learning and Head of Middle and Senior Years to develop, promote, maintain and evaluate innovative curriculum programs, ensuring compliance with State and National standards;
- Foster the uptake of strategic and innovative pedagogical methods appropriate for the primary sector, integrating ICT;
- Oversight of student progress and wellbeing in the Junior Years and collaborate with whole college student wellbeing initiatives;
- Conduct interview/enrolment processes for new primary students;
- In consultation with relevant staff, support Learning Enhancement and Flourish programs with a clear understanding of allied health support, appropriate for primary aged students;
- Maintain oversight of the Junior Years camps, student wellbeing and leadership programs.



Staff Infrastructure

- Participation in selection of teaching and support staff as required.
- Facilitate induction and orientation of newly appointed teaching staff in conjunction with Head of People & Culture, R-6 Teaching & Learning Leader and Instructional Coach.
- Management of probation process and confirmation of appointment, staff appraisals, addressing poor performance and misconduct, support and mentorship for Junior Years teachers in conjunction with the Head of People & Culture and the R-12 Director of Teaching & Learning.
- Rationalisation of teaching staff workloads with the Head of Operations, and responding as necessary.
- Conduct Restorative Conferences for staff in conjunction with the Head of People & Culture as appropriate.
- Programs and monitoring of Student Teachers, including evaluation and reporting process in conjunction with the Head of Operations.
- Quality control of staff SEQTA documentation
- Contribute to a cohesive timetable structure that meets the needs of Junior Years students and staff

Staff Development (Professional Learning)

- Develop and maintain programs to support and enhance staff wellbeing in conjunction with the Principal, College pastor and Head of People & Culture;
- Maintain the Professional Development Program in collaboration with the R-12 Director of Teaching and Learning for Junior Years teaching staff, including:
 - Plan, conduct and review of Junior Years staff professional development and practice with reference to AITSL Professional Standards and Lutheran Education Growing Deep.
 - Performance management process (with the Head of People & Culture and Principal).
 - Evaluation process for Position of Added Responsibilities (with the Head of People & Culture and Principal)
 - Evaluation process for First Year Teachers and staff on probation (with the Head of People & Culture and R-12 Director of Teaching and Learning, and Instructional Coach).
- Classroom observation and discussions as part of staff Professional Development.
- In consultation with College leaders and Executive team, identify Junior Years staff professional development needs and opportunities.
- Support for staff to transition to full teacher registration or application for Highly Accomplished/LEAD teacher accreditation.
- Monitor and record Professional Development of Junior Years in conjunction with the Head of People & Culture.

STATUTORY COMPLIANCE

- Ensure continuous improvement in the planning, conduct and review of child-protection processes and procedures for self and staff.
- Ensure that all College policies and practices relevant to the role meet legislative standards and requirements; and maintain and further develop as required, in accordance with statutory laws, regulations, and College policies, personnel procedures regarding the monitoring of general working conditions for staff.
- Take reasonable care of their own and others health and safety in the workplace, including not performing duties whilst under the influence of drugs and/or alcohol.
- Follow WHS procedures, compliance and management any hazards/incidents and/or near misses, which may take place or be observed during the normal course of their duties.
- Follow all safety protocols, policies and procedures.



SELECTION CRITERIA

Applicants are sought from strategic-minded, experienced Primary Years leaders who are passionate and visionary about educating students and empowering staff. We seek leaders who are innovative role models in education, experienced with the unique nuances of primary aged students, and active in their faith. Strong leadership in child protection and Workplace Health and Safety is also essential. A Tatachilla College educational leader must be willing to work out of school hours, be community minded, collegial, reflective, loyal and confidential. We welcome leaders who lead with joy and aspire to continuous growth and innovation for our Christ-centred, student-focused flourishing community.

Education/Vocation Qualifications

- A registered teacher with demonstrated competence in the management of teaching and learning in the primary classroom.
- Accredited, or seeking to be accredited as a leader within Lutheran Education Australia.
- Holding academic qualifications in keeping with the level of responsibility and preferably including postgraduate study.
- Working with Children Check (WWCC) and successful completion of TLC Applicant Declaration form.

Personal Skills, Abilities and Values:

Skills:

- Demonstrate high level skills in establishing effective working relationships with staff, students and parents.
- Demonstrated ability, experience and extensive knowledge of Junior Years pedagogy, curriculum and developmental understanding of primary students.
- Demonstrate effective leadership skills in administration, interpersonal relations, communication, planning and programming in the Junior Years with the ability to inspire teachers and support staff.
- Conversant with, and experienced in, using information technology relevant to the role requirements.
- Effective communication skills across the College community.
- Operate with the upmost integrity, ensuring the confidentiality of all college operations.
- Work collaboratively and respectfully with other team members to ensure College Strategic Directions are met.
- Excellent management skills, including demonstrated ability to synchronise activities at macro and micro levels.
- High level consultative, negotiation and conflict-resolution skills.

Abilities:

- Demonstrated ability to conceptualise, plan and implement strategic developments and specific projects within the context of broad plans.
- Demonstrated ability to work with a team initiating and managing change
- Demonstrated ability to provide feedback to team members about the achievement of professional goals.
- Demonstrated ability to plan, implement and monitor administrative procedures.
- Ability to grow and empower other staff and leaders
- Demonstrated ability to inspire others, and to seek and respond to feedback from others for professional growth.
- Ability to self-regulate, self-reflect and maintain positive, personal wellbeing.

Values:

- Understanding of, and commitment to, Lutheran Education and its core values.
- A personal commitment to the College vision, mission and values underpinning the delivery of a Christian based education to students in the College community.
- A practising Christian with the ability to relate the gospel message to his/her role within the College and encourage a



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spirit of Christian care among staff, students, and families.

- Demonstrate the College values of faith, courage, compassion, kinship, ambition, and growth.
- Have a collaborative leadership style, demonstrating honesty, integrity, confidentiality and a high level of initiative.
- A passion for working with and supporting students on their journey through primary education, including demonstrated approaches, strategies and support for neurodiverse Reception to Year 6 students.
- Enthusiastic, dedicated, and energetic.

Experience and Knowledge:

Experience:

- Extensive experience in teaching and leading students and staff from Reception to Year 6
- Demonstrated organisational and educational leadership and a record of success in achieving agreed goals in collaboration with others.
- Demonstrated experience implementing change across an education setting.
- Experienced using information technology and data analysis relevant to the management of a sub-school.
- Demonstrated success in modelling and promoting effective teaching, learning and assessment practices for primary students and primary teachers
- Demonstrated modelling and promoting of staff and student wellbeing in a primary setting.

Knowledge:

- Effective knowledge and understanding of the values of Lutheran Education Australia and their implications for Lutheran schools.
- A working knowledge and understanding of the Framework for Lutheran Schools and its application to Ministry and Care.
- Knowledge of contemporary, evidence-based approaches to holistic education and wellbeing of Primary aged students and staff.

EMPLOYMENT CONDITIONS

The Head of Junior Years is employed under the general conditions specified in the Lutheran Schools Association Enterprise Agreement. A salary package commensurate with the role will be negotiated annually based on ability and expertise in meeting the challenges of this position.

A negotiated teaching load may apply.

PERFORMANCE STANDARDS AND REVIEW

An annual Performance Review is undertaken with the Principal to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

A six-month probation period applies.



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 8849.

Please Note

Your application will be automatically acknowledged by a return email.