



HEAD OF JUNIOR SCHOOL

JOB & PERSON SPECIFICATION

NOVEMBER 2025

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

Head of Junior School

Our Mission:	To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community.
College Department:	Leadership
Position Title:	Head of Junior School
Position Classification:	Leadership
Tenure:	Ongoing
Hours of Work:	Full-time with 0.2 FTE teaching
Working Relationships:	• Responsible to the Principal • Reports to the Deputy Principal • Line Manager for Pastoral Administration Assistant (Junior School) • Point of escalation for Heads of Village and Classroom Teachers regarding students in the Junior School • Member of the Leadership Team, Pastoral Care Team, & other teams as required • Works closely with Deputy Principal, Head of Teaching & Learning & Head of Senior School & Head of Middle School • Professional interaction with all students, staff, parents, volunteers, visitors & suppliers of Endeavour College
Special Conditions:	This position is employed under the conditions specified in the contract of employment

ROLE DESCRIPTION

Summary
The Head of Junior School plays a significant role in the leadership of Endeavour College by working closely with members of the Leadership Team, and in line with the strategic direction of the College to support the College realise its Mission. They will determine, develop and implement data driven decisions in consultation with the Principal to achieve excellence in educational programs and operations, and ensure the highest quality of learning, care, and spiritual development for students, particularly those within the Junior School. The Head of Junior School is responsible for: • Leading the development of Christian ethos and culture in the Junior School; • Providing leadership and oversight of the learning, well-being and engagement of Junior School students; • Working closely with the Head of Teaching & Learning to ensure curriculum development is appropriate to Junior School learners; • Supporting pedagogical practices with Teachers in the Junior School; • Working closely with the Head of Senior School, Head of Middle School, Heads of Village, and Classroom Teachers to ensure the effective implementation of the Pastoral Care program; • Ensuring that a Restorative Practices approach to relationship development is fostered through the Endeavour Way, including facilitation of formal restorative conferences; and • Modelling and leading spiritual development in their daily practice at the College. In addition to the Leadership responsibilities, as a Teacher within the College, the Head of Junior School will plan, organise, implement, and deliver an appropriate instructional program, that guides and encourages students to develop to their full potential. All teaching staff are expected to continually engage in professional learning and development to improve teaching knowledge and practices, including accreditation as required by Lutheran Education Australia (LEA).

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All work is to be performed in accordance with the Australian Institute for Teaching and School Leadership (AITSL) professional standards for Teachers, and aspire to the AITSL professional standards for Middle Leaders.

Responsibility, Accountability & Authority

- Responsible for all matters related to safety, pastoral care, and academic standards and progress of all Junior School students under the direction of the Principal
- Manage and maintain high standards of work and conduct of Junior School Classroom Teachers
- Work autonomously to deliver appropriate and relevant instructional programs, exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role
- Act as the College representative at professional networks such as LiLLC and AISSA
- Responsible for the safety, wellbeing, and academic progress of all students in their care

Statement of Key Outcomes & Associated Activities

The position encompasses key outcomes which have been collectively accommodated within associated activities under the following key outcomes, and include but are not limited to:

KPI's

- Provide leadership, mentoring, and direction to staff in relation to pastoral care and learning supports in the Junior School.
- Work collaboratively with the Director of Learning, Head of Middle School, Heads of Village, and Classroom Teachers to deliver high-quality programs that enable students to grow academically, spiritually, socially, and emotionally.
- Be responsible for and attend all Junior School and College events, including Connected School events, Junior Years camps, and parent evenings.
- Provide oversight and guidance for Classroom Teachers in the Junior School.
- Lead by example and monitor staff performance in collaboration with the Deputy Principal.
- Meet regularly with Heads of Village and Classroom Teachers to ensure clear communication, consistent expectations, and effective monitoring of student engagement and progress.
- Liaise with the Principal and Deputy Principal regarding professional learning needs of staff supporting the Junior School.
- Work with the Communications and Marketing Manager on Junior School communications (e.g., The Catch, The Anchor).
- Prepare and manage Junior School budgets, including capital requests.
- Consult with the Deputy Principal on any significant proposed changes or innovations impacting the Junior School.
- Participate in the recruitment of Junior School pastoral and teaching staff in consultation with the HR Manager.
- Oversee the work of LSOs in the Junior School including rostering, leave approval, and performance monitoring.
- Manage operational requirements such as allocation of students to Villages and oversight of student resources and facilities (e.g. iPads, lockers, etc.).
- Coordinate Junior School assemblies and chapels with the Deputy Principal and Ministry Team.
- Ensure all volunteers and contractors supporting Junior School learning meet Child Safe Policy requirements.

Christian Ethos and Culture

- Lead the development of Christian ethos and culture within the Middle School
- Foster the devotional life through assemblies, chapels, and daily class practices
- Lead programs that reflect the needs and faith development of Junior School Students, nurturing spiritual and community engagement

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Student Learning

- Ensure the effective application of the Vision for Learners, within the Junior School
- Model, and promote restorative and relational approaches to student engagement
- Support the Head of Teaching and Learning and staff with effective, developmentally appropriate curriculum and pedagogy
- Encourage innovative, research-informed teaching and learning practices suited to younger learners
- Monitor digital technologies supporting Junior School learning
- Oversee the monitoring and analysis of student learning outcomes in conjunction with the Head of Teaching and Learning and Heads of Village
- Coordinate parent information sessions and events relevant to the Junior School.
- Deliver high-quality teaching aligned with AITSL professional standards.
- Support and model the development of Village spirit across the College.

Pastoral Care / Student Welfare

- Work collaboratively with Head of Middle School, Head of Senior School, Heads of Village, College Counsellor, Ministry Team, and other staff in relation to the implementation of College programs that promote student wellbeing
- Oversee the transition programs for new students and those entering the College from early learning centres
- Ensure that appropriate supports and guidance are available for students via Classroom Teachers, Heads of Village, Counsellor and Pastor
- Lead the planning and coordination of Junior School camps and excursions
- Ensure all behavioural concerns are followed up appropriately using Restorative Practices.
- Support staff and parents in restorative conferences as required.
- Ensure documentation from student support processes is accurately maintained.
- Oversee student attendance and uniform expectations within the Junior School.
- Act as a Child Safety Officer, ensuring timely reporting of abuse or neglect in accordance with College policy.

Student Leadership

- Oversee the development and selection of student leaders in the Junior School
- Promote and support student voice and leadership opportunities across the Junior School

Communication and Promotion

- Promote Junior School activities through College communication channels, including social media and newsletters
- Foster parent involvement in Junior School events, information evenings, and Village activities
- Attend College and community events involving Junior School students and families

Other Duties

- Model the College ethos and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including but not limited to the Code of Conduct, and those relating to child protection, discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in faculty and school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace

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- Any other duties as required or instructed to undertake by the Principal

EMPLOYEE SPECIFICATION

Education & Qualifications
Essential • Relevant tertiary qualifications (i.e. Bachelor of Education) with post graduate studies in Educational Leadership (highly desirable) • Current Teacher Registration (South Australia) • Current and satisfactory Working With Children Check (WWCC) • Current mandatory reporting certificate (Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) • Current First Aid Training Certificate • Accreditation status as a Teacher in Lutheran Schools (highly desirable) • Active membership in relevant professional associations (highly desirable)
Experience & Knowledge
• A strong understanding of the principles of Lutheran education • A strong understanding of, and experience in the application of Restorative Practices in a schools setting • Demonstrated organisational and educational leadership with a record of success in achieving agreed goals in collaboration with others • Proven success in leading Junior School programs and staff • Demonstrated experience in effective leadership, administration, planning, and programming • Excellent interpersonal and communication skills (written and verbal) with the ability to develop effective professional relationships, and engage positively with people from a wide range of backgrounds • Demonstrated ability and experience in networking, and in building effective and supportive relationships with students and families • Demonstrated success in developing and implementing curriculum and pastoral care programs relevant to Reception to Year 6 students, and achieving objectives through structured planning processes • Familiarity with the Australian Curriculum and primary assessment practices • Understanding of contemporary and innovative pedagogies for younger learners • Proven ability to support staff professional growth and reflective practice • Passion for working with and supporting children in their formative educational years
Personal Skills, Abilities & Aptitude
• A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things • A practising Christian with the ability to relate the Gospel message to daily life in the College (highly desirable) • Significant experience, ability and willingness to collaborate effectively across a team, and a range of broader stakeholders both inside and outside of the College • Ability to inspire and lead staff in building a positive, collaborative culture • Ability to initiate, manage, and sustain change effectively. • Strong mentoring and feedback skills. • Commitment to professional growth and lifelong learning. • Sound budget management and resource planning skills. • Ability to negotiate budget requirements through consultation

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PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities.

KPI Area	Identified KPI
Leadership & Administration	• Collaboratively develop and implement Junior School programs and activities supporting student outcomes. • Provide operational leadership for smooth running of Junior School programs and events. • Oversee and mentor staff in relation to pastoral care and learning. • Seek feedback and professional growth opportunities through the Principal and Deputy Principal.
Christian Ethos & Culture	• Lead the development of Christian ethos and devotional life in the Junior School. • Model Endeavour Way values in all interactions. • Promote Restorative Practices in all relationships.
Student Learning	• Ensure effective implementation of the Vision for Learners in the Junior School. • Support innovative and engaging pedagogy. • Monitor learning outcomes and ensure continuous improvement. • Deliver teaching in line with AITSL standards.
Pastoral Care	• Design and oversee wellbeing programs supporting Junior School students. • Support transition programs for new and continuing students. • Foster student leadership opportunities. • Strengthen relationships with families to support student wellbeing and engagement.
Community Engagement	• Engages positively in College community and activities. • Models the expected behaviours and professional expectations of staff at Endeavour College. • Models the Christian ethos of the College, supporting and encouraging the Endeavour Way values. • Shows an understanding of Restorative Practices in their interactions with the broader college community.



HOW TO APPLY

Applications including a cover letter and CV should be addressed to 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.