



Head of Primary

1. Scope of Position

It is desirable, but not essential that the Head of Primary be an active member of Mueller Community Church, be regular in attendance and in good standing. The Head of Primary is a senior leadership position reporting to the Head of College for:

- strategic leadership in organisation and administration;
- continual renewal and improvement in the Primary School;
- management of Coordinators in the Primary School;
- culture and climate, including academic success, pastoral and disciplinary tone, morale of staff and students, appearance and appropriateness of the relevant sections of the campus resources;
- ensuring a close and effective working relationship is maintained with all staff
- providing leadership and guidance to staff and students in the Sub-School;
- overseeing the delivery of curriculum and pastoral programs, student discipline and at all times models exemplary professional standards.

2. Specifics of Position

Personal Attributes

The Head of Primary is expected to:

- maintain a personal commitment to faith in Christ and belief in the Bible, consistent with the Mueller College Statement of Faith;
- have a sound knowledge of the Bible and the principal doctrines of the Christian faith;
- demonstrate a positive and cheerful approach to life with an engaging manner and personality, and carry out the role with humility, grace, dedication and enthusiasm, seeking to reflect Christ in service;
- have a strong work ethic, while still maintaining a proper balance between work, personal and family life.

Organisational Leadership

The Head of Primary is expected to:

- ensure the daily operation of the Primary School is efficient, caring and accountable;
- meet regularly with coordinators;
- oversee weekly student assembly in line with College vision;
- undertake new student interviews and tours;
- assist in the implementation of College policies;
- review and develop College policies in line with College vision;

- liaise with staff on curricular, co-curricular, pastoral and other organisational matters;
- participate in the collegial processes of strategic planning, problem-solving and evaluation of activities;
- monitor the professional conduct and demeanour of the Primary School staff;
- attend school functions, parent meetings and staff gatherings as required;
- demonstrate an active and frequent presence in classrooms, on camps and excursions and in the wider life of the College.

Leadership in Curriculum, Pedagogy, Teaching and Learning

The Head of Primary is expected to:

- work closely with Senior Leadership, curriculum leaders and teaching staff to ensure the students' pastoral needs are advocated for in the design and delivery of curriculum;
- be involved in the strategic planning of all curriculum matters ensuring a Biblical worldview is maintained;
- ensure teaching and assessment practices are appropriate to the high standing of Mueller College;
- ensure pedagogy and assessment practices are appropriate, while maintaining solid foundations in basic learning;
- ensure that there is constant attention to improving academic excellence and the achievement of the best possible grades for all students;
- ensure that the particular needs of students are met in regard to Special Needs, Learning Assistance, and Gifted and Talented students;
- ensure that staff in the Primary School use up-to-date technologies.

Leadership in Pastoral care

The Head of Primary is expected to:

- ensure that pastoral care programs meet the needs of students in a challenging and changing world;
- ensure academic staff are actively engaged in the delivery of pastoral care programs;
- provide professional learning opportunities for staff to remain relevant in their care of students;
- actively research and develop a strategic direction for the pastoral care of students;
- guide the development of effective and relevant pastoral programs in collaboration with the Pastoral Care Committee and coordinators;
- maintain effective communication with the Pastoral Care Team;
- be a visible and active presence on campus, both in and out of the classroom;
- follow College policies with regard to Child Protection;
- maintain positive relationships with the student body.

Leadership in Student Behaviour Management

The Head of Primary is expected to:

- regularly review and update the College Behaviour Management Policy;
- actively research student management practices to inform policy and teacher practice;
- maintain effective measures for ensuring appropriate student discipline;
- ensure that no student hinders others from learning, or to make them feel unsafe;
- implement the College Behaviour Management policy;
- maintain standards of uniform and punctuality;
- ensure the development of the College behavioural culture in ways that demonstrate an appropriate compatibility of standards across the whole College, P – 12;
- report to the Head of College more serious student behavioural issues;
- make recommendations to the Head of College for student exclusion.

Leadership in Human Resource Management

The Head of Primary is expected to:

- supervise and support teachers and teacher-aides directly involved in the relevant Sub-school;
- be accessible to staff in appropriate ways that are made known clearly to staff, and maintain excellent levels of communication with staff;
- lead Primary staff meetings;
- be part of the staff goal setting and provision of relevant professional learning;
- be actively engaged in the pastoral care of staff;
- maintain excellent levels of communication and professional relationships with staff;
- make recommendations to the Head of College with regard to professional learning to complement curriculum objectives;
- assist in the induction program and care for new staff members;
- assist staff to plan, monitor and manage their own career development;
- counsel and/or discipline staff in consultation with the Head of College.

Cultural Leadership

The Head of Primary is expected to:

- speak, write and act in ways to inspire and encourage parents and families in the College to live out the values of the Kingdom of God;
- ensure that a distinctively Christian worldview evident in practice in classrooms, as well as in co-curricular activities;
- represent the College at public events and College functions;
- maintain involvement with the Student Leadership processes;
- ensure that effective communication is maintained with parents and students, both personally and by all members of staff;
- create and maximise opportunities for students to achieve and to have that success recognised in formal and informal ways;

- ensure there is a quality program of sporting carnivals and events;
- think creatively and work collaboratively with the College leadership to continually lift the standards of excellence in the College.

3. Skills of Position

The Head of Primary is expected to:

- have a deep commitment to independent Christian education, and be able to articulate it and translate it into practice in the classroom, playground, office and staffroom;
- have a sound knowledge of the Bible and the principal doctrines of the Christian faith;
- be an outstanding educational and personal leader, able to manage and inspire staff, parents and students;
- demonstrate high level of relational skills, including communication skills and an ability to motivate, lead and inspire students and staff and develop good working relations with parents;
- demonstrate effective conflict resolution strategies;
- work co-operatively and collaboratively as a member of a team;
- have high level of interpersonal, verbal and written communication skills, maintaining confidence where appropriate;
- have the ability to organise, delegate and co-ordinate;
- be self-directed, enthusiastic and highly motivated;
- honestly carry out a self-evaluation of all aspects of his/her role.

Appendix

Mueller College Mission Statement

The aim of Mueller College is to prepare students for life in the world and eternity by applying biblical principles through excellent education in a distinctly Christian environment.

Mueller College Statement of Faith

- **THE BIBLE.** The Bible is the inspired word of God, and is the sole authoritative guide in all matters of Christian faith and practice.
- **GOD.** The Godhead is a Tri-unity of Persons, Father, Son and Holy Spirit, of one essence, omniscient, omnipotent, and omnipresent.
- **MAN.** God created man in His own image and likeness. Man failed to obey God so that sin entered the human race, separating man from God. Fallen mankind is not able to save himself and remains in this state under Satan's dominion until receiving spiritual life through Christ.
- **SALVATION.** God, in grace, made it possible for man to be brought back to Himself, by sending His Son, Jesus Christ, into the world. Born of the virgin Mary, through the power of the Holy Spirit, true God and true Man, He was sinless in every respect. By His death and resurrection, He is able to save all who believe in Him.
- **THE CHURCH.** The Church is the company of all true believers, formed by the Holy Spirit into one body, of which Christ is the Head.
- **THE LOCAL CHURCH.** There are local expressions of this body termed local churches. The ideal is that they all come together on the common ground of faith in Christ for praise, prayer, worship and witness.
- **CHURCH ORDINANCES.** Baptism and the Lord's Supper are two ordinances of the Church. Baptism is that of believers only and by immersion. The Lord's Supper is commemorated by believers in the breaking of bread, emblem of Christ's broken body, and drinking of wine, emblem of Christ's shed blood, until His second coming.
- **THE SECOND COMING.** The Lord Jesus Christ will return as Lord, King and Judge.