



Oakleigh Grammar

Position description

Position Title	Junior School Head of Teaching and Learning
Campus	77 – 81 Willesden Road, Oakleigh
Appointed by	Principal
Responsible to	Head of Junior School
Employment Type	0.8 FTE

Overview

- Manage all aspects of delivery of curriculum from Prep – Year 5 and actively support curriculum development, audits and change processes.
- Be accountable for student achievement in the Junior School.
- Oversee resources for teachers to effectively implement curriculum including; online licenses, ordering of student books, ordering, cataloguing and auditing classroom and teacher resources.
- Oversee Junior School curriculum budgets
- Arrange and deliver the Parent Helper Course
- Assist, coach and support staff through the appraisal process
- Model effective teaching and learning practices through informal and formal observations of curriculum delivery
- Mentor and Coach staff in the delivery of curriculum.
- Sign off on JS excursions and incursions, before they are submitted for approval by Head of Junior School.
- Coordinate and run Staff Meetings / Professional Development for Junior School staff.
- Attend meetings to assist in the Pastoral Care of students

- Oversee events related to curriculum in the Junior School including, but not exclusively; Premiers Reading Challenge, 100 Days of School launch and celebration, Literacy and Numeracy Week, Science Week, Book Week, Environment Week, Clean Up Australia, Life Be in It.
- Fulfil duties as requested by Heads of Faculty
- Be an active member of the Education Committee and Strategic Plan Project Committees.
- Revise, write, review Junior School Report formats and content and report any template problems
- Create and distribute the Report timeline, including buddy system
- Read and edit report comments.
- Support staff in the delivery of Inquiry and Inquiry planners and 21st Century thinking skills.
- Support staff in the delivery of explicit Literacy and Numeracy.
- Work within classrooms to teach, support and extend students.
- Assist the Head of Junior School in the employment of teaching staff
- Develop a transition program for students entering the Junior School.
- Coordinate the transition program throughout the year.
- Assist the Head of Junior School in conducting School Tours pertaining to the Junior School.
- Assist the Head of Junior School in conducting Confirmation Interviews for students entering the Junior School.
- Mentor new staff members to the Junior School.
- Mentor VIT provisional staff, their projects and teacher mentors.
- Support the Leader in Me Facilitator to enhance student love of learning and increased student achievement across the School
- Support the strategic plan for TLIM process and continual improvement
- Support the Head of Junior School