



APPOINTMENT OF HEAD OF PRIMARY

Bishop Druit College
March 2024



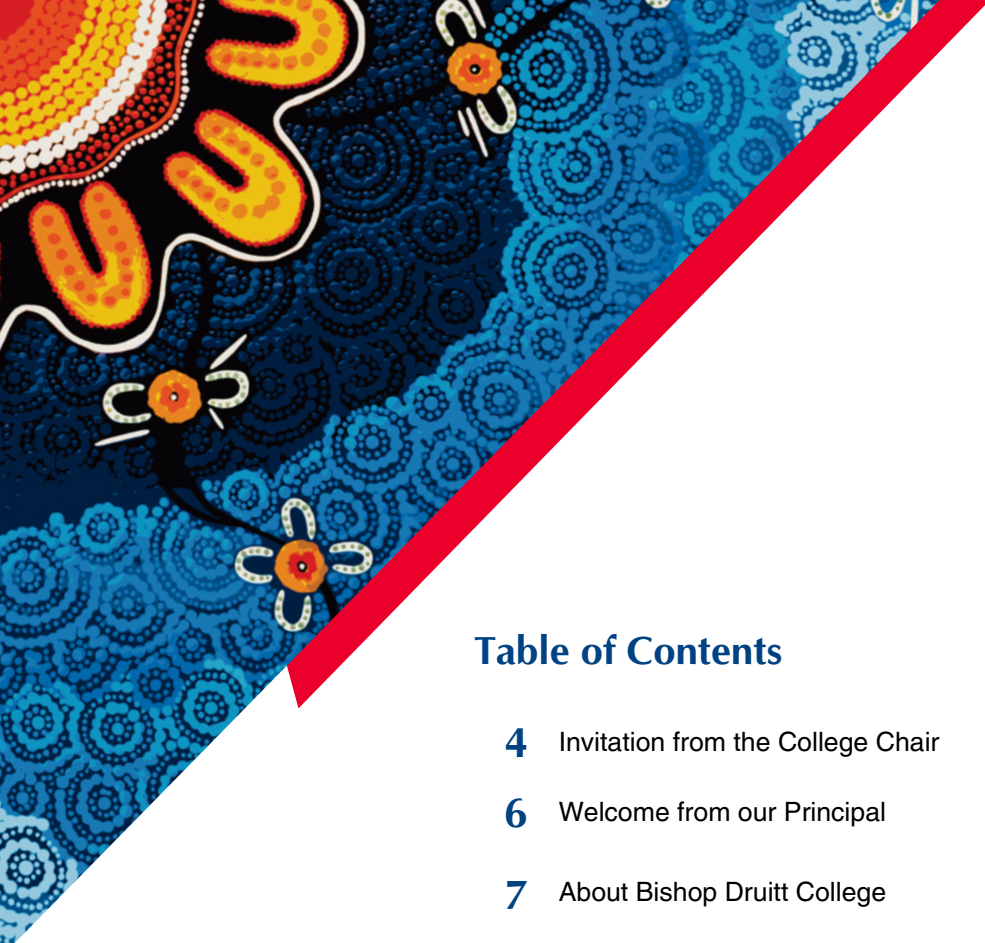


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Key Dates

Application closing date	17 June 2024
Screening interviews	24 June 2024
Panel Interviews (Round 1)	1 July 2024
Panel Interviews (Round 2)	5 July 2024

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Invitation



Greetings.

On behalf of the College Council at Bishop DrUITT, I am delighted to announce the search for our next Head of Primary who will lead our dynamic primary years community into its fourth decade.

Reflecting on our 30-year journey since inception, we take immense pride in our recent expansions and steadfast adherence to the Anglican tradition. Our College ethos, encapsulated by the motto "Faithfulness in Service," underscores our commitment to nurturing empathetic, resilient, and globally-minded individuals. We aspire for our students to embody optimism and reflectiveness and to become active contributors to a diverse world.

In pursuit of this vision, we collaborate closely with our Principal, Mr Nick Johnstone, and the College Leadership Team to continually enhance our learning environment and support our dedicated educators with the necessary resources.

As a local independent institution, our vision is to set the benchmark for excellence in our region, fostering a culture of wellbeing amongst our staff, students, and parents, and carers. Our primary campus serves as a cornerstone of our community engagement, with many students beginning their educational journey with us. Additionally, we maintain strong ties with neighbouring Anglican schools, particularly Clarence Valley Anglican School.

Our students thrive on innovative learning opportunities, ranging from engaging with our Wellbeing Dog Barkley to participating in programs such as Godly Play, Kaizen, Talk for Write, and BDC Investigations.

Our K-12 campus promotes cross-disciplinary learning experiences, exemplified by collaborative initiatives like STEM and Science project learning in the Science Laboratories.

We envision our College as a hub of opportunity, where students are empowered to pursue diverse pathways, whether in trades, further education, or professional careers. Our Head of Primary will champion our Christian values, inspire our community, and foster an environment where every child can thrive academically, physically, socially, and emotionally.

We invite candidates who share our passion for education and community to consider joining our esteemed institution. Together, let us embark on the journey of shaping the next chapter of Bishop DrUITT College's legacy.

I warmly encourage you to consider joining our wonderful K-12 Anglican school.

Mr David Ford
Chair of Council
Bishop DrUITT College







Welcome from the Principal

Welcome to Bishop Druitt College, a beacon of educational excellence and innovation in the heart of our Coffs Coast community. As the principal of the region's premier school, I am pleased to extend a warm invitation to you to consider joining our community in the key role of Head of Primary.

At Bishop Druitt College, we are committed to nurturing academic achievement and holistic development. With a focus on unparalleled pastoral care and innovative teaching methods, we provide our students with a foundation that extends far beyond the regular classroom expectations. Our primary school curriculum is designed to challenge and inspire, offering unique experiential learning opportunities that set us apart.

As we search for a new Head of Primary, we seek an individual who embodies our values and possesses the vision and dedication to continue cultivating a culture where students and staff can thrive. We are looking for someone passionate about shaping young minds, dedicated to fostering a dynamic learning environment, and committed to empowering all members of our community to reach their fullest potential.

If you are ready to lead with creativity, compassion, and unwavering commitment, we invite you to become an integral part of our vibrant community at Bishop Druitt College. Together, let us continue to inspire excellence and make a meaningful difference in the lives of our students.

Mr Nick Johnstone
Principal
Bishop Druitt College



About Bishop Druitt College



Our History

Bishop Druitt College, situated in the picturesque coastal town of Coffs Harbour, was established in 1994 to create an opportunity for local students to have a high-quality independent school education. Named in honour of the esteemed first Bishop of the Diocese of Grafton, the Right Reverend Dr Cecil Henry Druitt, the college stands as a testament to his unwavering commitment to youth empowerment and fostering deep faith. Initially envisioned as a sister school to The Armidale School, Bishop Druitt College embarked on its journey with 57 primary students three decades ago.

However, what began as a modest endeavour soon burgeoned into an educational powerhouse within the region. The college's dedication to academic excellence and holistic development swiftly garnered attention, leading to a remarkable influx of students. Within its first decade, Bishop Druitt College's student body swelled to over 1000, underscoring its burgeoning reputation for delivering quality education. Today, the college stands as a thriving community, with nearly 1300 students supported by a committed faculty of 180. Among them, 525 young learners engage in the enriching primary years program, laying the foundation for their educational journey.

Central to Bishop Druitt College's ethos is its commitment to providing a truly integrated K-12 learning environment. With a focus on innovation and global preparedness, the college offers primary students access to a plethora of cutting-edge curriculum opportunities and state-of-the-art facilities. Embracing a world-prepared outlook, the college actively participates in international exchanges and student conferences through its membership in the Round Square Network, further enriching the educational experience and fostering global citizenship among its students. As Bishop Druitt College continues to evolve and flourish, it remains steadfast in its mission to nurture the next generation of leaders and thinkers guided by the principles of faith, excellence, and community.



Governance



Bishop Drutt College is a member school of the Anglican Diocese of Grafton and is supported and governed by the Bishop Drutt College Council. This body supports the Principal and the Business Manager in moving the strategic vision into operational reality.

The College Council members are:

David Ford (Chair)

Tanya McManus

Darren Jameson (Deputy Chair)

Heather McKinnon

Hayley Harris

Kylie Cameron

Ben Hodgson

Rev Nathan Dean



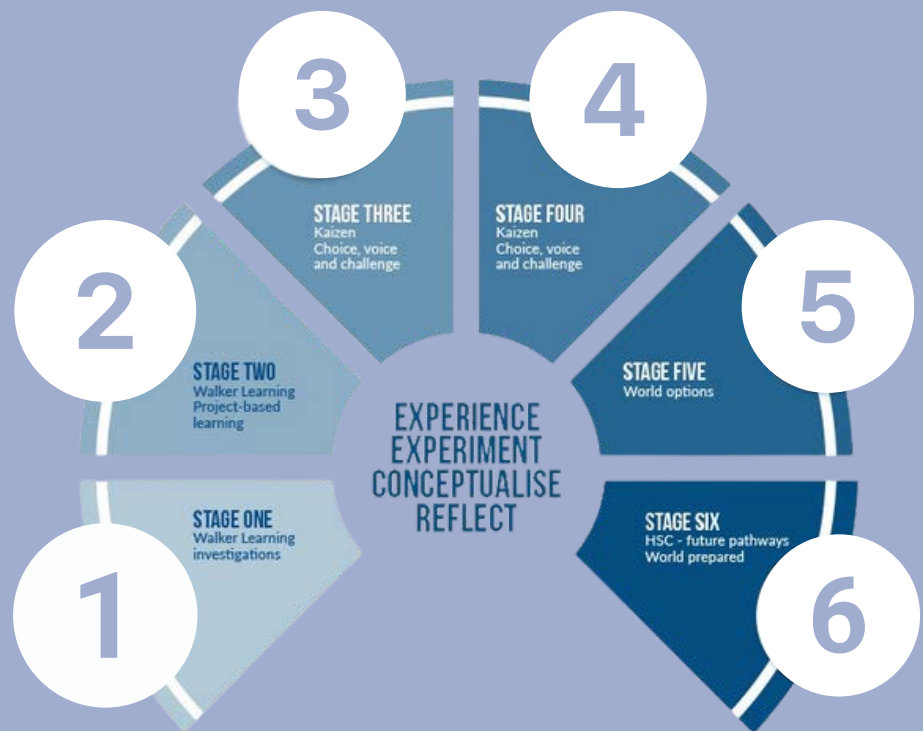


The Bishop DrUITT College Way Has Five Tenets:

- 1 Prioritise Wellbeing
- 2 Empower For Life
- 3 Embrace Diversity
- 4 Pursue Excellence
- 5 Serve Our Community

Bishop DrUITT College upholds rigorous standards in all facets of daily college life, known as 'the Bishop DrUITT Way.' This ethos fosters character development, community building, and the preparation of students for the global stage. It serves as the cornerstone of our school community, fostering enduring connections among its members through structured activities and personal relationships.

Embracing every aspect of college life, it prioritises the holistic wellbeing and growth of each individual within the community. These principles form the bedrock of Bishop DrUITT College's vision, reinforced by our core values of mutual respect, integrity, inclusivity, courage, justice, and generosity of spirit.



Vision Statement:

Bishop DrUITT College was founded on the pursuit of excellence, with the vision of creating a premium K-12 independent educational experience for the children of the Mid North Coast of NSW. At Bishop DrUITT College, we see the balance between an outstanding academic environment and a safe and caring pastoral community as being the key to producing world-prepared citizens.



Future Minded School

The College Leadership Team (CLT) has spearheaded a transformative phase reshaping our K-12 learning environment into a forward-thinking student-centric community.

Our evidenced-based innovative journey has been enriched by collaborative research and reflection, including insights from internationally renowned thought leaders and reputable organisations and programs such as:

- Round Square
- The Rites of Passage Institute
- Future Schools with Valerie Hutton
- Designing for Deep Learning
- Talk for Writing
- Walker Learning
- Multisensory Structured Language
- Southern Cross University
- Macquarie University
- AISNSW

As we conclude our current strategic plan and look ahead to defining our future direction, our focus remains on fostering innovative approaches and strengthening connections with world-leading organisations and educational pioneers. In the pursuit of a future-minded strategic plan, the Head of Primary will lead efforts to reinforce existing practices while adapting to emerging strategic intents. This will involve active participation in AISNSW-partnered initiatives such as Designing for Deep Learning, the Teachers Hub, and the Waratah Project. Prospective candidates are also encouraged to possess familiarity with or experience in middle schooling frameworks.

Each Head of School bears the responsibility of driving continuous improvement and cultivating leadership at all levels within our institution. The ability to nurture the growth of team members, both emerging and established, in daily operations and school-wide projects is paramount to our retention and professional development strategy. Effective leadership within the Bishop Druit College culture entails coaching, and mentoring to foster the leadership potential of our staff.



Resources

- <https://www.bdc.nsw.edu.au/college-life/learning-and-teaching>
- <https://ritesofpassageinstitute.org/>
- <https://www.roundsquare.org/>
- <https://www.youtube.com/watch?v=d-dyycMXync>
- <https://www.aisnsw.edu.au/teachers-and-staff/teaching-and-learning/designing-for-deep-learning>



STRATEGIC INTENTS

Ngaaljan

01

Promote and Enhance
Student Wellbeing

Buurrji bangarr-bangarr

02

Learner at
the Centre

Mindajagal

03

Enhancing Beyond
the Classroom

Mindajygam
gurrnuwajygam

04

Inspiring
Professionals

Ngaaljan-bawjaygal

05

Sustainability,
Renewal
and Growth

Barr waya



FAITHFULNESS IN SERVICE

Promoting and Enhancing Wellbeing



Discover Wellbeing at Bishop DrUITT College!

Nestled in the heart of Gumbaynggirr Country, Bishop DrUITT College (BDC) is more than just a learning institution—it's a thriving community dedicated to nurturing the wellbeing of every individual.

At BDC, we prioritise character development, fostering a sense of optimism, purpose, and resilience that forms the cornerstone of our connected and meaningful community. Our approach to wellbeing encompasses the physical, emotional, social, cultural, and spiritual development of all our students, ensuring a holistic approach to education.

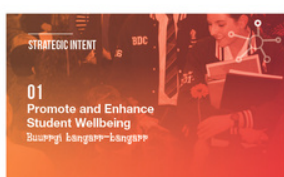
Diversity and inclusivity are celebrated here, as we believe in empowering individuals to flourish because of their personal stories, not despite them. Our commitment to promoting resilience means that every student is equipped with the tools to navigate life's challenges confidently.

In the Primary years, pastoral care is at the forefront of our mission. Led by the Head of Primary in collaboration with the K-12 Director of Student Wellbeing, Primary Stage Coordinators, and the Primary Wellbeing teacher, our team ensures a nurturing environment where every student can thrive. This dedicated group, supported by the Primary Director of Learning and Teaching, works tirelessly to support students in reaching their intellectual, spiritual, physical, emotional, and social potential.

But our care extends beyond students—we believe staff wellbeing is also key to fostering a culture of support. The Head of Primary plays a central role in aligning staff wellbeing with that of our students, ensuring a harmonious and supportive environment for all.

At BDC, every child has the right to be treated fairly and with respect, to be themselves, to feel safe and heard, to learn, to have fun, and to take pride in being part of the Bishop DrUITT College community.

Experience the difference at Bishop DrUITT College, where wellbeing isn't just a priority—it's the BDC Way.



<https://www.bdc.nsw.edu.au/college-life/enhancing-wellbeing>





At the core of our school ethos lies a steadfast dedication to nurturing well-rounded individuals – vibrant, compassionate, and forward-looking, equipped with a robust foundation to navigate life as globally-minded citizens. Central to our educational philosophy is the belief in experiential learning, where students actively engage in their educational journey, honing essential skills in literacy, numeracy, and subject-specific knowledge.

The “Learner at the Centre” principle aligns with our commitment to student-centric decision-making and fostering a future-oriented educational environment. As the linchpin of this approach, the Head of Primary, alongside the Primary Director of Learning and Teaching, ensures that each student's educational voyage progresses organically, building upon foundational competencies while delving into specialised areas across various Key Learning Areas (KLAs). Not only does this approach meet and exceed educational standards set by NESA and governmental bodies, but it also challenges students to surpass their perceived limitations.

Over the last 7 years, our innovative college staff have redeveloped our curriculum and timetable to create Kaizen (a multiage PBL electives curriculum), as well as having embedded the key experiential frameworks and pedagogies of Talk for Writing, Multisensory Structured Language, and BDC Investigations. The college has recently started the journey of Designing for Deep Learning, and the cultivation of the 6C's (critical thinking, creativity, collaboration, communication, character, and citizenship). This approach ensures that our students emerge from the primary years as active learners equipped with the skills and attributes necessary to thrive in the secondary years and an ever-changing world beyond school.



<https://www.bdc.nsw.edu.au/college-life/learning-and-teaching>





Primary Years - Stages 1&2

The Bishop DrUITT College journey commences in our links with a host of local preschools with our Little Movers Program. This exciting program is supported by a teacher and an early-year specialist and involves preschool visits and college visits using our bespoke programming. The college also hosts four playgroups, which are held weekly from Valla Beach in the south through to Woolgoolga north of Coffs Harbour. Additionally, BDC has several signature practices to support the transition of Kindy students and their parents into our community, including our Principal's Tours, Open Days, our Kindy Drop-In Saturday, and the staggered start to Kindy.

Our inspirational and caring staff have a deep knowledge of early childhood philosophies, focusing on direct instruction for foundational skills together with well-researched play-based strategies integrated into both investigations and inquiry methods.

BDC Investigations

This holistic teaching and learning approach is developmentally and culturally appropriate for children in early childhood. Investigation and inquiry is a pedagogy, not a program or tool.

In the primary years of education, investigations are designed to provide a balance of explicit teaching of literacy, numeracy, STEAM, and other curriculum areas, with time for children to actively investigate a range of skills and experiences for life. This is achieved either through planned play or projects, depending upon their age and stage of maturity.

Learning by design values, respects, and honours the individual child, views the child holistically, and considers emotional and social development of equal importance as academic success. The starting point and emphasis are relationships with a child and family and personalising their experiences to set each child up for success.

Neuroscience and developmental psychology are major disciplines that guide our pedagogical practice. Brain research states that children require a mix of explicit instruction and active exploration of their environment in learning experiences that reflect their own culture, environment, and community so that learning is truly relevant and meaningful.

Project-Based Learning

Stage 2 students engage in project-based learning throughout the year. Project-based learning (PBL) is a teaching and learning approach in which students learn by actively engaging in real-world and personally meaningful projects. This model of learning has emerged in education all around the world. This methodology is underpinned by the 6Cs of Designing for Deep Learning.

Project-Based Learning at BDC:

- Engages students in their individual learning journey.
- Offers students an opportunity to build confidence, solve problems, work in teams, communicate ideas, and manage themselves more effectively.
- Encourages students to use technology in authentic ways.
- Connects students and schools with communities locally and globally.
- Pedagogy provides real-world practice and application of the general capabilities, within curriculum requirements of content and skill development.



<https://www.bdc.nsw.edu.au/college-life/learning-and-teaching>





The Middle Years - Stages 3&4

In the middle years (Years 5 - 8) at Bishop Druitt College, students begin a robust, research-based curriculum tailored to their adolescent needs. Student wellbeing, student voice, choice, and challenge are key to their college experiences.

At BDC, we believe that student wellbeing underpins academic success. A holistic approach to knowing each student and their family is vital in providing all our students with the support they need to succeed.

The Kaizen Initiative

Originally developed as a high-potential learners program, our Kaizen Initiative now includes all students from year 5 through to year 8. Kaizen is a compound of two Japanese words that together translate as "good change" or "improvement." However, Kaizen in our context means "continuous improvement". Based on research and student's voice, we understand that our students are looking for 21st-century skills and desires for autonomy, choice, challenge, mentoring, leadership, and collaboration. The Kaizen Initiative offers a unique multi-aged experience for the students to develop the 6Cs of Character development, Citizenship, Collaboration, Communication, Creativity, and Critical Thinking. In recent years, students have solved problems related to fields of study such as robotics, filmmaking, marketing, philosophy, and high-performance sports, dance, and engineering.

Stage 5 - World Options

As our Year 9 and 10 students grow into confident young adults, it is important that they continue to see the relevance of their educational journey. At Bishop Druitt College, we integrate academics and wellbeing, thereby engaging students in an extensive suite of opportunities.

Our mission is to "light fires, not fill buckets" and by this, we mean that we support their developmental pathway aligning with their passions, talents, and aspirations. To motivate students to engage with learning, we have openly encouraged them to explore the curriculum.

World Options elective subjects give students greater voice and choice in their academic programs, with three elective lines being semesterised. This means that over the two years of Stage 5, our World Options students will have access to 12 exciting semester-long courses. This bespoke education will adapt over time to continually respond to the needs of our learners and our community.

Progress with us from Stage 5 to Stage 6 and join our 'Excelsior Journey'

The College offers a variety of accelerated HSC courses in Year 10, and this then extends into the Excelsior Journey for Year 11 and Year 12. Our Stage 6 students are challenged academically through to the HSC including TAFE and SBaT pathways or through to higher education and early entry for university programs.

Our full time Careers Pathways Coach together with the Head of Secondary, Director of Learning and Teaching, and our senior school co-ordinators support and guide our students to the pathway that supports their future aspirations. We are also looking to develop World Prepared students.



<https://www.bdc.nsw.edu.au/college-life/learning-and-teaching>



Enhancing Beyond the Classroom



Encouraging students to explore opportunities beyond the traditional classroom setting is a fundamental aspect of our educational philosophy. At BDC, we actively promote and support diverse activities catering to individual interests and passions. Whether it's participating in special interest groups, joining specialist activities, or engaging in extracurricular pursuits, every student is encouraged to march to the beat of their own drum and live their best life.

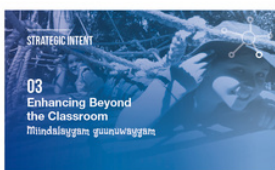
Our student body thrives on involvement, with a plethora of options available across different school stages. While there are specific opportunities tailored for Junior, Middle, and Senior years, many events and activities transcend these divisions. Our dedicated staff members seamlessly transition between campuses, providing guidance and coaching across various levels and disciplines. For instance, a primary teacher might assist in a secondary musical while a secondary teacher may be coaching a primary rugby team.

In addition to our academic curriculum, sports play a significant role in our college community. From local rugby, basketball, and football club competitions to participation in regional pathways leading to representative competitions, students have ample opportunities to forge lasting friendships and explore new interests with our Club, the BDC Barracudas. We've also established specialised programs like the Athlete Development and High-Performance Programs to nurture sporting talent and excellence. Within this program students can be selected for our Sporting Academies such as Basketball, Golf, Football, Netball, and Rugby Union.

The performing arts also take centre stage outside our impressive performance curriculum. Our primary school, in particular, offers extensive music tutoring opportunities, both during and after school hours, allowing students to immerse themselves fully in the world of performing arts. There is a huge range of opportunities beyond the classroom in the Primary years including Primary Dance Clubs and Academies, Primary Drama Club, Year 3 strings, Primary Concert Band, there are even three Primary Choirs.

One highlight of our calendar is the Express Yourself Everyone (EYE) Festival week, where students engage in a variety of STEM, Visual Art, and Performing Art workshops and performances. This annual event has become a cherished tradition, leaving a lasting impact on students long after they graduate.

Opportunities beyond the classroom are deeply ingrained in the ethos of our college, encapsulated by the BDC Way and the BDC Advantage. Under the guidance of the Head of Primary, we continuously plan and promote a vibrant array of experiences, ensuring that every student can thrive in our dynamic learning environment.



<https://www.bdc.nsw.edu.au/college-life/learning-and-teaching>



Our Future



Bishop Druitt College has long been recognised for its forward-thinking approach towards education, exemplified by its continuous journey of growth and expansion since its inception. From its early days, the college has remained steadfast in its commitment to meeting the evolving needs of the community it serves. This dedication to progress is evident in the ongoing initiatives to enhance students' educational experience.

As part of our efforts to provide a comprehensive learning environment, Bishop Druitt College is currently undergoing significant developments. One of the key projects underway is the construction of an Integrated Learning Centre, which will serve as a hub for interdisciplinary collaboration and innovation. This state-of-the-art facility underscores the college's commitment to fostering a dynamic learning environment that prepares students for future challenges.

In addition to the Integrated Learning Centre, the college is investing in facilities promoting holistic development. A School Farm has been established to instil a sense of environmental stewardship and hands-on learning among students. Similarly, an Outdoor Education Centre in this same location is being planned at present and will offer opportunities for adventure and experiential learning, fostering resilience and teamwork.

Recognising the importance of physical well-being, Bishop Druitt College is also expanding its sporting facilities. A new School Gymnasium, equipped with modern training amenities, will cater to the fitness needs of students. Furthermore, the addition of two more basketball courts will provide ample space for both recreational and competitive play, promoting an active lifestyle among the student body.

The commitment to growth extends to the primary school level, with the construction of new classrooms designed to accommodate the expanding student population. These modern learning spaces will be equipped with the latest technology and resources to support innovative teaching practices.

Moreover, Bishop Druitt College is reaffirming its dedication to the arts by investing in a Performing Arts Centre. This future facility will serve as a creative hub where students can explore their music, drama, and dance talents, enriching their educational experience through cultural expression.

In essence, Bishop Druitt College's future-minded approach is not merely about physical expansion but is deeply rooted in its mission to provide a holistic education that empowers students to thrive in an ever-changing world. Through these initiatives, the college continues to uphold its excellence legacy while embracing tomorrow's challenges and opportunities.







Title: Head of Primary

Bishop Druitt College is seeking to appoint an outstanding educator to become our Head of Primary to help lead this integral part of the College strategically and with curiosity and innovation into our next chapter.

Position Summary

As the Head of Primary, you will assume responsibility for the daily operational management of the Primary school division, spanning from Kindergarten to Year 6. Working under the guidance of the Principal or their designate, your role encompasses the leadership of learning and teaching initiatives, ensuring the smooth functioning and academic success of the Primary School. Central to your responsibilities is the embodiment of the School's values, as well as providing support and guidance to the Principal and all stakeholders within our College community, including staff, parents, and students.

Your primary focus will be fostering constructive relationships within the community while offering guidance, support, and problem-solving expertise on a daily basis. Although the role entails direct oversight and decision-making authority, the overarching emphasis is on fostering collaborative efforts to achieve the school's strategic goals collectively. As the Head of Primary, you are expected to exemplify a leadership style that inspires others, adeptly manage challenges as they arise, and consistently demonstrate professional and positive conduct.

Performance Criteria

Qualifications

- Evidence of teacher education studies at a recognised Australian university or tertiary institution or equivalent.
- Ability to be accredited to teach in NSW by the NSW Education Standards Authority (NESA).
- Current First Aid/CPR and NSW Working with Children Check.

Experience

- 5+ years of Snr. Teacher or Leadership experience in a similar environment.
- Accurate working knowledge of the NESA stages 1 – 3 curriculums.
- Demonstrated commitment to fostering and participating in a positive team environment, including being flexible and adaptable to the changing needs of the team.
- Demonstrated strong computer literacy with MAC and PC Applications (including TASS, Complispace, Schoolbox, Google Apps, and e-mail).
- Maintain high levels of personal professionalism and confidentiality and support the ethos of the Australian Anglican Schools Association.
- Exemplary character and disposition whose judgments are currently respected in their school community and beyond.
- High degree of emotional intelligence with a working understanding of student wellbeing requirements for stages 1 to 3.



Duties and Responsibilities;

The Head of Primary is responsible for leading the teaching and learning in the Primary School, overseeing programs, assessment, reporting, and curriculum compliance. They will work with staff to foster an innovative, collaborative, and student-centred learning environment.

This role leads the Primary Leadership Team (PLT) and is an active member of the College Leadership Team (CLT) and as such also plays a key role in the development and implementation of various projects of a strategic nature.

Duties may include, but are not limited to;

Curriculum:

- Ensure NESAC compliance and college registration
- Ensure the provision of appropriate curriculum offerings for all students
- Develop appropriate strategies to disseminate curriculum information to staff, parents, and students

Pedagogy and Professional Growth:

- Promote excellent teaching and learning
- Analyse NAPLAN data using SCOUT software analysis for ongoing improvement
- Strengthen pedagogy through appropriate professional development
- Evaluate and maintain the quality of teachers' classroom programs
- Assist the Principal in the appraisal and appointment of teaching staff

Professional Practice:

- Work closely with Human Resources to implement teacher improvement processes in the Primary School
- Drive relevant professional development to support staff growth and the annual School Improvement Plan
- Ensure that the high teaching standards of the college are upheld
- Maintain consistent and transparent expectations of staff and students
- Identify key strategic professional development opportunities for Primary staff to maintain the highest teaching and learning standards in the Primary School

Assessment and Reporting:

- Oversee assessment and reporting policy development and implementation
- Monitor student progress

Financial Matters:

- Framing of the Primary School budget
- Management of the Primary School budget, including clear guidelines for all stakeholders
- Oversee grant applications generated within the Primary School and proactively seek out all available resources for grant opportunities.





Pastoral Care:

- Assist in the development of college policies concerning pastoral care matters within the framework of the college's stated mission
- Support students, parents, and staff in issues relating to pastoral care matters
- Work with the Primary coordinators and the Director of Student Wellbeing to ensure best practice in the care of students
- Work with the Assistant Principal (Head of Secondary) to ensure positive relations between all students and the development of whole college pastoral care initiatives
- Work with the Assistant Principal (Head of Secondary) and the Year 7 Coordinator to facilitate a productive transition to the Secondary School for Year 6 students
- Work with the Enrolments team, the Stage 1 (junior) Coordinator, and the Principal to ensure effective support and orientation of new entrants and kindergarten students.
- Support the Chaplains in their pastoral work in Primary
- Lead the Primary School Assembly and work directly with Primary years student leaders
- Participate in chapel services as required with the College Chaplains

Leadership:

- Ensure the most efficient deployment of staff in the Primary School
- Procure and allocate teaching aides as required
- Maintain teacher efficiency in terms of FTE across the Primary School, including deployment of staff in the event of long-term absences or vacancies
- Appropriately support the return to work of staff from long-term leave or illness
- Keep the Principal aware of developing staffing needs in the Primary School
- Partner with HR for talent acquisition of Learning Coaches (Teacher Aides) and/or Teachers as and when the needs arise

Leading Learning:

- Take the lead in discussions about pedagogical practice and student data with Primary staff
- Lead professional development sessions (and mentoring) for Primary staff – showing your expertise in teaching and learning innovations
- Drive the effective use of ICT in the Primary classroom
- Ensure all learning provisions are met with aid from the K-12 Learning Resource Centre

Teacher Support:

- Support staff in their interaction with students and parents through advice and action
- Strengthen teaching skills through appropriate professional development plans at faculty and individual level
- Monitor student progress as required or requested by staff, parents or administration
- Oversee learning support and talent development in the Primary School



The Role Continued

Special Events:

- Manage Primary presentation ceremony
- Lead Primary involvement in open days and Kindergarten enrolment events
- Live the 'Life of the School' through involvement in college events e.g. Grandparent's Day, Teddy Bear's Picnic, School Camps, Preschool, and Early Years Centre visits.

Enrolments:

- Liaise with the Enrolments Officer regarding vacancies in the Primary School
- Assist with forecasts of class numbers
- Conduct enrolment interviews and school tours with prospective parents and students
- Maintain maximum student numbers in each Primary class
- Work with the Principal on enrolment initiatives for the Primary years

Administration:

- Maintain an effective professional relationship with the K-12 Daily Organiser
- Ensure all Primary staff maintain accurate and confidential records of curricular and pastoral issues through the school's systems and procedures
- Monitor absences of students and staff, intervene when necessary with support from Student Services and Human Resources as needed
- Work with the Directors of Learning and Teaching to produce and maintain an effective Primary School timetable
- Support After School Care and Vacation Care with supportive management as required.

The Head of Primary position will carry with it a 0.2 FTE teaching load (although this may vary from time to time). In addition to the duties described, it is expected the role will be allocated other duties as required by the Principal from time to time.



Selection Criteria for Head of Primary Position



1. Educational Leadership and Vision: Demonstrated ability to provide visionary leadership in primary education, aligning with the ethos, values, and mission of an Anglican school. Strong understanding of contemporary educational practices and pedagogies, with a focus on holistic development and academic excellence.

2. Anglican Ethos and Values: Deep understanding and commitment to the Anglican faith, with the ability to integrate Christian values into all aspects of school life. Demonstrated experience in fostering a nurturing, inclusive, and spiritually enriching environment for students, staff, and the wider school community.

3. Strategic Planning and Management: Proven track record in strategic planning, organisational development, and resource management within an educational setting. Ability to develop and implement strategic initiatives that enhance the quality of primary education, foster innovation, and ensure the school's long-term sustainability.

4. Educational Pedagogy and Curriculum Development: Strong knowledge of primary curriculum frameworks, including the NSW Curriculum. Experience in curriculum development, assessment practices, and differentiation to meet the diverse needs of students while promoting inquiry-based learning or experiential learning.

5. Staff Development and Support: Demonstrated ability to lead, motivate, and inspire a team of educators, support staff, and administrators. Proven experience fostering a collaborative and professional learning culture, providing mentoring, coaching, and professional development opportunities to enhance teaching practice and staff wellbeing.

6. Student Wellbeing and Pastoral Care: Commitment to the holistic wellbeing of students, with a focus on fostering positive relationships, resilience, and social-emotional learning. Experience in implementing evidence-based pastoral care programs, behaviour management strategies, and support services to promote student welfare and inclusivity.

7. Community Engagement and Partnerships: Strong communication and interpersonal skills, with the ability to build and maintain positive relationships with parents, caregivers, alumni, and external stakeholders. Experience in engaging the broader community through events, initiatives, and partnerships that enhance the school's reputation and support its educational mission.

8. Governance and Compliance: Understanding of governance structures within a school setting, including compliance with relevant legislative requirements, accreditation standards, and Anglican Diocesan guidelines. Experience working collaboratively with governing bodies, boards, and regulatory agencies to ensure accountability and transparency in school operations.



Selection Criteria for Head of Primary Position



9. Continuous Improvement and Innovation: Commitment to ongoing professional learning, reflection, and innovation in educational practice. Ability to lead change initiatives, evaluate outcomes, and adapt strategies to meet evolving educational needs, technological advancements, and global trends in primary education.

10. Cultural Competence and Diversity: Respect for diversity and cultural sensitivity, with the ability to foster an inclusive and equitable learning environment that celebrates multiculturalism, Indigenous perspectives, and the diverse talents and backgrounds of students and staff.

How to Apply



Review our vacancy on Bishop Druitt College Careers Website:
<https://www.bdccareers.com/HeadofPrimary>

Send your CV and Cover letter addressing the attached Essential Criteria, letting us know how your skills and experience will support the growth and development of our BDC community and students to become World Prepared.

For any questions please contact Human Resources on hr@bdc.nsw.edu.au or (02) 6651-5644.



www.bdc.nsw.edu.au

