

JOB DESCRIPTION

Position: Director of Academic and Pastoral Care Junior School

Appointed by: The Principal

Report Directly to: The Head of Junior School

Commencing: January 2026

Overview:

The Illawarra Grammar School is a co-educational Anglican School located in the Illawarra, catering and caring for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The Illawarra Grammar Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business;
- is built around the pursuit of academic excellence; and
- cultivates an aspirational ethos that values and pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Director of Academic and Pastoral Care (Prep-Year 6) is a key member of the Junior School Executive, responsible for cultivating a culture of care and academic excellence through high-quality pastoral support and a strong commitment to each child's growth. This role integrates student wellbeing and academic monitoring through systems that are relational, proactive, and informed by data and Christian values.

As a leader within the school community, the Director knows students and families deeply, leads staff in best-practice approaches to care, and works closely with key teams to ensure that every student is supported holistically, spiritually, socially, emotionally and academically.

The load may be either full-time or part-time, according to the availability of the preferred candidate. All members of the Leadership team are expected to contribute to the Christian ministry of the School.

Duties and Responsibilities:**Wellbeing and Pastoral Leadership:**

- Lead the implementation of a whole-school wellbeing framework informed by Christian values, current research and relational practice
- Design and oversee proactive wellbeing and social-emotional learning (SEL) programs that promote belonging, resilience and emotional regulation
- Partner with the School Counsellor, Chaplain, Stage Coordinators and external professionals to support students with social-emotional or behavioural needs
- Ensure effective and timely communication with families that builds trust and transparency
- Model and promote restorative and respectful approaches in all interactions
- Develop student leadership programs (e.g. captaincy training and selection program).

Behaviour Support and Student Engagement:

- Lead and review the Junior School's Discipline and Behaviour Policy and Procedures
- Maintain clear and consistent expectations aligned with the School's values
- Oversee and support restorative responses to behaviour concerns, ensuring a balance of empathy, responsibility and growth
- Monitor behaviour trends to inform school-wide and stage-specific initiatives
- Provide coaching, mentoring and professional learning for staff on behaviour management and student care strategies.

Academic Care and Monitoring:

- Work closely with the Director of Campus and Director of Teaching and Learning to ensure academic and wellbeing tracking systems are aligned and responsive
- Oversee systems for tracking engagement, attendance and academic/pastoral progress
- Use data to identify early interventions, support planning and student progress tracking
- Maintain accurate records and ensure appropriate referrals and follow-up.

Transitions and Class Placement:

- Coordinate programs that support smooth transitions into Kindergarten, into and out of Year 6, and for new students throughout the year
- Lead the class placement process, ensuring decisions are equitable, strategic and student-centred
- Monitor adjustment and support students during periods of transition.

Child Protection and Student Safety:

- Ensure compliance with all Child Protection legislation and reporting requirements
- Serve as a key contact for student safety concerns; maintain thorough and confidential records
- Lead and deliver annual staff training and ongoing updates in child safety and safeguarding practices
- Review and refine safeguarding systems (Including e-safety) and culture across the Junior School.

Christian Formation and Spiritual Leadership:

- Ensure the integration of Christian values into wellbeing, behaviour support and academic care
- Work in partnership with the School Chaplain to nurture student faith journeys through chapel, prayer, pastoral conversations and faith-based initiatives
- Provide leadership in Christ-centred approaches to discipline and reconciliation
- Model Christian values and support staff in doing the same.
- Lead initiatives that reflect and celebrate the Christian identity of the School in partnership with staff, students, and the broader community.

Parent, Staff and Community Engagement:

- Develop strong relationships with families to support student care and development
- Communicate regularly via newsletters, assemblies and parent sessions to share wellbeing initiatives and encourage engagement
- Plan and host parent information sessions or events that support student learning and wellbeing
- Lead professional learning in the areas of wellbeing, trauma-informed practice, restorative practice and data-informed pastoral care
- Contribute to a culture of shared care, high standards and positive engagement across staff.

Leadership, Compliance and Visibility:

- Serve on the Junior School Executive and contribute to strategic planning and decision-making
- Stay abreast of research and developments in student wellbeing, behaviour and academic care
- Maintain strong visibility across the school, being present in classrooms, playgrounds, and school events
- Attend key Junior School events and support overnight camps and excursions as appropriate.
- Maintain a 0.4 (or pro-rata) teaching load.

Uniform and Student Presentation:

- Promote pride in appearance and personal responsibility
- Support consistent application of uniform expectations by students, staff and families.

Personal Attributes:

The successful applicant will have:

- Expertise in student wellbeing and pastoral care within a Prep - 6 context
- Strong understanding of behaviour support frameworks, social-emotional learning and child safeguarding
- Capacity to lead a Christ-centred culture of care, inclusion and personal responsibility
- Proven ability to mentor and develop staff through coaching and professional learning
- Outstanding interpersonal and communication skills, particularly in working with students, families and staff
- Experience in using data and systems to inform pastoral care, support and intervention
- Commitment to the Christian ethos, mission and values of The Illawarra Grammar School
- High-level organisational skills, attention to detail, and the ability to manage multiple responsibilities.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School and to be loyal to the Principal and publicly supportive of her decisions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings
- Employment will be subject to the provisions of the Independent Schools NSW/ACT Teachers CMEA 2025, or any industrial agreement that replaces that award
- A mandatory Child Protection check will apply.

Dr Julie Greenhalgh

Principal

July 2025