

JOB DESCRIPTION

Position: Head of Junior School

Appointed by: The Principal

Report Directly to: The Principal

Commencing: Term II 2026

School Overview

The Illawarra Grammar School is a co-educational Anglican School for students from Preparatory to Year 12. TIGS is widely recognised for delivering excellent educational outcomes within a caring Christian environment.

The School's Mission and Values affirm a commitment to quality teaching and learning that:

- places student learning at its core
- is holistic in nature
- equips students with essential skills for the 21st Century
- is built around the academic disciplines and enriched by interdisciplinary and transdisciplinary learning
- differentiates to meet the needs of every learner
- enables aspirational excellence to be achieved by all.

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 is essential.

Position Overview

The Head of Junior School provides strategic, educational and operational leadership for Pre-K to Year 6 and plays a central role in realising the School's strategic vision. The position ensures a nurturing, engaged and high-expectations environment for learning, shaping the culture, wellbeing and educational experience of students and families in alignment with the School's Christian identity and values.

The Head of Junior School reports directly to the Principal and is a key member of the Heads Team and Principal's Leadership Team.

Alongside the Junior School's Director of Teaching and Learning, Director of Academic and Pastoral Care, and the Director of Campus, the Head of Junior School is responsible for the day-to-day management, learning and teaching across the Junior School. The role also represents the Principal at Junior School functions and communicates the views of the Principal to staff, students and families.

Working closely with the Directors of the Junior School, the Head of Junior School ensures that all learning and wellbeing programs reflect the TIGS Learning Framework and the TIGS Colonnade Model, with a strong focus on academic rigour, explicit teaching, Christian formation and the holistic development of each child.

The Head of Junior School will teach approximately 0.2 FTE and model outstanding classroom practice.

Key Responsibilities:

1. Strategic Leadership

- Work closely with the Principal, Executive and School Council to implement strategic priorities within the Junior School
- Lead the development, implementation and review of the Junior School components of the School's Strategic Development Plan
- Foster external strategic partnerships that enhance learning and community engagement
- Represent the School with professionalism and integrity at internal and external functions, including community, promotional, performance and sporting events
- Actively promote and model the Christian faith and values at the heart of Illawarra Grammar
- Lead twice-weekly Junior School staff briefings, including staff-led Christian devotions.

2. Educational Leadership

- Be an outstanding classroom practitioner who models excellence in explicit, evidence-based teaching
- Lead high-quality teaching and learning in alignment with the TIGS Learning Framework, Colonnade Model, NESA requirements and current educational research
- Oversee all curriculum delivery, implementation of NESA syllabi, assessment systems and academic reporting
- Lead curriculum compliance and registration processes with the Director of Teaching and Learning (Junior School)
- Work with the Director of Teaching and Learning (Junior School), Director of Academic and Pastoral Care (Junior School), Stage Coordinators and Subject Coordinators to ensure progression, support and academic challenge for every student
- Oversee academic support, ensuring early identification and appropriate interventions for students with additional needs
- Foster an innovative, collaborative, student-centred learning culture among staff.

3. Wellbeing and Pastoral Leadership

- Lead and strengthen the pastoral care program across Pre-K to Year 6 in partnership with the Director of Academic and Pastoral Care
- Be a visible and relational presence in classrooms, playgrounds and shared spaces, maintaining strong connection with students
- Uphold all Child Protection requirements, ensuring that concerns are responded to promptly and in accordance with NSW legislation and the School's policies. This includes fulfilling mandatory reporting obligations, maintaining accurate records, and supporting staff to understand their responsibilities
- Meet regularly with School Counsellors and lead case management for students at risk
- Oversee Readiness Programs for Kindergarten and new students, working with Enrolments to ensure a warm and successful introduction to the School
- Promote high expectations for student behaviour, personal presentation and learning routines aligned with TIGS values
- Guide, mentor and support students to develop strong character, resilience, Christian formation and reflective learning habits.

4. Staff Leadership and Management

- Lead, mentor and support all Junior School staff, ensuring high standards of professionalism, collaboration and performance.
- Manage staff performance, including addressing concerns where necessary
- Assist the Principal with recruitment and selection of Junior School staff
- Lead staff induction, professional growth processes and ongoing professional learning aligned with the TIGS Learning Framework
- Monitor staff wellbeing and foster a supportive, positive professional environment
- Oversee daily operations, timetable, duty allocation and delegation of responsibilities with the Director of Campus (Junior School)
- Lead staff briefings and meetings, ensuring strong communication across the School.

5. Operations, Compliance and Administration

- Oversee the daily operation of the Junior School to ensure a safe, orderly and vibrant environment for learning
- Manage the Junior School budget, professional development budget and resource allocation
- Oversee the Junior School calendar, chair weekly planning meetings and coordinate major events
- Work closely with the Director of Operations and Facilities to ensure high-quality, safe and engaging teaching and learning spaces
- Oversee emergency procedures and ensure staff confidence in their implementation
- Ensure all risk and compliance processes are maintained for Junior School activities, events and excursions
- Oversee the integration and effective use of technology with the ICT Manager (Junior School)
- Contribute to the development and implementation of whole-school policies.

6. Community Leadership

- Communicate clearly with staff, families and students regarding Junior School policies, events and priorities
- Provide regular updates in the school newsletter and through other School publications
- Build strong partnerships with parents, responding to concerns and working collaboratively to support student wellbeing and learning
- Ensure positive exposure of the Junior School in the wider community
- Conduct enrolment interviews for entry into Pre-K to Year 6 and actively support Junior School enrolment processes, Readiness Days and parent programs.

7. Line Management

Provide effective line management that ensures alignment with strategic priorities to the:

- Director of Teaching and Learning (Junior School)
- Director of Academic and Pastoral Care (Junior School)
- Director of Campus (Junior School)
- Stage Coordinators
- Junior School Academic Support Coordinator
- Junior School Teachers and Support Staff
- Director of Pre-K
- Junior School Administration and Reception Team

Attributes:

The Head of Junior School has:

- excellent communication skills
- an eye for detail
- a visible presence around the Junior School
- a warm personality with a ready sense of humour
- a willingness to contribute to the wide education sector
- a strong Christian faith.

The Head of Junior School will also 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 (Teachers) Cooperative Multi-Enterprise Agreement 2025* or any industrial agreement that replaces that award.

Dr Julie Greenhalgh

Principal

November 2025