



Job Description

Title:	Head of Primary
Reports to:	Principal
Level:	Executive
FTE:	1.0
Employment Type:	Permanent
Start Date:	Term 2, 2026 (Preferably earlier by negotiation)

Position Summary

The Heads of School are responsible for leading excellence in teaching, learning, and student wellbeing. Appointed by the College Principal, they are entrusted with the effective implementation of the College's educational programs and strategic priorities.

In this role, the Heads of School set the tone and culture of the College, fostering a positive and collaborative environment that supports both staff and students. They are expected to inspire high morale among staff, cultivate an engaging and inclusive learning atmosphere, and ensure that students are supported to achieve their full potential—academically, socially, and emotionally.

Guided by the principle of *"What constitutes best practice for holistic student learning?"*, the Heads of School demonstrate a deep commitment to continuous improvement, staff wellbeing, and the development of a thriving educational community.

College Executive Leadership and Management

Focus

College Executives are focused on achieving the goals set out in the College Strategic Plan "Reach for Our Purpose"

Accountability

The SCBC Executive Team is accountable to the College Principal.

The College Executive Team (CET) consists of:

- The Principal
- Head of Primary School
- Head of Secondary School
- College Dean of Staff Development & Strategy
- College Dean of Co-Curricular & Academies



- Director of SCBC Child Care Centre
- Executive Business Manager
- Executive Assistant to the Principal & Board

General Responsibilities

The responsibilities of the Head of Primary include:

- Overall leadership of The Primary School, consulting as appropriate with the three Deputy Heads of Primary (K-2, 3-6, Wellbeing), sections of the College community - staff, students, and parents.
- Create, review and refine College policies relevant to The College together with the College Executive Team and the WHS Officer. This will be done in consultation with key stakeholders, always focusing on best practice.
- Responsible for the curriculum of The College and the shaping of its policies.
- Foster and encourage the spiritual and professional growth of the staff through in-service courses, professional reading, and giving guidance.
- Promote and participate in the spiritual, cultural and corporate life of The College.
- Ensure suitable, effective and efficient delegation of authority and clearly outline the duties and responsibilities of each member of staff.
- Exercise leadership within The College and accept the responsibility of decision-making.
- Responsibility for the admission (interviews and associated recommendations) of students to The College.
- In conjunction with the College Principal, be responsible for the financial budgeting allocated to the Primary School determining Primary staff FTEs, budget expectations and processes.
- Delegated responsibility for staff performance management.
- Responsibility for the success of his/her area of delegated authority.

Duties and Responsibilities

The Head of Primary oversees teaching, learning, and pastoral care from Kindergarten to Year 6. This role is accountable to the College Principal for the overall leadership, strategic direction, and day-to-day management of the Primary School.

Responsibilities include:

- Assisting the College Principal with Recruitment, induction and management of Primary staff.
- The provision of congenial working conditions.
- Relief Teacher/Staff management in conjunction with the Deputy Head of Primary Student Wellbeing
- Organise, facilitate and chair Primary School Leadership and Curriculum Meetings on a regular basis during the Academic Year.
- Arrange Primary School Board Reports for submission to the College Principal and Ultimately to the College Board as requested by the principal – generally monthly or twice a term.



- Supervision of primary staff (as well as support staff), including assessments of goals and annual Performance Reviews.
- Fostering the Christian ethos of the College in the Primary School.
- Overseeing professional development for Primary staff.
- All aspects of Curriculum Development and evaluation in the Primary School.
- Primary student wellbeing and discipline.
- Communications with professional organisations as appropriate for Primary schooling.
- Setting educational and Behavioural standards for the Primary School.
- Oversight of the Primary School Tuition Budget (including levies).
- Communication with parents regarding all aspects of the Primary School.
- Delegating the supervision of visiting teachers, practice teachers and other related staff as required.
- Oversee programs of studies for Primary students, including:
 - a) Organising the Classes and staff appropriately for each new year.
 - b) Ensure hours of instruction are within the School Registration Guidelines.
 - c) Strategies for the transition of students into each new year level in the Primary school.
 - d) Transition from Primary to Secondary School in conjunction with the Deans and Principal.
- Developing and maintaining a timetable suitable for Primary instruction and learning.
- Managing Assemblies, Awards Nights/Graduations, Orientations, Carnivals, Surveys, Classroom Meetings & Parent Progress interviews, Duty Rosters, Booklists, Parent Handbooks, Yearly and Term planners for the Primary School.
- Participate from a Primary's perspective in Open Nights and Open Days.
- Supporting related professional associations.
- Supervision of staff who work primarily in the Primary years.
- Supervision of Reports/Report Comments and reports on student progress in the Primary years of school.
- Organising orientation for students entering the Primary years of school.
- Operational oversight of all aspects of the camping program for Primary students.
- Overall supervision and reporting of the NAPLAN Testing procedures and other relevant competitions relating to the Primary School.
- Meetings with the College Principal when required.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To actively be a part of a Church or Christian community and exemplify Christian beliefs, behaviour, and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.
- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.



- Commitment to maintaining a child-safe environment in line with the College's values and policies.
- Current Working with Children Card.
- Current TRBWA registration
- National Police Clearance.
- Contribute to a safe and healthy workplace by:
 - Following WH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Other Matters

Note: This job description is comprehensive but not exhaustive, and duties may be varied at the discretion of the college in consultation with this role.

Position Held By:	
Signed:	
Date:	