



Frederick Irwin Anglican School
PART OF **AngliSchools**

Appointment of Head of Primary - Halls Head Campus



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Following the retirement of our current Head of Primary - Halls Head Campus, who has been a member of the School community for over 30 years, an exciting opportunity exists for a suitably qualified and experienced leader and educator.

Frederick Irwin Anglican School is seeking an outstanding Christian educator with a refined ability to think strategically and innovatively in a K-12 approach towards teaching and learning, school operations, curriculum, pedagogy, staff wellbeing and development, and to foster continuous improvement. The individual will be integral in leading and supporting the growth of Frederick Irwin Anglican School's students, staff and educational programs. The Head of Primary will be a relational leader with an outstanding track record for educational leadership.

The Head of Primary - Halls Head Campus is responsible to the Principal and will support the Principal in the day-to-day operations of the Halls Head Campus.

It is anticipated that the appointment will commence from Term 3 2025.

Applications are to be received no later than 4.00pm on 23 March 2025.

Further information about Frederick Irwin Anglican School is available on the School website: www.frederickirwin.wa.edu.au

AngliSchools

AngliSchools' are co-educational communities of excellence and educational centres of caring. Most offer a comprehensive Kindergarten to Year 12 education. They deliver excellence in education, stressing high achievement in traditional academic subjects, balanced by comprehensive co-curricular and vocational programs. These programs are underpinned by core Christian values and teaching in the Anglican tradition. Pastoral care and social justice are central to each school's outworking of the Christian faith within its community.

There are 16 schools as part of AngliSchools in Australia: Eleven are situated in Western Australia; three in Victoria, one in New South Wales plus the AngliSchools Language College.

AngliSchools provides policy direction and support in finance and budgeting, industrial relations and capital development. It also provides the curriculum framework and professional development for Religious Studies, assisting teachers to develop meaningful and engaging programs for students.

For further information about AngliSchools visit: www.anglischools.wa.edu.au



Frederick Irwin Anglican School

34 Years of Excellence

Frederick Irwin Anglican School has provided exceptional education for over 34 years and is the premier school in the Peel Region. The School opened in February 1991 with 175 students and in 2025 has 1827 students across two campuses.

The School is a co-educational, Kindergarten to Year 12 day school, serving Mandurah, Rockingham, Pinjarra, Waroona and surrounding districts. The original Meadow Springs Campus is located on a 17-hectare site bounded by Oakmont Avenue and Gordon Road, Mandurah. Our Kindergarten to Year 6 Halls Head Campus opened in Term 1 2018, and is a 4.2 hectare site situated in Seascapes and bordered by Karon Vista and Waxflower Vista.

The School's grounds and facilities have been developed considerably since foundation, with the most recent additions of the Halls Head Campus Early Learning and Administration Centre and Kwobadiny Sports Centre

The School continually aims to provide excellent facilities to further academic, cultural, sporting and musical opportunities for our students.



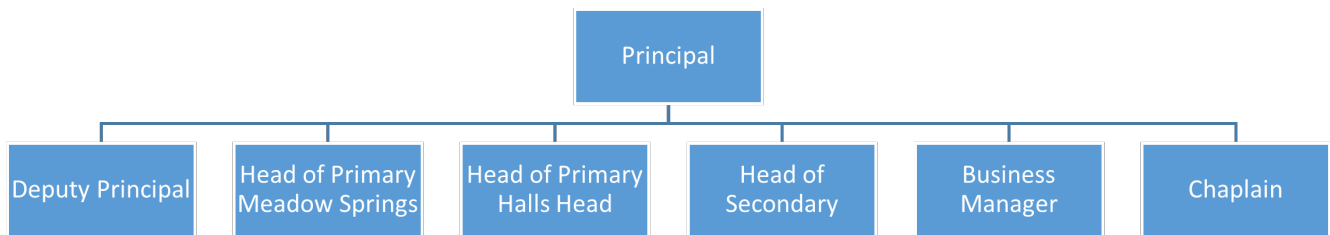
Executive Leadership

The Principal is responsible for implementing the vision and governing policies of School Council and for the management of the School. The Head of Primary is responsible for the day-to-day operational management of the school and is a member of the Senior Executive Team comprising the Principal, Deputy Principal, Head of Secondary, Head of Primary Meadow Springs, Head of Primary Halls Head and Business Manager. The Senior Executive Team report to the Principal.

The Extended Leadership of the School in addition to the Senior Executive Team includes Deputy Head of Secondary Teaching and Learning, Deputy Head of Secondary Pastoral Care and Service, Deputy Head of Primary Meadow Springs, Deputy Head of Primary Halls Head and the School Chaplain.

Each of the schools as part of AngliSchools within Western Australia operates under the AngliSchools Enterprise Agreement.

The School is a member of the Association of Independent Schools of Western Australia (AISWA) and AngliSchools. The Principal is a Member of the Association of Heads of Independent Schools of Australia (AHISA).



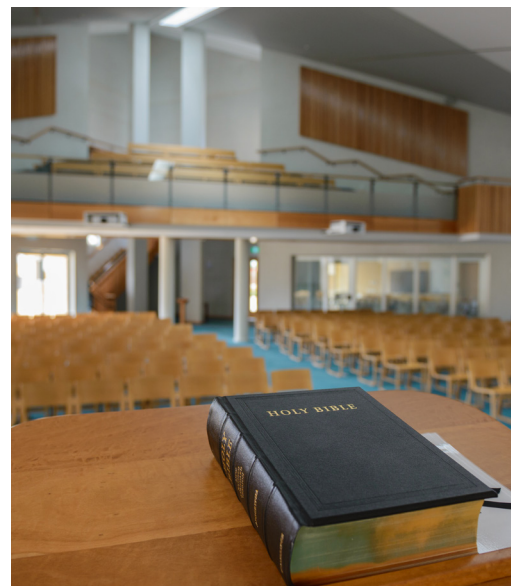
Anglican Identity

Frederick Irwin Anglican School is located in the Diocese of Bunbury and links with Christ's Church Mandurah as our Anglican parish. All students attend Christian Studies lessons and Christian values are modelled and taught in all areas of the curriculum.

The Christian ethos and our Anglican Identity is the foundation of school life and a Chaplain and Assistant Chaplain are employed full time in the School to encourage students to be thoughtful and considerate of others, respectful of differences and aware of their own personal worth.

Worship is given great importance, not only in formal School Assemblies, which are held regularly and include Anglican observances, but also in smaller groups and in innovative ways which appeal to younger children and adolescents, so that it is a natural and enjoyable part of the life of the school community.

The School Chapel is available for prayer and quiet contemplation.



Purpose and Values

Our Mission

To provide a high quality, inclusive, caring Christian education which encourages students to fulfil their potential.

Our Vision

As a school as part of AngliSchools, we are distinguished by our values, Anglican traditions, broad-based curriculum and holistic approach to education, with a smooth transition for students from Kindergarten to Year 12.

Our students are inspirational young people who show their care and compassion for others, both within our community and beyond.

Our dedicated staff, progressive learning environment, and engaging programmes motivate our students to be confident of their own abilities and strive to achieve their personal best. We promote academic achievement through a broad range of senior school pathways and each student is encouraged and supported to be a creative thinker and inquiring learner with a strong work ethic.

Our school community is inclusive and diverse. Our pastoral system, teacher/student relationships, peer support and friendly, welcoming culture provide a caring and safe environment for our students.

We focus on developing the 'whole' child and want all our students to acquire the skills, attributes and qualities to lead a fulfilling life and be good citizens of the 21st century, making a positive difference locally and globally.

School Motto

"The Truth Will Set You Free" is from John's Gospel Chapter 8 v.31-32.

"If you hold to my teaching you are really my disciples. Then you will know the truth and the truth will set you free"

Core Values

Respect
Responsibility
Honesty
Compassion
Courage
Inclusion



The Role of Head of Primary - Halls Head Campus

The Head of Primary must have current registration with the Teacher Registration of Western Australia and a current Working with Children Check.

FUNCTION

The Head of Primary will be responsible to the Principal for the day-to-day operation of the Primary section of the School (currently Kindergarten to Year 6). The Head of Primary is responsible in promoting a high quality, inclusive, caring Christian education which encourages students to fulfill their potential.

The Head of Primary – Halls Head also works closely with the Head of Primary and Deputy Head of Primary – Meadow Springs in collaborating across the Primary schools. It is expected that the Head of Primary promotes a Kindergarten to Year 12 approach in their dealings with other members of the Executive Team.

The Halls Head Campus is in a significant growth phase, moving from single stream to double stream. The successful applicant will be able to demonstrate leading change and growth.

The Role/Purpose

The Head of Primary School provides a clear vision for Frederick Irwin Anglican School Primary within the context of the whole school strategic plan and with a focus on the school Vision and Mission Statements. This position involves leadership, administration and interpersonal skills at a high level within the context of collaborative decision making.

Safe School Responsibilities

The position responsibility for promoting and safeguarding the welfare of children and young people for whom she/he is responsible, or with who she/he comes into contact with be to adhere to and ensure compliance with the relevant safeguarding, Child Protection Policy and Procedures at all times.

Relationships

Reports to: Principal

Direct Reports from: Deputy Head of Primary
Primary Coordinators
Primary Administration Officer
All Primary School Teaching Staff
Primary Education Assistants

External Current parents
Other AngliSchools Heads of Primary

Internal All Staff
Chaplain
Students
Marketing and Events
ICT
Grounds and Maintenance
Sub-school Heads and Deputies
Finance and accounts
Registrar
Psychologist/Counsellor

SPECIFIC DUTIES

Leadership

- Provide high quality educational leadership within the Primary School
- Oversee the effective running of the day-to-day operations of the Primary School
- Ensure maintenance of a high culture of behaviour, uniform and pride in the Primary School
- Set high standards for academic and pastoral care across the Primary School
- Capacity to build and maintain effective teams and develop cooperative and constructive working relationships that promote quality teaching and learning practices
- Initiate, plan and implement programs in response to new educational needs and priorities including pastoral care needs, service learning initiatives and wellbeing priorities
- Evaluate and critically reflect upon professional practice and assist and support colleagues to develop their own skills through involvement in professional development.
- Monitor and evaluate Primary School performance and pastoral care and wellbeing performance
- Demonstrate and model the school values
- Develop an ethos of high expectations
- Conduct annual performance evaluations on direct reports and provide ongoing, regular coaching for growth and development
- Provides insight and change management for the growth of the Campus

Strategic Planning

- Assist the Principal with strategic planning and review of Frederick Irwin Anglican School
- Develop an operational strategic plan for the Primary School that is in line with the School's Strategic Plan and Mission Statements
- Construct an annual Primary School Improvement Plan/National Quality Standards in Early Childhood consistent with the school's strategic plan
- Oversee the Primary Professional Development Plan in line with the School Improvement Plan.
- Evaluate, promulgate and implement all Primary School policies
- Evaluation requirements for the Primary School

Communication

- Promote Frederick Irwin Anglican School and the Primary School in a positive light at all time
- Demonstrate a high level of communication and interpersonal skills when relating to students, colleagues, parents and the broader community through newsletters, emails and electronic platforms.
- Oversee content of the Primary handbook and Primary staff handbook and provide content in relation to pastoral care, service learning and wellbeing
- Provide written reports on the works of the Primary School for the Principal or the School Council.
- Maintain appropriate communication with parents of Primary School students who have concerns in all areas of the Primary School in addition to welfare, pastoral care and discipline

Administration

- Manage Primary School budgets
- Responsible for the reporting process in the Primary School and delegating the operational aspects to the Deputy Head of Primary.
- Oversee and prepare, in collaboration with the Deputy Head of Primary and distribute the annual and term calendar for the Primary section of the School, and liaise with the Head of Primary – Meadow Springs to integrate the Primary calendar.
- Ensure that all resources (staffing, equipment etc) are effectively deployed
- Oversee the Primary School camps and co-curricular programs
- Coordinate Evacuation/Lockdown procedures in the Primary school
- Approve the allocation of funds for Primary School Professional Development
- Collaborate with the Secondary Leadership Team and Meadow Springs Leadership Team with regards to timetabling for the Primary school.
- Oversee and where appropriate organise Primary special events and occasions.
- Work with the Deputy Head of Primary to organise relief teachers and rosters in the Primary school.
- Coordinator practicums for pre-service teachers.
- Network through professional bodies e.g. IPSHA.
- Take responsibility for parent and student surveys
- Oversee adhoc interruptions to the normal daily routine and liaise with Deputy/Coordinators regarding Health Service visits, photographs, incursions, excursions, sporting carnivals and camps etc
- Develop, review and administer policies and procedures as appropriate
- Collaborate with Secondary Leadership Team on Year 6 to Year 7 transition programme.
- Plan and organise pastoral/House or special assemblies in collaboration with Deputy/Coordinators/Chaplain.
- Organise Parent Information evenings in collaboration with the Deputy Head of Primary
- Ensure regulations are complied with in consultation with HR Officer
- Attend and participate fully in such school committee meetings that the Head of Primary is required to attend e.g. Executive, Leadership Forum, Whole School Pastoral Care, attend student events representing the Primary school
- Run and oversee parent seminars as appropriate

Students

- Oversee and implement all aspects of Pastoral Care, service learning and wellbeing in the Primary School.
- Maintain firm but fair behaviour management in the Primary section of the School in accordance with the Behaviour Management Policy of the School.
- Overall responsibility for welfare, discipline and House system in the Primary School.
- Oversee the interview and enrolment process of new students
- Responsibility for the selection of the Primary School student leadership team and foster student leadership skills in conjunction with the Deputy Head of Primary
- Liaise with parents on issues related to behaviour management, uniform and other issues as appropriate.
- Work with the Learning Enrichment Coordinator to ensure the needs of special needs students are met across the Primary school.
- Plan and facilitate with Deputy and Teaching staff Kindergarten orientation process.
- Ability to teach through engaging and rigorous teaching practices
- Oversee medical action plans, alert staff, ensure plans are current, uploaded on student management system and camp documentation is complete for high risk students.
- There is provision for a 0.1FTE teaching if possible.

Staff

- To oversee and manage staff members when they fall within the jurisdiction of his/her portfolios

- Assist Principal with the selection and recruitment of staff
- Oversee Primary Staff welfare
- Assist and utilise teachers in the maintenance of daily order and routine.
- Run staff meetings as appropriate.
- Organise the induction of new staff to the Primary School
- Oversee the management of staff performance in Primary School including the teacher performance evaluation and development process
- Assist Principal in whole school staff meetings, Professional Development and full Primary staff meetings.
- Manage the staffing component of the Primary School including the basic work patterns for part-time workers.

OTHER DUTIES AS DIRECTED BY THE PRINCIPAL

The Head of Primary will be required to work co-operatively with all other members of the Executive Team to ensure the effective operation of the School. He/she will need to gain the confidence and respect of the students, parents and staff.

The Head of Primary will need to be organised, appreciate the importance of attention to detail and the keeping of accurate records, and be flexible in the duties undertaken and, in the time, committed to ensure tasks are completed effectively. The Head of Primary will be required to attend School functions and activities outside of regular School hours and on weekends as required.

Terms and Conditions of Appointment

- The Head of Primary - Halls Head will be appointed from Term 3 2025.
- The Head of Primary - Halls Head will be employed under the Head of Primary Employment Agreement of AngliS-schools
- The initial term of appointment will be five years. Further terms may be offered, subject to performance appraisal, in accordance with the AngliSchools guidelines.
- The remuneration package will be commensurate with comparable schools and include provisions for salary packaging.

Applications

Applicants for the position of Head of Primary - Halls Head Campus should include the following information in their applications:

- Full Name
- Address, contact telephone number(s) and email address
- Relevant biographical information (at the applicant's discretion)
- Academic and professional qualifications and publications
- Current position and areas of responsibility
- Prior teaching and administrative experience
- Church membership and activities
- Cultural and recreational interests
- A brief statement on the applicant's educational philosophy and why you are suited to this role
- Professional memberships
- The names and contact details of four referees (including current employer) who may be approached in confidence about the applicant

Referees will not be contacted in advance or without prior notice to the applicant. The successful applicant must be registered with the Teacher Registration Board of WA (TRBWA) or eligible for TRBWA registration and provide a Working with Children Clearance and National Police Clearance.

Applications close at 4.00pm (WST) on 23 March 2025.

Applications marked 'PRIVATE and CONFIDENTIAL' should be emailed to the Principal, Mrs Tracey Gray, hr@fias.wa.edu.au or mailed to:

Principal
Frederick Irwin Anglican School
PO Box 687
MANDURAH WA 6210

All applications will be treated in the strictest confidence. The Principal reserves the right to fill the position by invitation or to re-advertise the position, or to review and alter the terms and conditions set out in this and any associated documents at any time prior to an appointment.

Privacy Statement

In applying to provide your services, you will be providing Frederick Irwin Anglican School with personal information, e.g. your name and address or information contained on your resume. This information will be collected in order to assess your application and may be stored for 12 months. We may also make notes and prepare a confidential report in respect of your application. Access to this information may be available to you if you ask the School for it. We will not disclose this information to a third party without your consent.

