

# **FOUNDATION CHRISTIAN COLLEGE**

## **Head of Primary Job Description**

**May 2025**

# Head of Primary

## Job Description



### Position Summary

<b>Title:</b>	Head of Primary
<b>Location:</b>	115 Waldron Boulevard Greenfields, Western Australia
<b>Reports to:</b>	Principal
<b>Accountable to:</b>	Principal
<b>FTE:</b>	Full time 1.0 FTE
<b>Oversees:</b>	Primary Leadership Team, Primary Administration Assistant, Primary Teaching Staff, Primary Education Assistants
<b>Description:</b>	The Head of Primary has the overall leadership responsibility for all Primary School Staff including Coordinators and Support Staff. The Head of Primary is accountable to the Principal in all areas of responsibility associated with the day to day operation of the Primary School.

### Our Mission and Vision

Foundation Christian College provides a Christian Education for all students from Kindergarten to Year 12. *'Our mission is to provide a Christ-centred Education in a caring community and to equip students for the 21st Century.'*

### Our School Motto is:

"Jesus Christ, our sure foundation."

### Christian Education

Christian education invites young people to see and understand the world through the perspective of God's truth. The Bible becomes the lens in which students view what they are learning. The lens focuses their thinking on ultimate truth—a biblical vision for life where the world is created and sustained by God; where God has acted in history to deal with the distortions of creation caused by human rebellion; and where history is advancing towards a new creation in which all things are reconciled to God through Jesus who is not only the climax of the biblical story but is also the focal point of the lens.

### A Way of Living

However, Christian education is not just about a Christian way of understanding. It is also about a Christian way of living. When Jesus said, "Follow me," he was expecting people to dedicate their whole lives to serving God. Christian education informs, invites, and inspires young people to live this way. The Christian school offering Christian education seeks to teach this way of life every day through all that is done and taught. It does this in a setting of a unified

community of love and learning between parents, children, and teachers.

(See the [Christian Education National](#) website for more details on what is Christian Education.)

### **Student Development**

We have a heart to see students develop to be the best they can be in Christ. We have a strong focus on Student Development, Pastoral Care and Academic rigour to ensure children will flourish during their time at the College, and in every area, they pursue after graduation. We know every child has their own unique abilities, gifts and strengths, so we provide an engaging delivery of the required curriculum to help them realise their full and unlimited potential.

### **21st Century Learning**

We also have a vision to see students at Foundation Christian College develop important 21st Century Skills across all year levels. We know that as children step forward into this digital and constantly evolving economy, 21st Century skills will become increasingly vital. 21st Century Learning provides students with opportunities to learn creative and critical thinking skills, the ability to collaborate, the skills to communicate effectively and how to collect data.

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## **AREAS OF RESPONSIBILITY AND SPECIFIC DUTIES**

### **STAFFING**

**The Head of Primary is responsible for the following in relation to staffing.**

- Providing leadership for staff deployed to the Primary School.
- Providing specific leadership for The Curriculum Coordinator of Primary and the Learning Area Guardians.
- Coordinating and chairing staff meetings and information meetings for staff involved in the delivery of Primary School courses.
- Ensuring that best practice teaching procedures are researched and followed.
- Inducting and mentoring new staff members to the Primary School.
- Ensuring that minutes for staff meetings are recorded and keeping the Principal apprised of specific issues pertaining to the operation of the Primary School.
- Assisting the Principal in the selection and deployment of staff allocated to the Primary School.

- Conducting the evaluation and appraisal of Primary School teaching staff in accordance with AITSL requirements or its equivalent.
- Coordinating and monitoring teaching staff professional development.
- Monitoring and keeping the Principal apprised of staff pastoral care needs.

## **POLICY AND CURRICULUM**

### **The Head of Primary is accountable to the Principal for:**

- Implementing and developing the curriculum within the Primary School.
- Monitoring teaching work programs and assessment records.
- Promoting and explaining curriculum options and providing information resources to parents and students in the Primary School.
- Providing staff with information and support with regard to assessment, recording and reporting procedures related to the Primary School curriculum.
- Assisting the Principal with the development and implementation of procedural policy.
- Monitoring the implementation and adherence to College procedural policy by College Staff as it applies in the Primary School.
- Reporting to the Principal on the implementation of the College Strategic Plan and assisting the Principal to determine priorities for future planning.

## **FINANCIAL MANAGEMENT**

### **The Head of Primary is required to manage area budgets within the constraints of the annual budget and is required to:**

- Submit draft cash flow budgets to the Principal for consideration during the preparation of the annual College Budget.
- Maintain Budget expenditure within the cash-flow of the annual budget approved by the College Association in May each year.
- Approve all staff purchase requests for teaching staff and refer the same to the College Business Office.

## GOVERNMENT ACCOUNTABILITY

**The Principal is the Approved Authority for the College and is therefore accountable to all government agencies on behalf of the College community. All Communication or dealings with government instrumentalities must therefore be approved by the Principal. The Head of Primary does not have authority to make commitments on behalf of the College nor submit reports without the Principal's approval and signature. However, duties in this regard include:**

- Preparation of applications for grant monies specifically related to the operation of the Primary School in conjunction with the Business Manager.
- Completion of accountability requirements for Government instrumentalities as required.
- The monitoring and reporting of student progress and the coordination and implementation of testing requirements. (NAPLAN etc.)
- Assisting the Principal and Business Manager with investigation and research in relation to expanding and developing the Primary School facilities and program and the funding of these developments.

## COLLEGE ADMINISTRATION

**The Head of Primary is responsible for ensuring that the management and administration of Primary School affairs is conducted in a manner that is consistent with Biblical Principles:**

- Attend to the operational, staff and student administration requirements of the Primary School and ensure these processes are conducted in an appropriate manner.
- Accept responsibility for the management and direction of administration staff responsible to the Primary School.
- Approve applications for excursions and incursions ensuring they are appropriate and meet College policy requirements.

## ACADEMIC STANDARDS

**The Head of Primary is responsible for monitoring academic standards in the Primary School:**

- Ensuring that all students are working to their full potential using their God-given talents.
- Monitoring work standards across the Primary School and ensuring teaching staff conduct regular, effective assessments and keep efficient records of student progress.

- Ensuring that reporting procedures are completed correctly and in a timely manner by Primary teaching staff.
- Ensuring that external testing procedures and requirements are met.
- Ensuring that staff adhere to testing and assessment standards as outlined in the College's Assessment policy.

## **COMMUNICATION**

***With respect to interactions with parents of students within the College, the Head of Primary has a responsibility to ensure that appropriate and adequate information is provided by the College in regard to College programs and procedures. Equally, that all contact with parents is appropriate and conducted in a professional manner:***

- Monitoring all communication with the parent and wider community including sighting and editing all written communication to parents prepared by staff and forwarding copies to the Principal, Reception and Student Services staff.
- Assuming responsibility for contact with parents in matters relating to the Primary School.
- Keeping parents informed of matters pertaining to the operation of the Primary School which relate to student academic programs, pastoral care needs, assessment outcomes, reporting and general College information.
- Maintaining adequate records of all parent/school interactions.

## **PASTORAL CARE**

**The Head of Primary maintains overall responsibility for the welfare and wellbeing of students in the Primary School and keeping the Principal informed of relevant developments:**

- Provide pastoral support to Primary School students in relation to course-related and personal matters.
- Liaise with the Principal and Chaplain on pastoral care issues concerning students.
- Organise Primary School graduation and end of year functions.
- Attend to all matters of student discipline and the implementation of the behaviour management policy by staff.
- Promote and develop a student leadership-training program within the Primary School.