



HEAD OF JUNIOR SCHOOL

THE SCHOOL

Marsden Park Anglican College provides high-quality education, in a learning environment where the strength and character of each individual is encouraged and celebrated. Each student is nurtured to develop a love of Christ, a love of life, a love of learning and a love for others, all in the context of a joyful, safe and encouraging school community.

Established in 2016 originally as a campus of Richard Johnson Anglican School, through strong growth and the introduction of the Senior School, the school became Marsden Park Anglican College with the commencement of Year 7 in 2024. With over 700 students from Pre-K to Year 8 in 2025, the school will continue to grow reaching Year 12 in 2029, with approximately 1200 students.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education and opportunities for every individual student to succeed academically, develop lives of rich character and engage in a diverse offering of co-curricular activities and entrepreneurial endeavours in which they can pursue their passions.

THE POSITION

Position Title	Head of Junior School
Department	Executive
Award/Agreement	Remuneration, duties, and conditions will be as per the Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021 (or as revised).
Status	Permanent Full Time
Reporting	Principal
Key Relationships	Executive Team, Assistant Head of Junior School, Junior School teachers, Support and Operational Staff
Commencement	January 2025, or earlier by negotiation

CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.

REQUIREMENTS

- A degree in education from an approved and recognised tertiary institution
- A Masters in a relevant discipline, or willingness to undertake
- Accreditation with the NSW Education Standards Authority (NESA)
- Current Working with Children Check Number for paid work



ROLE SUMMARY

The team at MPAC is fun, flexible and committed to contributing to the continuing growth and development of the College. The Head of Junior School will work with all staff to shape a positive learning culture, encompassing a rigorous and innovative curriculum, student wellbeing and co-curricular program in the Junior School, inspiring a teaching and learning environment where students are at the heart of the classroom and emphasis is placed on a love of Christ, a love of life, a love of learning and a love for others. As a member of the Executive Team, the Head of Junior School will support the Principal in the strategic and day-to-day leadership of the Junior School, ensuring an holistic approach to education, promoting lives of rich character through the academic, spiritual, co-curricular and pastoral life of the school.

THE CANDIDATE

The ideal candidate for this position will be a suitably qualified leader, who has a love of young people and is keen to be an active part of the growth and development of Marsden Park Anglican College. They will have a passion for their craft and a desire to be part of a professional learning community. They will present a professional image, be a life-long learner, active in their Christian faith and involved in their local church community.

KEY RESPONSIBILITIES

Educational Leadership

- Lead the strategic direction of teaching and learning in the Junior School and the implementation of the learning framework, in-keeping with the ASC Philosophy of Education and the College's vision and pillars
- Create and maintain a positive and engaging learning environment where high expectations are modelled
- Establish (develop, document, implement, evaluate and review) quality academic teaching programs
- Ensure NESA accreditation requirements for programming and assessment are consistently maintained
- Enhance the use of a range of digital tools to leverage learning
- Lead the analysis of data for continued improvement of educational outcomes, supporting teacher engagement, high-quality teaching programs and differentiated strategies
- Ensure meaningful and effective assessment practices to inform programming, teaching, and reporting
- Provide regular and timely feedback to students and their families regarding progress, achievements, behaviour and application using accurate and reliable records
- Demonstrate a thorough understanding of the ES1 – Stage 3 NESA syllabus documents and teach timetabled classes as required
- Work closely with Diverse Learning staff to ensure students with additional needs are supported
- Work with relevant Senior School, Diverse Learning and support staff in the transition of students from Year 6 into 7
- Support the development of the Junior School timetable in conjunction with the Senior School
- Support and promote the College's pastoral care and wellbeing programs, diverse co-curricular programs and events including but not limited to involvement in carnivals, camps and excursions



KEY RESPONSIBILITIES

Staff Leadership

- Lead the induction and onboarding of Junior School staff, including casual staff
- Brief staff on expectations related to professional standards and the staff code of conduct, revising the staff handbook/ portal as required
- Ensure the adherence to College policy and the principles of procedural fairness in addressing staff member issues or complaints
- Monitor staff attendance and oversee the wellbeing of staff, bringing concerns to the Principal
- Lead staff professional learning by researching, monitoring and advising appropriate development areas and opportunities, support the development of professional learning goals, observe and appraise staff performance and support staff through accreditation (as required)
- Work with the Executive Team to determine a quality professional learning program
- Lead Junior School team meetings
- Oversee the preparation of staff timetables and rosters
- Attend meetings, parent-teacher interviews, events and playground duties, and teach classes as required

Student Leadership

- Establish a pastoral care and wellbeing model and work with teaching staff to embed effective pastoral routines into the classroom
- Ensure a positive culture of wellbeing for staff and students and oversee students pastoral care needs
- Monitor uniform standards and playground conduct
- Manage mid-level student issues in collaboration with teachers
- Work collaboratively with teachers, Diverse Learning and other key stakeholders to ensure that learning, risk and safety management plans are developed for identified students
- Incorporate strategies to promote the safe, responsible and ethical use of ICT
- Promote student management and discipline practices where students and staff are well supported and in-keeping with principles of restorative practice, procedural fairness and College policy
- Develop student leadership initiatives and foster student agency and voice
- Lead, facilitate and promote the student award program

Community Leadership

- Foster a positive relationship with the students, parents, staff, local community and other key stakeholders
- Oversee effective and timely communication to parents, students and staff concerning events, variations to routine, co-curricular activities, camps, and service programs
- Facilitate and host parent teacher interviews
- Conduct enrolment interviews with prospective students and families as required
- Carry out investigations, as requested by the Principal, in relation to complaints received from parents, student, staff and community members
- Engage positively with parents and the broader community through a range of formal and informal opportunities

It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the College.



ATTRIBUTES

As a member of the Marsden Park staff, you will:

- have intellectual strength, professional integrity and a passion for education
- demonstrate approachability, flexibility, enthusiasm, initiative and innovation
- be team focused and willing to work collaboratively with colleagues
- have a personal commitment to faith in Christ and regularly attend a Christian church
- set priorities, meet deadlines and solve problems creatively
- have strong organisational and planning skills and complete all work tasks with diligence
- be reliable and responsive to needs within a dynamic school environment
- have strong interpersonal, written and verbal communication skills
- be able to work autonomously or collaboratively

EXPECTATIONS

As a member of the Executive Team, you are expected to:

- Support the mission, vision and objectives of the College and the Anglican Schools Corporation, modelling Christian leadership
- Support the Principal in the recruitment of new staff
- Contribute to Executive Team meetings and participate in College-wide decision-making
- Support the Junior School staff to fulfil their roles and responsibilities
- Contribute to the development and implementation of the College Strategic Plan
- Attend College activities including special assemblies and events, enrolment events, information events, parent-teacher Interviews, College staff gatherings, awards and recognition services
- Lead staff and student devotions, attend Chapels and Assembly, leading where appropriate
- Maintain confidentiality and represent the best interests of the College at all times
- Perform any other duties as required by the Principal or his nominees
- Be committed to grow in your own ongoing professional learning
- Undertake any other duties as directed by Principal, or his delegate

APPLICATIONS

Applications are sought from energetic and highly skilled leaders who are passionate about their craft, innovative in their approach and enjoy working collaboratively with a fun and dynamic team. This is an exciting opportunity for leaders who are keen to make a major contribution to the continuing growth and development of Marsden Park Anglican College.

Interested applicants should submit the following:

- A completed Application for Employment form accessed from www.mpac.nsw.edu.au
- A cover letter addressing Key Responsibilities and Attributes (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted by email to employment@mpac.nsw.edu.au as one PDF file saved as applicant's full name

Please be aware interviews may commence prior to the closing date for applications, so we encourage you to submit your application as early as possible.