Position Description

<table>
<thead>
<tr>
<th>Position:</th>
<th>Head of Primary Years (Prep to Year 6) and PYP Coordinator</th>
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<tbody>
<tr>
<td>Position Allocation:</td>
<td>Full Time</td>
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<tr>
<td>Reports to:</td>
<td>Principal</td>
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<tr>
<td>Date</td>
<td>Commencing Term 2 2016</td>
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Background
Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland next to the National Water Sports Centre adjacent to the suburbs of Patterson Lakes and Chelsea, the school offers programs from ELC to Year 12. Cornish College will grow to a double stream in all primary year levels in 2017 and triple stream in all secondary classes in the coming years. Currently there are 615 students from ELC to Year 12. The College offers an ELC program which is influenced by the work done in the Italian city of Reggio Emilia and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary area.

The College has a holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

Working relationships:
- Principal
- Deputy Principal
- Primary Years Assistant Team Leader
- Head of Early Learning Centre
- Head of Middle Years
- Head of Senior Years
- Business Manager
- Teachers
- School Counsellors
- Chaplain
- Operations Manager
- Registrar

The Position: Head of Primary Years
As the senior leader of the Primary section of the school this position is responsible for the effective leadership of students, teachers and the key point of contact for parents. Specifically:
- be the pedagogical leader for primary years consistent with the College’s educational philosophy
- oversee the academic care and wellbeing of all students in the primary years
- convene regular primary years team meetings
- ensure that College policies are understood and applied by teachers and students
- encourage positive staff/student relationships and effective conflict resolution through restorative practices
- encourage a sense of ownership in the school and ensure that learning areas and common spaces are well maintained, exciting and vibrant places, with examples of students’ work made visible
- ensure the provision of materials and resources to support student learning
- Review all excursions and whole team activities (eg Life Education) for the year levels and coordinate arrangements
- Represent Cornish College at IPSHA special interest group meetings.
- liaise with other staff and outside personnel involved in the Prep to Year 6 program
- Conduct sessions for parents on matters of interest relating to students
- Participate actively on the Cornish College leadership team
• Actively encourage cocurricular activities within the year level and be responsible for Prep to Year 6 participation in special whole school events
• Liaise with the Deputy Principal in the organisation of Information Evenings and orientation sessions for the Prep to Year 6 levels and transition between levels
• Liaise with the Deputy Principal regarding the organization of curriculum planning days for the Prep to Year 6 team
• At the end of the year ensure that class lists for the following year are prepared
• Represent and promote the school at such functions as information mornings for prospective parents, information evenings, orientation days and cocktail parties as required
• Organise ELC to Year 6 combined activities
• Coordinate recurrent and capital budget requests to reflect school target areas, ie Literacy, Numeracy, Science
• Communicate effectively with parents of Primary School students via a range of means
• Undertake interviews and assessment of applications for enrolment into the Primary Years
• Actively participating in the promotion of the school including school tours and open school sessions.

**Curriculum**

As PYP Coordinator this position is responsible for the inspirational leadership and oversight of curriculum, assessment and reporting in all key learning areas from ELC to Year 6. Reporting through the Deputy Principal:

• Develop curriculum statements and practice consistent with the requirements of the PYP
• communicate with staff in relation to curriculum content, documentation and teaching methods
• ensure the curriculum in the Prep to Year 6 area is regularly reviewed, documented and in line with the AusVELS (Victorian Curriculum F-10 from 2017)
• ensure that all documentation is appropriately maintained including:
  • circulation of IBO publications are available
  • records of completed planners
  • program of inquiry published
  • development of the Scope and Sequence documents
  • essential agreements are formulated for assessment
• inform staff of staff professional development opportunities and encourage equitable participation of all
• Ensure that staff members are made aware of PYP professional development opportunities
• Make recommendations to the Deputy Principal regarding internal and external training opportunities
• Assist teams or individuals in developing units of inquiry
• Effectively manage communication about the programme with all stakeholders (IB, parents, teachers students)
• Prepare and submit any documentation required for authorisation and evaluation
• Ensure that all requirements and procedures set by the IBO concerning the program are adhered to
• Work with the ELC Team Leader to help develop the documentation and environment practices of Reggio Emilia through the Junior School
• Provide a liaison between the school and the IBO
• Extend contacts with the wider community of learners.

The College has recently undergone IBO Evaluation of the PYP. The suitable applicant will have the capacity to address all recommendations made by the IBO team. The commendations and recommendations are expected to be available to the College early in May 2016.

**Student Management**

• Liaise with the Head of Middle School to ensure that appropriate documentation of student progress is passed between levels in the Junior School through to Year 7
• Ensure that teaching and learning strategies in the Prep to Year 6 classrooms meet the needs of all students, including those with special needs
• Organise regular student welfare/pastoral meetings with the Counsellor
• Ensure that reporting to parents is organised effectively.
Occupational Health & Safety
All employees must:

- Take reasonable care of their own and others’ safety during the performance of work
- Cooperate with Cornish College initiatives to fulfil legal obligations and improve safety.

Key Position Requirements:

- An understanding of the developmental needs of children from 3 to 12 years
- A commitment to and substantial experience in the IB Primary Years Program (previous experience as a PYP Coordinator is desirable)
- A knowledge of, and experience in, Reggio Emilia inspired environments
- An understanding of best practice pedagogy and an ability to articulate and lead others in this
- An ability to facilitate change
- Extensive classroom experience in a primary school coupled with exceptional capability and credibility as a teacher
- Ability to communicate effectively with all stakeholders in the Cornish College community
- Ability to identify excellence and areas for development in professional practice and work collaboratively in developing skills and capability in others
- Experience in the planning and delivery of effective professional learning activities
- A high level of organisation, planning and administrative skills
- Ability to work effectively with a range of people
- Empathetic, supportive and able to demonstrate inspired leadership
- Ability to use initiative, be decisive and authoritative
- Able to exercise sound judgment in making recommendations
- A commitment to the philosophy of Cornish College and the ethos of a Uniting Church School.

Applicants should note:

- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- The College is committed to an active partnership with parents and that parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Conditions of Employment:
Staff at Cornish College are employed in accordance with the terms and conditions of the Cornish College Agreement 2015.

The position of Head of Primary Years and PYP Coordinator is a permanent full time position and attracts a responsibility allowance of eight responsibility points with each responsibility point being equal to $1200.00 per annum.

Concluding Remarks:
This position description should not be seen as limiting and may be altered to meet the needs of the College at any time.

Applications
Applicants for the position should include in their application the following information:

- Full name
- Residential/Postal address and phone contact details
- Educational qualifications
- Previous work history
- Evidence of VIT registration
- A statement of 800 - 1000 words addressing the key position requirements
- The names, addresses and telephone numbers of three professional referees from whom confidential information may be sought.
Applications close on Wednesday 13 April 2016 and should be addressed to:

Ms Vicki Steer
Principal
Cornish College
65 Riverend Road
Bangholme VIC 3175

Email: employment@cornishcollege.vic.edu.au
Telephone: 03 9781 9000
Website: www.cornishcollege.vic.edu.au

Emailed applications should be submitted as one combined PDF file.

The successful applicant will be required to produce original copies (from which a photocopy will be made) of VIT registration, transcripts of academic or professional qualifications or certificates.