

Position Information Document

Head of Junior Campus

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Name:	Click or tap here to enter text.	
Position Title:	Head of Junior Campus	
Tenure (Years)	4 years	
Commencement date:	January 2026	
POR Level and release time	4+	No teaching load

Key Working Relationships

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| <ul style="list-style-type: none"> • Principal (Reports to) • Director, OSHC & Vacation Care (Direct Report) • Inclusive Education Coordinator (R-6) (Direct Report) • Wellbeing and Religious Education Coordinators (Direct Report) • JC Counsellor (Direct Report) | <ul style="list-style-type: none"> • Deputy Principal • Executive/Leadership Teams • Assistant Director of Students • Gifted and Talented Coordinator • Leader of Learning Technologies • Teaching Staff • Students / Parents |
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Introduction

Christian Brothers College (CBC) is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception - Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the CBC Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of CBC – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The **Head of Junior Campus** will promote CBC, CESA and EREA mission, vision, values and touchstones in all aspects of the role. You will work within available budgetary and staffing levels. You will establish and maintain positive working relationships with staff, the wider community, students and their families. You will have well developed relational skills and the outstanding ability to communicate effectively with all members of the College community and its external partners.

Reporting to the Principal, the **Head of Junior Campus** will have overall accountability for the leadership, management and operations of the Junior Campus, reporting regularly on set educational targets and continuous improvement goals in light of the College Strategic plans. You will work closely with leadership and staff to maximise educational and developmental outcomes and foster the College strong sense of community and service.

Duty Statement

Key Responsibilities and Duties

Teaching and Learning

- Develop a progressive learning community that embeds inclusive 21st Century pedagogy.
- Align Junior School curriculum with emerging 21st Century research and pedagogy.
- Lead, manage and develop the Junior Campus to ensure that the specific needs of each student is met in relation to teaching, pastoral care and wellbeing.
- Work closely with the Director of Teaching and Learning and Heads of Learning to ensure consistency in whole school practices and to promote staff engagement in curriculum initiatives.
- Oversee and support the College OSHC and Vacation Care programs to ensure they match the College's philosophy and approach.
- Liaise with key leaders in the College to develop and implement an ICT strategy and assistive technology.
- Work collaboratively with teaching staff to ensure learning and teaching programs improve student performance overtime.
- Responsible for ensuring all curriculum plans, Virtual Classrooms and assessments are continually audited and updated on the portal, and presented annually to Executive as required.
- Lead the ongoing development of contemporary pedagogy which is informed by research, evidence-based approaches and critical reflection to ensure classroom best practice.
- Consult with teaching staff in planning and supervising programs, teaching practice and student outcomes.
- Ensure reporting on student achievement is consistent with sound principles, policies and practices, meets the needs of the College and is compliant to all governing bodies.
- Develop, implement and evaluate annual reporting and plans.
- Actively engage in the LMS program to ensure descriptors and information for templates and student reports are provided to the relevant Administration Support person.

Students

- Responsible for monitoring and improving student learning outcomes from R to Year 6.
- Promote conditions allowing students to achieve their maximum potential and assess their progress continually.
- Encourage each student and staff member to reach their full potential promoting the culture of excellence and equity.
- Lead and monitor the College Personal Responsibility Policy to ensure behaviour support strategies including bullying and harassment preventions provide a safe and supportive learning environment for all.
- Coordinate appropriate communication with staff, students, and relevant authorities, e.g.; major events, parent meetings, Principal Tours.

Leadership

- Build and maintain a cooperative, collaborative and supportive environment within the Junior Campus staff and College community and between the College and its broader community.
- Model and provide leadership to effective teaching practice and classroom management strategies.
- Promote, lead, and maintain the development of a learning culture, values and College environment.
- Lead a culture and practice of continual improvement and the implementation and evaluation of CBC improvement processes.
- Promote and support consultation, dialogue and partnership with the CBC Community at all levels.
- Commitment to regular personal professional development, and encourage, monitor and support the professional development of staff.

- Manage staff commitment to feedback sessions on Professional Development (PD), providing regular details to the relevant personnel for allocation to the PD Calendar.
- Liaise with the Principal and Manager of Administration on matters of staff performance.
- Work collaboratively with the Deputy Principal and Manager of Administration to support the implementation and monitoring of the College Performance and Development Review program and with staff.
- Network to establish professional partnerships that promote the ongoing development of Literacy with the College.

Religious Education

- Support the Religious Education Coordinator to ensure that authentically responds to the needs of the student cohort and CESA, NGSRB, SACSA, SACE and National Curriculum requirements.
- Guide Learning Area teachers in their Professional Formation in consultation with Director Faith and Identity and Religious Education Coordinator.
- Work collaboratively with the Director Mission to devise and implement effective spiritual and curriculum-based religious formation.
- Assist with the implementation of the College's Pastoral Care Program and monitor Faith formation and prayer in the classroom.
- Work in collaboration with the Director Mission in the coordination of whole school liturgies.

Administration

- Ensure sound assessment processes, analysis and skilled use of data is used to inform learning, and support planning and teaching practice for all teaching staff.
- Responsible for the construction of the Junior Campus timetable, class selection, room and class allocation, class numbers and teacher loads.
- Responsible for Parent Teacher Night in ensuring timelines, processes, and systems are up to date and adhered to by all supporting administrative resources, including communication plans to parents, students and teachers.
- Ensure the timely collation of data to meet timetabling deadlines.
- Facilitate meetings required with the Executive Team to review class data.
- Facilitate meetings required to review student/class data.
- Report on outcomes and progress in student learning to meet the accountability requirements of the College Strategic and Improvement Plans.
- Ensure the inclusion of the CBC vision, mission and strategic goals in the development of policies and documentation.
- In consultation with the Business & Finance Manager, develop, administer and monitor budget expenditures to ensure adherence to the budget allocations.
- Actively lead staff and students to ensure all areas of the College are safe and clean.
- Meet regularly with the Head of Learning Enrichment and Inclusive Education Coordinator to report to Executive, and as requested the Advisory Board, on academic achievement and students at risk.
- Manage all WHS compliancy requirements, through consultation with the College Property/WHS Manager.
- Support the development and maintenance of a best practice WHS culture with the workplace.

Other

- Respond to other duties as assigned by the Principal, through due process of consultation.
- Attend College functions to support the various programs of the College and to become well known to the College community.
- Write regular columns in the College newsletter 'Insight'.
- Demonstrate commitment and presence at all College Faith experiences (e.g. prayer, mass).
- Out of hours work including evenings and weekends will be required.
- Attend relevant meetings, including but not limited to;
 - JC Leadership Team (**Chair**)
 - Learning and Teaching Committee
 - Executive Meetings
 - Timetabling Committee
 - Relevant Advisory Groups

Person Specifications

Skills

- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition.
- Experience in a senior leadership position or demonstrable potential to succeed in a senior leadership role.
- Demonstrated ability to be a leader of faith, promoting interfaith and inter cultural dialogue and an inclusion of all especially those families on the margins.
- A demonstrated commitment to relationship building with students, staff, parents and the wider community.
- A demonstrated ability to apply Restorative Practice approach when dealing with conflict.
- Strong leadership skills in the development of curriculum design, delivery and evaluation.
- Leadership skills of high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
- A demonstrated ability to effectively organise and lead liturgical and sacramental celebrations.
- Demonstrated success in educational management and organisation.
- Demonstrated ability to map and implement MITIOG and the Child Protection Curriculum across the Australian Curriculum and the SACS Framework.
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds.
- Excellent organisational and planning skills with the ability to lead by example and delegate effectively.
- Effective administrator skills, able to work well under the pressure of deadlines and within budget parameters.
- Ability to collect, analyse and interpret data to inform best practice policy, teaching and learning.
- Highly developed observation and reporting skills.
- Ability to work with individual students with particular needs.
- Ability to interact with students in a positive, sensitive and respectful manner.
- Ability to assist parents in a sensitive supportive and professional manner.
- Be committed to questioning processes and practices in pursuit of continuous improvement.

Knowledge

- An in-depth knowledge of NAPLAN, PAT testing and RE Lat
- Deep knowledge of current Pedagogy and curriculum trends
- A demonstrated understanding of assessment and reporting, research, practices, processes and outcomes
- Knowledge of and commitment to the Catholic ethos
- Sound understanding of and empathy for students, especially boys and the way in which they learn and respond to the world around them

Specific Requirements

Qualifications and Experience

- Current Teacher's Registration in SA
- A relevant tertiary qualification and experience
- Act in accordance with the EREA and CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Work Health & Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must –

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

This position information document indicates the general nature and level of work performed by the incumbent and is not intended as a comprehensive listing of all responsibilities, tasks, and outcomes.

Signed (Principal or Delegate): _____ Date: ____ / ____ / ____

Signed (Employee): _____ Date: ____ / ____ / ____