



<b>Position</b>	Head of Academic Care - ELC to Year 6
<b>Reports to:</b>	Head of Junior School & College Principal
<b>Role Purpose</b>	The Head of Academic Care ELC to Year 6 carries specific responsibility for the development, implementation and evaluation of programs, policies and practices that nurture student wellbeing and leadership within the Junior School.
<b>Location:</b>	Masada College is located in St Ives in Sydney's leafy North Shore. A 20 minute drive from the central business district of Sydney. <a href="http://www.masada.nsw.edu.au/">http://www.masada.nsw.edu.au/</a> <a href="https://www.google.com.au/maps/@-33.7248368,151.1348609,13z">https://www.google.com.au/maps/@-33.7248368,151.1348609,13z</a> <a href="http://www.kmc.nsw.gov.au/Home">http://www.kmc.nsw.gov.au/Home</a>
<b>Commence:</b>	Term 1 2020 <b>(or negotiated with the successful candidate)</b>
<b>Term / Conditions</b>	<b>Role:</b> Full Time <b>Salary:</b> to be confirmed <b>Holidays:</b> Term Time only <b>Terms &amp; Conditions:</b> as negotiated
<b>Mission Statement</b>	In our students, through Jewish values and a nurturing community, Masada College engages and instils a genuine love of learning with a quest for excellence.
<b>Vision Statement</b>	Masada College is internationally renowned for Jewish values and educational excellence.
<b>Masada Ethos</b>	Masada College bases its ethos on three things; being Jewish, on being Australian and being nurturing. Every year our graduates emerge with the highest academic achievements and more into various fields of study.
<b>Role Responsibility</b>	The Head of Academic Care ELC to Year 6 is responsible to the College Principal and reports to the Head of Junior School. As a member of the Junior School Leadership Team, the Head of Academic Care ELC to Year 6 works in close partnership with: <ul style="list-style-type: none"> <li>• Head of Junior School</li> <li>• Head of Academic Care Years 7 – 12</li> <li>• Head of Learning and Teaching Years ELC – Year 6</li> <li>• Head of Jewish Life</li> <li>• Co-ordinator/s of Early Learning Centre</li> </ul>
<b>Accountabilities</b>	The Head of Academic Care ELC to Year 6 is expected to exercise: <p><b>Educational Leadership</b> by being able to:</p> <ul style="list-style-type: none"> <li>• Demonstrate and model excellence in progressive teaching practice as a classroom teacher</li> <li>• Teach a class / classes as allocated by the Head of Junior School</li> <li>• Provide professional leadership and management of staff</li> <li>• Develop and support an effective and collaborative Teaching Team across K-6</li> <li>• Keep up to date with educational developments, particularly in relation to curriculum, pedagogy, welfare and resource development</li> <li>• Work with members of the Teaching Team to develop effective classroom practice, drawing on the Influence of The Leader In Me, URSTRONG and Raising Responsibility philosophies</li> <li>• Formulate and revise documentation required by NESA and the College and ensure all requirements are adhered to by the school</li> <li>• Ensure that appropriate programs are designed to meet the needs of all students, including anti-bullying, child protection, cyber safety</li> </ul>



<b>Accountabilities cont.</b>	<ul style="list-style-type: none"><li>• Lead termly IEP meetings and review these students' progress as necessary</li><li>• Maintain regular contact with Psychologist Interns and College Psychologist and on-site Occupational Therapist</li><li>• Run regular learning support meetings to ensure students' needs are being met emotionally, socially and academically</li><li>• Work in collaboration with the Head of Junior School and Learning Support personnel to ensure that students with particular strengths, talents or needs are appropriately identified, supported and challenged, with Individual Programs recorded and all information collated for annual NCCD Data collection</li><li>• Collaborate with ELC and Senior School staff to develop Transition programs for students</li><li>• Prepare and manage budget submissions and expenditure</li><li>• Partner in the NESA registration process of the Junior School</li><li>• Monitor and respond where needed to student attendance and behaviour</li><li>• Liaise with parents as and when required</li><li>• Deputise for the Head of Junior School when required to do so</li><li>• Review and develop with the Head of Junior School student welfare policies and protocols, particularly for student behaviour management, ICT acceptable usage and bullying</li><li>• Oversee tracking of students with SEQTA Learning Platform from a wellbeing perspective</li><li>• Organise relief cover for staff when absent from school</li><li>• Work in consultation with the Head of Junior School on the timetables</li><li>• Staff duty rosters</li><li>• Co-ordinate relevant transition events (Kindergarten and Y7)</li><li>• Oversee paperwork for incursions and excursions(risk assessments)</li></ul>
<b>Teaching Requirements</b>	<ul style="list-style-type: none"><li>• The Head of Academic Care from ELC to Year 6 will carry a teaching load to be determined annually at the discretion of the College Principal</li><li>• Develop and maintain knowledge of curricula and syllabus requirements and plan and implement rigorous programs</li><li>• Implement fair and consistent behaviour management and wellbeing strategies that encourage students to take responsibility and reflect The Leader In Me, URSTRONG and Raising Responsibility process</li><li>• Train staff on Leader in Me program (once accredited as a trainer)</li><li>• Ensure that there is a safe learning environment</li><li>• Perform administrative and organisation aspects of the role</li><li>• Use innovative Information and Communication Technology within the workplace</li><li>• Support Masada's ethos and Orthodox Jewish Values and work cooperatively with other staff (ELC to 12) and members of the School community</li><li>• Interact with students, parents and colleagues, fostering the College's mission of striving to achieve educational excellence in a caring and inclusive environment</li><li>• This list is not limited to and will include other duties as required, from time to time, as requested by the Head of Junior School and the College Principal</li><li>• Preferred applicants will be subject to employment screening as per Child Protection Legislation</li></ul>



<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High energy levels</li> <li>• Agile and adaptable</li> <li>• Strong communication skills, with ability to work as part of a team and independently</li> <li>• Excellent interpersonal skills</li> <li>• Strong organisational skills</li> <li>• Outstanding work ethic</li> <li>• Confidence with Australian and NSW Syllabi</li> <li>• High level proficiency with technology</li> <li>• Keen interest in pedagogy</li> <li>• Experience in leadership</li> <li>• Ability to show initiative, be proactive and positive</li> </ul>
<b>Desirable Criteria</b>	<ul style="list-style-type: none"> <li>• Minimum 3yr Leadership experience in an educational environment</li> <li>• Understanding or experience in a Jewish School/Community</li> <li>• Proven ability to be an open, approachable and visible leader with outstanding interpersonal skills and a strong commitment to promoting the school profile and enhancing partnerships with parents and the wider educational community.</li> <li>• Proven capacity to analyse and interpret a range of evidence sources and data to implement, lead and evaluate programs and strategic initiatives that maximise student growth.</li> <li>• Increase engagement and ensure that every student is known, valued and achieves success</li> <li>• Highly successful leadership and management of whole school programs that strengthen wellbeing</li> <li>• A commitment to continual education (Masters Qualification will be looked upon favourably)</li> </ul>
<b>Special Requirements</b>	<ul style="list-style-type: none"> <li>• Variable Duties/Hours. The nature of the position is such that the Head of Academic Care is required to be available outside the "normal" School hours, to participate fully in the life of the College, to attend Junior School Leadership meetings and general meetings, as well as make presentations whenever necessary, and to represent the Head of Junior School on occasions, in some forums.</li> </ul>
<b>Application Process</b>	<p><b>Mr Martin Tait, College Principal</b></p> <ul style="list-style-type: none"> <li>• Letter of application</li> <li>• Curriculum Vitae</li> <li>• Details of two contactable referees</li> <li>• Copy of approved Working With Children Check</li> <li>• Copy of NSW Education Standards Authority Accreditation Number</li> <li>• Email applications: <a href="mailto:hr@staff.masada.nsw.edu.au">hr@staff.masada.nsw.edu.au</a></li> </ul> <p><b>Closing date:</b> Monday 25<sup>th</sup> November 2019</p>