



BLUE MOUNTAINS GRAMMAR SCHOOL

POSITION: HEAD of the PREPARATORY SCHOOL
Valley Heights campus
Pre-Kindergarten to Year 4
Permanent, full-time position

COMMENCEMENT: TERM 1 2018

Introduction

Blue Mountains Grammar School is a co-educational Christian School in the Anglican tradition for students from Pre-Kindergarten to Year 12.

Established in 1918, the School has a tradition of excellence, consistently achieving outstanding results across academic, sporting and performing arts disciplines. We pride ourselves on the unique School Community that exists – the sense of closeness and inclusiveness that parents and students alike come to value and appreciate about the School.

With professional and experienced staff, the School delivers excellent teaching and learning, wellbeing, leadership and co-curricular opportunities to meet the needs of our young men and women. This takes place within a nurturing Christian environment founded on love, care, respect, service and commitment to one another.

There are three campuses: the Senior School (Years 7 to 12) and the Junior School (Pre-Kindergarten to Year 6) are located at Wentworth Falls, and the Preparatory School (Pre-Kindergarten to Year 4) is located at Valley Heights.

Blue Mountains Grammar School is a dynamic and forward-thinking school with a reputation for producing well-rounded, confident and outstanding citizens equipped for a life in the 21st century.

Further information about the School is available on the main website at the following address - www.bmgs.nsw.edu.au

The Preparatory School

Blue Mountains Grammar Preparatory School offers positive, personalised education programs to approximately 65 boys and girls from Pre-Kindergarten to Year 4.

The Preparatory School aims to provide each child with every opportunity to discover their individual potential by providing exceptional learning experiences in a stimulating and caring learning environment. Each student from Pre-K to Year 4 is nurtured by their committed and professional teacher to achieve to their personal best.

Extension and challenge opportunities are offered through lessons in Science, Technology, The Arts, English and Mathematics in the classroom, while specialist teachers in Music, LOTE, Visual Arts, Physical Education and Library Studies further enhance the learning experience.

Co-curricular activities including music, choir, drama, dance, public speaking, gardening and a range of sports and inter-school competitions provide further opportunity for enrichment and a holistic education.

Located in beautifully landscaped grounds, the Preparatory School offers green open spaces, including natural play spaces, a bushland walk, one-to-one access to technology and air-conditioned classrooms. Students also have access to first class facilities throughout the wider School campus and Counselling Services by a registered psychologist.

The Preparatory School is a happy school with a strong sense of family and community.



The Position

After fifteen years of outstanding service to the Preparatory School, including thirteen years as Head of the Preparatory School, Ms Elizabeth Flett has decided to pursue other ventures from the end of this year and thus the School is seeking applications from suitably qualified, experienced and motivated professionals for the position of Head of the Preparatory School from the start of next year.

The Head of the Preparatory School is a pivotal role, responsible to the Headmaster for the educational leadership, pastoral care, wellbeing, organisational culture, operations and community relations of the Preparatory School, including the Before and After School Care program. He/she is a member of the School's Senior Executive and as such will have substantial influence on these areas that are of great importance to the whole School.

The successful applicant will have a proven background in educational leadership at a senior level and/or demonstrable potential to succeed in such a senior executive role. The person will work closely with the Deputy Head – Head of Senior School and the Head of Junior School for the efficient day to day running of their various campuses. He/she will also work closely with the Deputy Head – Teaching & Learning, the Chaplain, the Head of Student Wellbeing and Leadership and the School Counsellor.

The successful candidate will:

- be a strategic and supportive member of the leadership team, playing a key role in the development of the School as it continues to evolve as an innovative, high performing and emotionally intelligent 21st century organisation, effectively managing an agenda of change to maintain the highest standards in all areas of School life.
- actively support the Headmaster and Senior leadership team to promote the School's vision, mission, values, strategic and operational plans, policies, programs and procedures and maintain standards of excellence in all operations of the Preparatory School.
- be an active member within the School community and promote Blue Mountains Grammar School in the wider community, and continue to foster strong relationships with students, staff, parents and members locally and further afield.

He/she will be an active Christian and be able to promote effectively the Christian ethos of the School.

The position will have a 0.5FTE teaching load.

The following provides an indication of the responsibilities associated with the position of Head of the Preparatory School:

Strategic Direction and Development

The Head of the Preparatory School will provide strategic direction, innovation and continuous improvement in teaching and learning, pastoral care, service learning and operations in the Preparatory School.

- Lead, manage and support the Preparatory School staff, ensuring they are a highly professional, motivated, collaborative and effective team.
- Monitor the discipline, tone and day-to-day operations of the Preparatory School and communicate the expectations of the School to the broader community.
- Continue to develop a culture that is inclusive and reinforces the values of care, intercultural understanding, consideration and respect for others.
- Nurture the links between the spiritual, academic, pastoral and co-curricular that support the wellbeing of each student.



- Preserve the School's image by maintaining high standards of student uniform, behaviour and conduct.
- Oversee the effectiveness of the Pastoral Care, Wellbeing and Service Learning programs.
- Build links with the Pastoral Care, Wellbeing and Service Learning programs in the Junior and Preparatory Schools.
- Continue to develop a strong sense of community through good communication with parents, students and staff.
- Ensure that each student is cared for in matters relating to his or her welfare, personal, spiritual, and academic development as well as ensuring active pastoral support for staff.
- Assist with marketing and promotion of the Preparatory School e.g. information nights, orientation days, Book-A-Tour Days and Open Days, sporting events, Arts events, Parent & Friend Association functions, and wider community events.
- Ensure compliance with all government and education regulations and expectations.
- Ensure the Headmaster is kept informed of important matters on a "needs to know" basis.
- Ensure pro-active reporting of WH&S issues to the WH&S Officer to support the School's commitment to a safe working environment for all staff, students and visitors.
- Ensure the effective monitoring and compliance of risk management in the Preparatory School.
- Ensure responsibility for student results, student and staff compliance standards.
- Actively contribute to the School's strategic plan and its implementation.

Teaching & Learning:

The Head of Preparatory School's principal focus is the high-standard of teaching and learning and student wellbeing in the Preparatory School.

- Support and implement the Preparatory School's effective learning and teaching framework focusing on Cultures of Thinking and Visible Learning, which underpins the teaching practice at BMGS.
- In collaboration with the Senior Executive and Head of Staffing Services, prepare, organise and deliver effective Staff PD days.
- Assist the Deputy Head – Teaching & Learning with the leadership and management of teaching staff to identify and promote excellence in teaching and improved student outcomes.
- Ensure all Preparatory School learning environments foster a climate of challenging goals within an atmosphere of pastoral and academic support.
- Assist with the sharing of best practice initiatives across the School and seek opportunities to collaborate with other innovative and high performing schools and networks to share and develop teaching and learning initiatives.
- Contribute to learning support within the School in liaison with relevant staff.



Student Wellbeing

In collaboration with the classroom teachers, the Head of the Preparatory School is directly responsible for student well-being. This includes leadership and management of staff and students, as well as the student wellbeing program and student behaviour management.

- Implement a developmental, age appropriate pastoral care, wellbeing and service learning program.
- Foster a supportive environment for students and develop and maintain a culture of care in the School.
- Foster an environment in which every student is given the opportunity to realise his or her full potential in educational, spiritual, sporting, cultural, service, sustainability and personal pursuits.
- Ensure that students feel safe in the School environment.
- Liaise with the School Counsellor to determine appropriate support of individual student's pastoral needs.
- In collaboration with the Head of the Junior School, implement a timely, informative and experience-rich transition program from Year 4 to Year 5.
- Conduct Preparatory School student leadership elections and selections.

Financial Leadership and Management

The Head of the Preparatory School is directly responsible for the financial operations of the Preparatory School.

- Develop an annual budget and submit it to the Business Manager for approval. Ensure the budget is cost efficient and suitably phased over the 12-month period.
- Operate the Preparatory School within the annual budget and regularly monitor expenditure.
- Contain operational and staff costs within budget benchmarks.
- Identify ways to raise revenue and limit expenses without compromising the quality of education.
- Management of payroll procedures and issues in collaboration with the School's Business Office.

Human Resource Leadership and Management

Human Resource management is a significant and important part of the role. The Head of the Preparatory School is responsible for:

- Recruitment, induction, monitoring, mentoring, annual performance review, professional development and performance management of all Preparatory School staff.
- Maintaining a cost-efficient staff profile and ensuring student/staff ratios remain within benchmarks.
- Allocating teachers to roles.
- Maintaining an effective, supportive, professional team of staff.
- Revise and refine support of staff welfare initiatives;



- Staff recruitment and retention of high quality staff.
- Attend and contribute to conferences concerning school-based programs and recommend appropriate professional development to team members.
- Facilitating meetings between staff and between staff and parents, when needed.
- Participate in arrangements made for the professional learning, development and performance management of staff.
- Ensure that regular meetings are held with Preparatory School staff and lead and facilitate these meetings.
- Oversee the performance of staff members in their official duties and their adherence to the system covering various School activities.
- Arrange cover for the teaching duties/supervision duties of staff members who may be absent.
- Serve as an advisor to staff in all pastoral matters and assist the Headmaster in such matters as needed.

Organisational Leadership and Management

The Head of the Preparatory School is responsible for the overall management of the Preparatory School which includes Before and After School Care (BASC). Duties include:

- Development of the annual Preparatory School timetable, in collaboration with the Deputy Head – Head of Senior School.
- Organisation and conduct of regular staff meetings and briefings. Staff meetings should provide a forum for consultation, collaboration, decision making (when appropriate), dissemination of information, etc. Ensure minutes of meetings are recorded and stored appropriately.
- Review of all Preparatory School policies annually contained within the staff handbooks and school diary.
- Oversight of correspondence in and out of the Preparatory School. All communications with colleagues and stakeholders must always be of the highest professional standard, reflecting the seniority of this position and the stature of the School.
- Lead the co-ordination of the Annual School Calendar – entries, conflicts and publication;
- Interviewing new students and their parents and making recommendations for enrolment to the Registrar.
- Liaising with the BASC Coordinator ensure the efficient and effective management of this entity.
- Grant leave to students who need it during the day and whose parents seek leave for them at other times.
- Oversee the School absentee system.
- Manage the conduct of Preparatory School Assemblies and Chapel Services.



- Monitor W, H & S duties as required.
- Assist with the Sport program and the arrangements of inter-house and inter-school sporting events.
- Monitor and review all excursion bookings and trips within the Preparatory School;
- Assist with the selection of prize winners for Presentation Nights and Days.
- Organisation and oversight of events: Junior and Preparatory School Presentation Day, parent/teacher meetings, Book-A-Tour days; Open Days.
- Overseeing and coordination of the review and development of publications.

Community Relations

The Head of the Preparatory School is directly responsible for maintaining good relations with students, staff, parents and the wider community.

- Know the students and their parents, to best of ability.
- Exercise a high level of visibility via 'management by walking around' to gain an important perspective of what is happening in the Preparatory School and across relevant co-curricular activities.
- Maintain a sense of belonging for parents and students within the Junior School community.
- Ensure the Preparatory School staff deliver effective, efficient, professional customer service.
- Attend Parents and Friends and Preparatory School Support Group meetings. Report on progress on the Preparatory School future plans. Maintain good community relations with members of the various support groups.
- Effectively communicate decisions, policies, procedures and organisational matters to relevant members of the community e.g., Bulletin articles.
- Organise prospective parent information events.
- Ensure high quality, effective communications with staff and parents.
- Ensure that open lines of communication exist between teaching staff, parents and all relevant stakeholders.
- Audit annually all relevant sections of the Preparatory School website to ensure that all information relevant to the Preparatory School is accurate, appropriately presented and up to date.

Other

- Actively support the Headmaster at School events, using the opportunity to introduce parents and visitors to the Headmaster.
- Be on call to support the Headmaster (or his/her nominee) with critical incident management during business hours and after hours if required.
- In liaison with the Headmaster, Business Manager and Director of Operations, management and development of facilities to ensure the provision of the Preparatory School that supports the School's aspirational standards of excellence.
- Other duties from time to time as required by the Headmaster.



Competencies Required

- Strong academic qualifications in a relevant discipline from a recognised university.
- Significant teaching and leadership experience.
- Expertise in literacy and/or numeracy coaching that has resulted in improved learning outcomes.
- Eligibility for registration with NESAs.

Personal Qualities

Within the context of the duties described above, the ideal applicant will be someone who has:

- Educational expertise across all year levels P-4.
- Expertise in the developmental nature of students' learning and curriculum progression.
- Excellent time management, organisational and managerial skills.
- Strong skills in liaising with staff, students, parents and the wider community.
- Visionary leadership and management practice.
- The ability to role model professional and loyal behaviour.
- Support for the traditions and values of BMGS.
- Respect for others by listening, showing loyalty, kindness and forgiveness.
- Demonstrated commitment to embracing change and growing professionally in the role.

Selection Criteria

1. Strategic Leadership and Management

- Capacity to use strategic thinking and analytical skills to influence the educational agenda.
- Demonstrated capacity to adapt and to manage significant changes.
- Capacity to develop and maintain an organisational culture based on ethical, professional and personal behaviours and corporate values.
- Demonstrated ability to work with parents, teachers and students in a diverse community to develop a learning environment that fosters creativity and excellence.



2. Academic and Pastoral Leadership and Management

- A significant and successful record of achievement in a school, leading others in the process of change, and promoting the profile of the School.
- Demonstrated high level conceptual, analytical and planning skills for use in the implementation of School policies and priorities which optimise learning outcomes.
- Demonstrated leadership of a curriculum, teaching and learning environment, leading to the achievement of quality learning outcomes for all students.
- Ability to focus on the individual needs of all students and to provide opportunities for growth and development in all areas.

3. Financial Leadership and Management

- Capacity to manage effectively financial and physical resources to deliver high quality organisational outcomes.

4. Human Resource Leadership and Management

- Capacity to work with the School community in order to motivate and to support staff to develop their diverse talents and to foster their personal growth, through the creation and building of sympathetic and effective teams.

5. Organisational Leadership and Management

- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the School community.
- A proven ability to manage staff, programs and resources.
- Demonstrated operational planning skills.
- Capacity to liaise with the Business Manager, Director of Operations and Head of Maintenance to ensure high standards of safety and maintenance of the grounds and facilities.

Guidelines for the Application

- a) To apply for this position you must be eligible to work in Australia, e.g. hold an appropriate and current Australian work visa.
- b) Applications should have a covering letter, personal statements relating to your Christian philosophy and your approach to teaching and nurturing of children, followed by responses to the selection criteria.
- c) All applications will be acknowledged upon receipt.



- d) Applications must also include the following information:
- Personal details (a photograph is optional).
 - Qualifications (please include the date of each qualification and the name of the institution awarding the qualification). Short-listed applicants will be asked to bring original documents or certified copies of transcripts of qualifications to the interview.
 - A summary of your current position.
 - A concise summary of your employment history (beginning with the most recent position).
 - Membership of any professional associations.
 - Co-curricular involvement, interests and expertise.
 - Names, positions and contact details for three (3) referees. Your present Principal should be listed amongst confidential referees (if applicable) as should the Minister of the Church you currently attend
- e) Applications must be provided unbound. Please do not use display books, folders or staples to enclose your application.
- f) Applications close 5:00pm on **Friday, 6th October 2017**, and can be emailed to:

Ms Janine Hanrahan – PA to the Headmaster
(jhanrahan@bmgs.nsw.edu.au)
Blue Mountains Grammar School
Private Mail Bag 6
Wentworth Falls NSW 2782