



Head of Junior School

JOB DESCRIPTION

Reports to: The Headmaster

Department: Executive

Position Summary

The Head of Junior School is a member of the Scotch College Executive reporting directly to the Headmaster and is responsible for the holistic development of each student within the Sub-School. The role leads the implementation of the College's Vision, Mission, and Values in the daily life of the Junior School and works collaboratively with other College leaders to ensure consistent practice and policy from Pre-Kindergarten to Year 12, particularly in partnership with the Head of Middle School and Head of Senior School. As a member of the College Executive, the Head of Junior School contributes constructively to executive leadership and to the implementation of the College's Strategic Plan.

In particular, the Head of Junior School, in conjunction with the respective members of Executive, is responsible for:

- **Community Leadership** – Shapes a connected and values-aligned Junior School community through strong engagement and purposeful communication with students, staff, and families
- **Teaching and Learning Leadership** – Leads the strategic development and consistent delivery of high-quality teaching and learning across the Junior School
- **Pastoral Leadership** – Fosters a culture of care and wellbeing that supports each boy's personal, spiritual, academic, and social development, while ensuring strong pastoral support for staff
- **People Leadership** – Leads and develops all Junior School staff to build a cohesive, high-performing, and professional culture across teaching and non-teaching teams
- **Administrative Leadership** – Provides strategic oversight of Junior School operations through effective policy implementation, sound governance, and responsible stewardship of resources

Essential Criteria

Education and training

- Tertiary qualification in a relevant discipline or equivalent experience
- Post-graduate degree in a related field is highly desirable

Core competencies (knowledge, skills, and experience)

Human relations

- Capacity to engage and inspire students, staff, parents, and the wider community
- Ability to lead and support teams in a constructive, collaborative, and proactive manner
- Previous experience in a leadership position and/or demonstrated potential to succeed in an executive role
- Excellent communication and interpersonal skills, including team building, coaching, mentoring, and leadership
- Ability to foster a supportive and open environment that promotes staff wellbeing through constructive dialogue and leading by example

Technical

- Strong organisational and administrative capability
- Demonstrated ability to use data to strengthen teaching and learning and improve student outcomes
- Significant teaching experience with a demonstrated record of fostering student development
- Sound understanding and demonstrated application of contemporary pedagogy
- Ability to model high-quality teaching and learning
- Ability to model the purposeful use of information and learning technologies to support teaching and learning

Additional requirements and values

- Positive outlook and willingness to contribute actively to College life
- Demonstrated commitment to the Scotch College Values of Service, Integrity and Stewardship, underpinned by the values of the Uniting Church in Australia and, in particular, the UCA Charter of Education
- Demonstrated ability to comply with organisational Health and Safety policies, procedures, and guidelines
- Commitment to upholding the College's shared culture of child safety as a Child Safe Organisation

Core Responsibilities and Tasks

Community Leadership

- Cultivate strong and effective relationships with parents, students, and staff through clear and purposeful communication
- Represent the Junior School and College positively and professionally within the broader community
- Set and uphold the behavioural standards and expectations of Scotch College
- Provide leadership and oversight at College functions, as directed by the Headmaster
- Maintain clear and constructive communication with parents on teaching and learning matters
- Promote and maintain high standards of student presentation, behaviour, and conduct
- Champion the College as a professional learning community

Teaching and Learning Leadership

- Work with the Director of Teaching & Learning and the Director of Information & Learning Technologies to evaluate curriculum developments and ensure programmes remain high quality, balanced, and relevant. As an International Baccalaureate World School, support the development of IB programmes and promote the attributes of the Learner Profile across the College
- Ensure students are supported through targeted programmes that enable them to achieve their academic potential
- Model and champion contemporary teaching practice across the Junior School
- Promote professional learning that strengthens teaching practice and supports continuous improvement
- Promote the purposeful use of information and learning technologies across the Junior School
- Work with the People and Culture Department to lead staff appointments and appraisal processes
- Oversee teaching and learning environments to ensure facilities effectively support learning across classrooms and grounds

Pastoral Leadership

- Foster a supportive and caring environment for students and staff across the Junior School
- Create an environment in which every student is supported to realise his full potential across educational, spiritual, sporting, cultural, service, sustainability, and personal pursuits
- Ensure students feel safe, supported, and known within the school environment
- Ensure best practice in student transition into the Early Learning Centre and Junior School, and in preparing boys for their next stage of schooling

People Leadership

- Lead recruitment, professional development, and performance management processes for Junior School staff, as required
- Coach and mentor staff to strengthen practice and professional growth
- Shape professional dialogue and recommend learning priorities that strengthen school-based programmes and staff capability
- Maintain oversight of relevant regulatory and registration requirements and communicate their implications to staff and the College community
- Lead recruitment, professional development, and performance management processes for Junior School staff, as required
- Coach and mentor staff to strengthen practice and professional growth
- Lead a positive, engaging, and high-performing culture across the Junior School that promotes collaboration, belonging, and professional growth

Administrative Leadership

- Manage the Junior School budget with strategic oversight and fiscal responsibility
- Lead the development and continuous improvement of efficient administrative policies and procedures
- Collaborate in the development of the whole-school calendar, taking a proactive and solutions-focused approach to competing priorities, and oversee the delivery of key school ceremonies and events
- Oversee key Junior School communication processes, including reporting, information evenings, and handbooks
- Undertake other responsibilities as determined by the Headmaster

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 18/06/2026