HEAD OF JUNIOR SCHOOL
Information and application package
At Penrhos College, our purpose is clear –
To inspire girls to become extraordinary women.

The Penrhos learning philosophy is designed to ensure our students thrive in an ever-changing and ever-more challenging world, where resilience, determination, strength of character and strong moral code give our girls the confidence to navigate all of life’s opportunities and challenges successfully. To remain at the forefront of girls’ education, we need leading-edge programs, exceptional staff and first-class resources.

We are committed to providing an outstanding education and learning experience; also, to cultivating a warm, open and respectful College community, that honours our traditions and Christian values and exemplifies our core College values of Respect, Integrity, Empathy, Knowledge, Growth and Synergy. Our motto ‘Strive for the Highest’ informs all that we do.

Our focus is on nurturing and inspiring the heart, mind, body and spirit of each girl to enable her to explore her potential and achieve her personal best - in academic, co-curricular and special interest areas. Each individual learning journey spans the phases of development and it is our desire for increasing numbers of girls to enjoy the greatest return on their Penrhos experience by enrolling early and remaining at the College for the duration of their school life.

It is with great pleasure that I begin the search for our Head of Junior School, a pivotal role in which the successful candidate will guide and oversee all staff and students, strategy, resources and activities pertaining to our Junior School (classes from Pre-Kindergarten through to Year 6). The successful candidate will work with me, College Leadership, our wider staff and the College community to ensure a cohesive approach to the provision and promotion of both outstanding academic education and pastoral care.

The information outlined in the following pages will provide you with a comprehensive understanding of this exciting opportunity. Please do not hesitate to contact me, if you would like to discuss any aspect in more detail.

Meg Melville
Principal

Our motto ‘Strive for the Highest’ is emblazoned on every Penrhos uniform, just above each girl’s heart. Since the College was founded in 1952, our motto has guided everything we do – not only in academic studies, sport and the Arts, but also in how we interact with one another as individuals and as a community.

Our magnificent College campus caters for around 1150 students from Pre-Kindergarten to Year 12. In 1971, the school moved to its present site, an eight-hectare former pine plantation in Como, just six kilometres south of Perth city. This peaceful parkland forms the backdrop for our modern buildings and state-of-the art facilities.

Penrhos is committed to creating inspiring learning environments that nurture the goals and dreams of each student. This is an exciting time at the College as we continue to invest in our Master Building Plan. Our Menai Boarding House opened in 2010, and in 2011 we opened our fantastic Early Learning Centre, catering for Pre-Kindergarten to Year 1 students, and refurbished Junior School Administration facilities. Our outstanding new Creative Arts and Design Centre opened in 2016, with the Rixon Theatre and the Library undergoing extensive refurbishment across the next few years. In December 2019, we will commence the final phase of our current plan, with the transformation of our existing Science Building into a Science Innovation Centre that is designed to take its rightful place as a beacon for STEM education for girls in Western Australia.

Academically, our motto is reflected in the fantastic results our students consistently achieve. In 2017 Penrhos College won the primary and secondary school categories in the prestigious Governor’s School STEM (Science, Technology, Engineering and Maths) Awards, becoming the first school to do so. We are proud to be formally recognised for our comprehensive and integrated STEM program, as well as for our growing leadership and engagement on STEM matters across the education sector.

In 2018, Penrhos College ranked 11th in the League Tables with a median ATAR of 88.20 (Top 50 Median ATAR Schools) against a state median ATAR of 81.80. All students who were part of the Vocational and Educational Training (VET) pathway were successful in achieving their AQF certificate.

The importance of pastoral care and community service is fundamental to our College ethos. As we strive to be the very best we can, we embrace opportunities for improvement across each area of the whole person paradigm with equal emphasis on the development of heart, mind, body and spirit. Our students are encouraged to pursue volunteer and community service opportunities in order to make a positive contribution to our local and global communities and to experience the benefits of making such contributions.

Message from the Principal

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We have developed a set of core shared values to define the very essence of who we are, what we believe and stand for as staff, as students, and as a community. Values are commonly defined as intangible, deeply held beliefs that guide our actions and interactions. These values bind us together with a common focus and support everything we do.

As a Uniting Church school, inspired by the motto “Strive for the Highest”, Penrhos College aims to provide an environment conducive to the establishment and nurturing of Christian faith and the adoption of sound moral and ethical values. We are committed to the following set of core shared values, as developed by our staff.

We are particularly compelled by the universal and timeless appeal of RESPECT, INTEGRITY and EMPATHY. These are self-evident values that strike a chord with each of us as individual human beings. KNOWLEDGE, GROWTH and SYNERGY mark our uniqueness. They define Penrhos College and serve to remind us of our core purpose, the premises on which we base our educational framework and the partnerships which underpin the heart of our success.
Since our founding in 1952 and even since our initial organisational re-structure in the 1990s, significant societal change has occurred with respect to:

- Understanding of learning
- Technology
- Globalisation
- Job creation/opportunities/workforce planning for the future
- Social demographics and dynamics
- The change in school entry age in WA

In a climate of constant change, the College organically evaluates its strategic direction, its structure and its programs to ensure Penrhos remains at the forefront of girls’ education in Western Australia. Our administrative organisational structure ensures we meet the needs of each student as a learner, with focus on the need for personal inspiration and real opportunities for individual educational growth.

The leadership roles in our Junior and Secondary Schools are outlined as follows:

**PRINCIPAL**

The Principal is accountable for defining a strategic vision for the College which will ensure its long-term viability through effective management and by leading the delivery of a positive and nurturing learning environment and innovative, contemporary educational programs. This is to be achieved in accordance with the Penrhos College Strategic Plan as adopted by the College Council.

In accordance with the Penrhos College Constitution, the Principal will be a confirmed member of the Uniting Church or a confirmed member of another Christian denomination and be willing to participate in the life of the Church.

The Principal is to be a consistent and visible example of the College’s vision, values, aims and Christian principles.

**CHAPLAIN**

The Chaplain represents the life of faith within the College, as it is lived in the Uniting Church in Australia, and promotes the Christian ethos through the model of Christian Life and Witness at the College. The Chaplain is also responsible for providing ministry to the College, its students, staff and parents, families and the wider College community.

**JUNIOR SCHOOL**

**Head of Junior School**

The Head of Junior School is responsible for providing a positive and nurturing learning environment and excellent educational programs so that Early Learning and Junior School students (Pre-K – 6) can achieve their full potential. The Head of Junior School oversees the leadership of staffing and student matters of Pastoral Care, Teaching and Learning and Co-curricular programs with reference to the College’s Strategic Plan. The Head of Junior School is of critical importance to the overall operation of the School in both an educational sense and from a management perspective.

**Deputy Head of Junior School / Coordinator Teaching & Learning PreK-6**

The Deputy Head of Junior School supports the leadership of staff and students within the Junior School and wider College community ensuring the delivery of an innovative and exciting curriculum in an environment with a strong focus on Pastoral Care. The Deputy Head of Junior School assists the Head of Junior School in the overall planning, organisation and management of Junior School and is responsible for the planning, development, implementation, evaluation and ongoing improvement of academic curriculum and pedagogy with reference to the College’s Strategic Plan.

**SECONDARY SCHOOL**

**Dean and Assistant Dean of Academic Administration**

The Dean and Assistant Dean of Academic Administration are responsible for creating and maintaining academic structures that deliver a curriculum that enables effective teaching and learning, assessment and reporting, and management of student academic progress within the context of internally and externally mandated requirements.

**Dean of Co-Curricular**

The Dean of Co-curricular is responsible for the planning, innovation and management of College co-curricular programs ensuring activities meet the needs of students and parents. The Dean of Co-curricular is called upon to coach, motivate and lead the training program and squad competition for swimming, athletics and cross-country while also assisting individual students, teams and the College as a whole to achieve its potential and to promote optimal levels of school pride.

**Dean and Assistant Dean of Teaching and Learning**

For the staff and students of our Secondary School, the Dean of Teaching and Learning is the key leader in the planning, development, implementation, evaluation and ongoing improvement of academic curriculum and pedagogy in pursuit of the College’s defined purpose. The Assistant Dean of Teaching and Learning assists with all of these areas and takes responsibility for a range of specific projects and programs.

**Dean and Assistant Dean of Pastoral Care**

The Dean and Assistant Dean of Pastoral Care are responsible for supporting and monitoring the social, emotional, psychological and spiritual development and wellbeing of the individual through the implementation and delivery of thrive, our Pastoral Care curriculum and programs.
Our Junior School vision is to offer a dynamic, supportive and inspirational future-focused learning culture that empowers students to become independent, engaged, fulfilled, holistic learners. For more than 300 girls from Early Learning to Year 6, we embrace and apply the concepts of digital and global citizenship and leading-edge educational research, to foster personal growth. Through participation in a broad and challenging academic and co-curricular program and in close alignment with the findings of the Gonski report, our approach is designed to inspire and stimulate the development of each young student’s heart, mind, body and spirit in equal measure as she strives to achieve her personal best.

We are proud to consistently deliver successful initiatives in support of the three cross-curricular imperatives (sustainability, Asia engagement and Aboriginal and Torres Strait Islander threads) along with 21st century learning skills. We focus on mindfulness to help our girls to centre, flow and self-regulate to manage worry and anxiety. With wellbeing at the heart of our agenda, nature play and pedagogy form an integral part of our activities, along with outdoor learning; our girls participate in daily physical education which has led to our national ranking as first in fitness for primary schools across Australia. Our proactive social and emotional engagement program ‘You Can Do It’ is fundamental to the development of confident, well-organised, persistent and resilient girls, along with initiatives such as our behaviour modification and emotion coaching program, 123 Magic.

Our academic credentials are second to none — winners of the Governor’s 2017 Primary School STEM award, our girls consistently learn coding and robotics, along with Music, Dance, Drama and Languages.

Within the physical environment of the Junior School, we have an Early Learning Centre (Pre-Kinder to Year 1), classrooms (Years 2 – 6), school hall, dedicated music rooms, administration building, oval and courtyard. All classrooms are colourful and spacious, designed for both formal and activity-based learning. Support teachers are on hand to help students with specific learning needs.
take part in extensive specialist programs in Art, Drama, Italian, Music and Physical Education. Penrhos College is committed to incorporating IT and technological advancement into our Junior School curriculum to enhance the girls’ learning experience and help them develop sound research and analytical skills. Notebook computers are used extensively, with personal notebook ownership compulsory from Year 5. With the emphasis on portability and connectivity, every classroom is a technology-rich learning environment.

As our girls begin to explore their interests and start to develop their passions in life, we introduce them to as many opportunities and experiences as we can. For example, we nurture creativity, expression and imagination through exposure to the Arts and we have committed significant resources to our Visual Art, Drama and Music programs and facilities. Our Physical Education program emphasises the importance of participation and ‘having a go’, favouring team-building and new experiences over competition. A broad extra-curricular program — including cross-country, gymnastics, swimming, netball and the Future Problem Solving and Speakers’ Challenge — operates both before and after school for upper Junior School students. An after-school care program through Camp Australia offers organised activities and homework supervision until 6pm.

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POSITION STATEMENT

HEAD OF JUNIOR SCHOOL

The Head of Junior School is responsible for providing a positive and nurturing learning environment, with educational programs that align with the College’s purpose and strategy for both Early Learning and Junior School students (Pre-Kindergarten to Year 6) and influence the continued development of effective teaching and learning across the College.

The Head of Junior School is accountable for the following Key Result Areas and Responsibilities:

• Educational Leadership
• Teaching and Learning
• Pastoral Care
• Parent and Community Engagement
• Staff Leadership and Management
• General Management
• Resource Management
• Duty of Care

For further information on Key Result Areas and Responsibilities, please see the position posting for “Head of Junior School” on the Careers page of our website penrhos.wa.edu.au.

SELECTION CRITERIA

Please respond to the following criteria when submitting your application. Note the following is an extract from the full position statement. Please refer to the position posting for “Head of Junior School” on our Careers page at penrhos.wa.edu.au.

Experience

Essential:

• Significant experience in Early Childhood and Primary School education, with a demonstrated record in successfully fostering progressive educational values and principles
• Demonstrable skills in the delivery of pastoral care, with substantial knowledge of best practice in positive psychology and a thorough understanding of social and emotional issues affecting the age group, Pre-Kindergarten – Year 6
• Outstanding staff leadership and team development experience
• Extensive experience in the integration of IT and technology into the learning environment

Skills / attributes

Essential:

• Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
• Ability to engage, inspire and maintain the respect, trust and goodwill of staff, students and parents
• High level conceptual knowledge and understanding of current and future trends in academic curriculum and pedagogy
• A highly motivated approach with the ability to think strategically and laterally whilst ensuring effective delivery and follow through

APPLICATION PROCESS

SUBMITTING YOUR APPLICATION

Please submit your application via email to applications@penrhos.wa.edu.au including:

• Cover letter stating why you are applying for the position and providing your contact details. You can utilise the cover letter to demonstrate your suitability for the role based on the skills, knowledge and experience requirements outlined in the position statement.
• Resume or Curriculum Vitae outlining your personal details, qualifications and relevant work history, education and professional memberships. Relevant work history should commence with the most recent position you have held as well as the dates/period of employment. In the description of your work history give a brief summary of the duties and responsibilities for each of the positions.
• Response to Selection Criteria: Please refer to the specific selection criteria as detailed in the position statement under qualifications, experience and skills/attributes. Please respond using the STAR technique.

Situation: refers to the context in which tasks and activities are completed to achieve particular outcomes or results.
Task: refers to what needs to be done to achieve results.
Action: refers to how you actually carried out the tasks.
Results: refers to the outcome you achieved by carrying out the tasks with the appropriate actions appropriate to the situations encountered.

Maximum three pages.

• Three work-related referees: The names and details of your two most recent line managers and one direct report (people who report to you).

CLOSING DATE

Closing date for applications is Friday, 7 June 2019.

INTERVIEW DATES

First and second round interviews will be conducted during the week commencing Monday, 17 June 2019 until Friday, 21 June 2019.

ASSESSMENT

The use of assessment tools to assist in selection will be determined during the interview process.

ENQUIRIES

Please direct all enquiries to our Human Resources Department by phoning 08 9368 9500 or emailing applications@penrhos.wa.edu.au. Enquiries may also be directed to Meg Melville, Principal, on 08 9368 9514.

Penrhos College is an Equal Employment Opportunity Employer and is committed to selecting the best person for each position advertised. Only persons with unlimited rights to work in Australia need apply.

No agency calls please. Applications will not be accepted through recruitment agencies for this role.