

Position Description:	Head of Primary Primary School Years 1–6 and Preschool
Location:	Karori, Wellington

Samuel Marsden Collegiate School is widely regarded as one of Aotearoa's leading independent schools for girls from Year 1 to Year 13, with a proud history dating back to 1878. Marsden aspires to lay the foundations for lives of meaning, accomplishment and genuine happiness within our faith-based environment, and is New Zealand's first Visible Wellbeing™ School.

Position purpose

Responsible to the Principal, the Head of Primary is a member of the Senior Management Team (SMT), and a key leader and facilitator, covering all Preschool and Primary operations. Providing high quality, consistent outcomes in future-focused learning and student wellbeing are at the heart of the role.

The Head of Primary will have a clear vision for the Preschool and Primary School within the broader strategic aims of Samuel Marsden Collegiate School, and the capacity to inspire others to share, build, achieve and extend this vision.

Selection criteria

The Head of Primary will be an innovative and creative educator with a record of exemplary classroom practice. The Head will display a commitment to future-focused learning and student wellbeing, and have a proven ability to lead and energise colleagues, parents and students.

Applicants should have current New Zealand teacher registration and be able to provide evidence of their experience and capacity to meet the following criteria:

- A demonstrated capacity to build and maintain effective teams and working relationships that promote quality teaching and learning practices
- The ability to lead change and successfully initiate, plan and implement programmes in response to new educational needs and priorities
- A high level of communication and interpersonal skills when relating to students, colleagues, parents and the wider community and the ability to develop trusting relationships
- Leadership in the use of technology for learning within the Primary and Preschool settings
- Extensive knowledge of contemporary pedagogies in Preschool and Primary classroom practice, in the New Zealand context, and how to evaluate the impact of these on student learning
- A reflective approach to their own practice and a proactive interest in their professional growth as a leader and educator.

The Head of Primary will:

General

- Support Marsden's vision, values and Anglican Church affiliation
- Represent, and act for, the Primary School as an educational leader in the wider community
- Actively foster roll growth in the Primary School and Preschool
- As a member of the SMT, contribute to the leadership and smooth running of the School
- Assist the Principal with strategic and operational planning, and promotion of Marsden
- Implement the annual operational plan in the Primary School
- In consultation with the Principal and COO, manage the Primary School's building and maintenance programme
- Prepare reports and presentations, as required by the Principal
- Accept a teaching load, as deemed appropriate by the Principal
- Attend and participate in broader educational networks to share the Marsden story and knowledge of contemporary issues in education
- Represent the Principal, as required.



Leadership of learning

- Ensure that future-focused learning is a central focus of the School
- Lead the Arrowsmith Whole Cohort Program Years 2–6
- Review and implement an effective overview of staff development to ensure perceived training needs are being met
- Ensure that School curriculum and assessment policies are being implemented
- Ensure the best possible levels of student achievement
- Monitor School programmes to ensure that learning experiences are sensitive to ethnic and gender issues and relevant to the lives of students
- Foster effective staff working relationships
- Accept accountability for student outcomes.
- Ensure that the supportive and caring culture of Marsden and the emphasis on student wellbeing is reflected in all communication channels
- Ensure that parents feel welcome in the School and foster strong parent involvement in the Primary and Preschool programmes
- Be involved in discussions and procedures for reporting to parents on the progress being made by students in the Preschool and Primary School
- Manage the pre-enrolment and enrolment processes for the Primary School and Preschool in consultation with the Enrolments Registrar
- Manage the scholarship process for the Primary School in consultation with the Principal
- Oversee tours, visits, events and open days in the Primary School.

Cultural leadership

- Lead Marsden's Visible Wellbeing™ approach within the Preschool and Primary School
- Maintain a School culture where students feel safe, challenged and successful
- Ensure that the Primary School is an orderly environment where equipment, resources and facilities are well managed
- Recognise individual differences and provide variety in teaching methods, groupings and learning modes
- Celebrate difference by affirming creativity and lateral thinking
- Oversee the selection of Primary School leaders and develop the leadership team.

Communication and community relationships

- Ensure that the communication network is efficient and effective within and beyond the School
- Actively promote Marsden Primary's 'story' in consultation with the marketing and communications team
- Maintain the flow of constructive dialogue between parents and teachers
- Ensure that the Principal is kept fully informed and has access to Primary School communication networks, where appropriate

Staffing and operational management

- Work with the Principal to appoint staff
- Lead and support the staff professional review process
- Facilitate the mentoring of new staff
- Allocate and timetable teaching and other duties in the Primary School
- Organise staff meetings and oversee assemblies and services
- Oversee the EOTC programme in the Primary School and Preschool
- Oversee the operation of the Marsden After School Care (MASC) programme
- Be responsible for health, safety and risk management processes within the Primary School and Preschool.

Other duties as determined in consultation with the Principal.

