



POSITION DESCRIPTION

PART OF **AngliSchools**

Position Title	Assistant Head of Primary School (Teaching and Learning) Teacher
Tenure	Permanent Assistant Head of Primary School (Teaching and Learning) 0.60FTE Teaching load 0.40FTE
Department	Primary School
Reports To	Head of Primary School
EBA	The Anglican Schools Commission Incorporated Western Australia Agreement 2019
Classification	Total Remuneration Package (TRP) (6 weeks annual leave) or Appropriate salary scale level plus Teacher Promotional Allowance (Term time only)
Date Last Reviewed	September 2026

POSITION PURPOSE

The Assistant Head of Primary School (Teaching and Learning) provides strategic and operational leadership of curriculum, pedagogy, assessment and reporting across the Primary School, from Pre-kindergarten (Little Georgies) to Year 6. Working closely with the Head of Primary School, Director of Teaching and Learning and the Primary Leadership Team, the role promotes consistent, evidence-informed and data-informed practice that supports high-quality teaching and improved student learning outcomes.

The position builds staff capability through instructional leadership, coaching, mentoring and professional feedback, while supporting the effective implementation of School and system priorities. As a member of the Primary Leadership Team, the incumbent contributes to staff development, recruitment, induction, operational planning, student wellbeing and positive engagement with families, and maintains an active teaching role that models exemplary professional practice.

KEY ACCOUNTABILITIES

Leadership

- Provide strategic leadership for teaching and learning across the Primary School, working collaboratively with the Head of Primary School, Director of Teaching and Learning and the Primary Leadership Team.
- Lead the planning, implementation, evaluation and continuous improvement of curriculum, pedagogy, assessment and reporting from Pre-kindergarten (Little Georgies) to Year 6.
- Promote a culture of high expectations, collaboration, professional accountability and continuous improvement, providing clear, constructive and timely feedback to staff.
- Support the Head of Primary School in staff recruitment, deployment, induction, development, appraisal, retention and wellbeing, as required.
- Build positive and productive relationships with students, staff, families and the wider School community, and contribute to School projects and priorities within the scope of the role.

Curriculum, Pedagogy and Digital Learning

- In collaboration with the Head of Primary School lead the consistent implementation of the Western Australian Curriculum and relevant SCSA requirements across the Primary School, and support the Early Childhood Leaders with implementation of the Early Years Learning Framework (EYLF) and National Quality Standard (NQS).
- Ensure a coherent and appropriately sequenced curriculum is mapped across year levels and learning areas, with clear continuity of learning from Little Georgies to Year 6.
- Monitor contemporary educational research, curriculum developments and evidence-informed practice, and lead staff in implementing agreed curriculum and pedagogical improvements.
- Model and promote high-quality teaching practice, including effective planning, differentiation, behaviour management and the purposeful integration of digital technologies.
- Coach, mentor and build the capability of teachers, including early career and newly appointed staff, through observation, professional dialogue, feedback and targeted support.
- Collaborate with the IT Department and relevant leaders to support effective digital literacy and technology integration in teaching and learning.

Assessment, Data and Reporting

- Lead consistent assessment, moderation, data collection and reporting practices across the Primary School to support reliable judgements of student achievement and progress.
- In conjunction with the Head of Primary School lead and support staff in the analysis and use of student achievement data to inform planning, differentiation, intervention and continuous improvement at student, cohort and School level.
- Coordinate Primary School reporting processes in collaboration with the Head of Primary School and Director of Teaching and Learning, including reporting timelines, SEQTA, Seesaw, Learning Journeys and review of reporting processes.
- Oversee Primary School internal and external assessment requirements, including NAPLAN and relevant SCSA requirements, in collaboration with the Director of Teaching and Learning and Head of Operations.
- Ensure accurate and timely curriculum, assessment and reporting data is maintained in School systems and that students and families receive regular, meaningful feedback on academic progress.
- Engage with parents and caregivers, where appropriate, regarding student academic progress, learning needs and teaching and learning matters.

Staff Leadership and Professional Growth

- Support the induction and orientation of new Primary staff, ensuring they understand relevant AngliSchools and School policies, curriculum expectations, assessment and reporting processes, student progress reporting and professional growth requirements.
- Assist the Head of Primary School with staff appraisal and professional growth processes, including classroom observation and formal and informal feedback.
- Lead and facilitate year-level and other teaching and learning meetings as required, fostering professional collaboration, shared practice and collective responsibility for student outcomes.
- Provide guidance and support to the Junior School and Early Childhood Leaders in matters relating to teaching and learning.

Primary Operations and Administration

- Support the Head of Primary School with the effective day-to-day organisation and operation of the Primary School and contribute to the achievement of School and Primary strategic priorities.
- Provide teaching and learning input into annual timetable development and other operational planning, including staff duty rosters, incursions, in-School activities and Primary assemblies as required.
- Oversee staff within the scope of assigned portfolios and ensure responsibilities are carried out effectively and consistently.
- Attend and contribute to relevant leadership, committee and School meetings, and meet regularly with the Head of Primary School.
- Contribute to School communications and publications in relation to the portfolio and promote meaningful parent engagement in student learning.
- Support the implementation of the Primary School Positive Behaviour Support Plan and contribute to student wellbeing, pastoral care and a safe, inclusive learning environment.

TEACHING RESPONSIBILITIES

The incumbent will maintain an active teaching role and is expected to model high-quality professional practice across the Primary School.

In accordance with the responsibilities outlined in the GMAS Teacher Position Description, the incumbent will:

- Plan, deliver and assess high-quality, evidence-informed teaching and learning programs that meet relevant SCOSA, ACARA and School requirements.
- Create safe, inclusive and engaging learning environments that promote high expectations, positive relationships, student wellbeing and achievement.
- Use student achievement and wellbeing data, formative and summative assessment and reflective practice to inform teaching, differentiation and continuous improvement.
- Maintain accurate student records, assessment information and reporting requirements and communicate effectively with students, parents and caregivers regarding student progress.
- Model effective classroom management, restorative and relational practices and appropriate professional boundaries.
- Contribute to pastoral care and other whole-School responsibilities as required.
- Demonstrate and promote the GMAS Vision for Learning, School Values, commitment to child safety and the ethos of Anglican education.
- Maintain all required professional registrations and clearances and comply with School policies, the Staff Code of Conduct, WHS requirements and relevant professional standards.
- Fulfil the School's annual 40-hour co-curricular requirement and participate in camps, excursions, School events and activities as required.

Professional Responsibilities

- Comply with the GMAS Staff Code of Conduct and TRBWA Teacher-Student Professional Boundaries.
- Comply with all relevant legal, regulatory, ethical and professional responsibilities and requirements.
- Comply with School WHS policies, procedures and relevant legislation, and contribute to a safe workplace.

Other Duties

- Maintain the allocated teaching load and, where operationally necessary, provide reasonable teaching cover.
- The allocation and composition of the teaching load may be determined on a year-by-year basis according to School operational requirements.

This position 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 Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality in relation to School, staff and student matters.
- Demonstrate overt support for the School Values, Vision for Learning and Anglican ethos.
- Maintain a strong commitment to child safety and student wellbeing.
- Demonstrate professional, ethical and respectful conduct at all times.
- Foster a culture of collaboration, accountability, continuous improvement and sharing of professional knowledge.
- Develop and maintain positive and productive working relationships with students, colleagues, families and other stakeholders.
- Attend and contribute to relevant School meetings, professional learning and School activities as required.
- Participate in the School's staff appraisal and professional growth processes.

POSITION DIMENSIONS

People Management

Provides leadership, coaching and professional guidance to Primary teaching staff within assigned portfolios.

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Senior Leadership Team
- Head of Primary School
- Early and Junior Years Leaders
- Teaching staff
- Administrative Staff
- Students

External

- Parents and caregivers
- SCSA and relevant education authorities
- Professional associations and external education providers
- AngliSchools personnel
- External agencies and service providers, as required

SELECTION CRITERIA

Selection Criteria (to be addressed within the candidate's application for employment)

Essential

- Appropriate tertiary qualifications in Education and full registration, or eligibility for full registration, with the Teacher Registration Board of Western Australia (TRBWA).
- Demonstrated successful teaching experience in Primary education, together with substantial knowledge of contemporary curriculum, pedagogy, assessment and reporting practices.
- Demonstrated educational leadership capability, with experience leading curriculum improvement, evidence-informed pedagogy and consistent teaching and learning practice across teams or year levels.
- Demonstrated ability to analyse and use student achievement data to inform teaching, differentiation, intervention, planning and continuous improvement.
- Demonstrated capacity to coach, mentor and develop teachers, including providing constructive professional feedback that builds staff capability and collective efficacy.
- Highly developed interpersonal, communication and relationship-building skills, with the ability to work collaboratively with staff, students, parents/caregivers, leaders and external stakeholders.
- Demonstrated organisational capability and sound professional judgement, with the ability to manage competing priorities, contribute to operational planning and deliver agreed outcomes.
- Demonstrated commitment to child safety, student wellbeing, professional standards, the GMAS Vision for Learning and School Values, together with empathy with and support for the Anglican ethos of the School.

Desirable

- Postgraduate qualifications and/or formal professional learning in educational leadership, curriculum, pedagogy or a related field.
- Experience in a formal curriculum, teaching and learning or Primary School leadership role.

ELIGIBILITY AND TRAINING REQUIREMENTS

Applicants must hold, or be eligible to hold, full teacher registration with the Teacher Registration Board of Western Australia (TRBWA), a current Working with Children Check and satisfy all other employment screening requirements of GMAS.

INHERENT PHYSICAL REQUIREMENTS

- Ability to undertake the inherent requirements of a teaching and leadership role in a school environment, with reasonable adjustments where required.
- Capacity to move around classrooms, buildings and outdoor areas of the School and to stand, sit and walk for periods associated with teaching, supervision, meetings and School activities.
- Ability to undertake routine classroom and administrative tasks requiring keyboard use, writing, reading, speaking, listening and the use of standard teaching and office equipment.
- Capacity to supervise students and respond appropriately to routine and emergency situations, including participation in excursions, camps and School activities as required.
- Ability to safely lift, carry or move light teaching resources and equipment associated with normal classroom and School activities.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican School is a child-safe environment. Our School actively promotes the safety and wellbeing of all students, and all School staff are expected to be committed to protecting students from abuse or harm in the School environment, in accordance with their legal obligations, our Child Protection Policies and Staff Code of Conduct.

A valid Working with Children Card and Nationally Coordinated Criminal History Check are required for all employees at Georgiana Molloy Anglican School.

Georgiana Molloy Anglican School is an Anglican School, and applicants are expected to demonstrate empathy with and support for the School's Anglican ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal

Mr Brad Evans

Name

Signature

Date

**Assistant Head
of Primary
School (T&L)**

Name

Signature

Date

Georgiana Molloy Anglican School is a child-safe environment