



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Deputy Head of Preparatory - Little Explorers-Year 2
Date established:	March 2025
Reports to:	Head of Preparatory School

POSITION OVERVIEW

Guildford Grammar School is an Anglican School committed to delivering the highest standard of education, inspiring students to achieve personal excellence within a warm and inclusive community environment. The School employs staff who are passionate and energetic in their profession and place student learning and wellbeing at the forefront of all they undertake.

The Deputy Head of Preparatory School – Little Explorers-Year 2 will be responsible for overseeing Pre-Kindergarten to Year 2 students, staff and families, ensuring the delivery of high quality and developmentally appropriate programs, a supportive and nurturing environment and seamless operations. The role will foster a connected community where student diversity and inclusion are celebrated, and restorative practices and visible wellbeing strategies are central to supporting each individual to flourish and thrive. The Deputy Head of Preparatory – Little Explorers-Year 2 will also have oversight of Out of School Hours Care and will actively work within the Preparatory School Leadership Team to implement Prep School strategic priorities.

This role includes a 0.2 teaching load.

REQUIRED COMPETENCIES AND SKILLS

This position requires an educational leader of significant expertise who is energetic, professional, forward-thinking and committed to excellence, innovation and the development of a positive School culture.

Education and Training

- Bachelor of Early Childhood Education Degree
- Master of Education Qualification (desirable)
- TRBWA Registration
- First Aid Certificate (desirable)

Competencies & Technical Skills

- Experience and exceptional working knowledge of the Early Years Learning Framework, WA Curriculum, Kindergarten Curriculum Guidelines, and National Quality Framework and Standards.
- Proven leadership skills with the ability to create and maintain a culture of collaboration, including coaching, mentoring and team building.
- Demonstrates a sound understanding of inquiry, play-based and nature pedagogy and an interest in inspiring pedagogical improvement.
- Engages in research, trends, and best practices in social and emotional learning and wellbeing education.

Personal Attributes & Values

- Be able to quickly and genuinely build rapport with children, staff, caregivers and the broader School community.
- Shows empathy and compassion, with a genuine interest in assisting children and families.
- Possesses excellent verbal and written communication skills.
- Demonstrates respect for diversity and actively supports inclusive practices.
- Displays a growth mindset and optimistic approach to challenges.
- Embraces and applies feedback as an opportunity for professional growth.
- Is resilient, flexible and adapts quickly when required.
- Well organised and with a strong attention to detail.
- Committed, enthusiastic and innovative.
- Possesses highly developed interpersonal, communication, ICT and presentation skills.
- Demonstrates commitment to the Vision and Values of the School.
- Be supportive of the ethos and values of the Anglican tradition of the School.
- Be responsible and held accountable for continuing compliance with the Child Protection and Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the Policy and enact it at all times. All staff have a responsibility to raise any concerns they have about Child Protection.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Leadership and Management

- Provide leadership to all stakeholders relevant to the operations, organisation and management of Little Explorers to Year 2 and Out of School Hours Care.
- Is actively engaged in delivering the program to the children and is a role model to other educators.
- Works in conjunction with staff to support children's wellbeing and the development of age-appropriate skills in self-regulation and the management of challenging emotions.

- Collaborates with the Director of Teaching and Learning to ensure that teaching and learning in Little Explorers to Year 2 aligns with the vision for learning in the Preparatory School.
- Supports and monitors programs to ensure they are built around children's development – linguistic, social, emotional aesthetic, spiritual, creative, physical and cognitive ways of knowing.
- Support of staff to develop experiences based on student needs and interests, incorporating opportunities for learning through a balance of play, inquiry and intentional teaching.
- Provides regular and effective feedback or support to individual students, parents and staff as required.
- Ensures that clear, documented records are maintained on individual student progress, to meet all regulatory requirements.
- Act as a point of escalation for parent or student concerns and remains open minded in determining an appropriate solution to feedback.
- Manages the appraisal process and develops personalised growth plans in conjunction with each staff member, facilitating regular staff meetings to meet professional learning needs and compliance requirements.
- Fulfil the role as Nominated Supervisor for OSHC if required.
- Leads development and implementation of relevant frameworks (NQS, EYLF, WA Curriculum and My Time, Our Place) as part of an ongoing review cycle, with responsibility for the Quality Improvement Plan in the Early Years and OSHC.
- Manages the resources and equipment suitable for the Early Years and OSHC.
- Creates a culture and work environment that promotes and values professionalism, collaboration, teamwork, justice, and diversity.
- Leads change and improvement which encourages excellence and innovative practice in a confident and considered way.
- Works closely with various groups in the school to lead relevant strategic priorities and quality practice.
- Maintains a focus on driving, monitoring and supporting an inclusive culture within the School.
- Is an active and vibrant member of the Preparatory School Leadership Team.
- Leads assemblies, events and meetings as delegated by the Head of the Preparatory School.
- Has a strong presence within the School.
- Other duties as determined by the Head of Preparatory School.

Wellbeing and Student Experience

- Is an active contributor to the wellbeing program, promoting positive education practices and an age and stage appropriate social emotional curriculum.
- Leads the Little Explorers-Year 2 Student Support team, liaising with relevant staff to support the social-emotional and pastoral needs of students.

- Demonstrates and actively supports a genuine care of students and models a strength-based philosophy based around positive education.
- Presents and promotes a visible and prominent pastoral presence within the day-to-day running of the School.
- Manages student behaviour as required following consistent policies and practices along with the Preparatory School Positive Behaviour model.
- Works closely with the Inclusive Education team, and associated teaching staff to ensure that student matters are managed effectively following policies and procedures.
- Provides leadership and evaluation of child protection, student welfare, students with special needs and student enrichment strategies and programs.
- Monitors student attendance and partners with families to achieve optimum attendance.
- Identifies opportunities to embed proactive initiatives to improve student wellbeing and enhance the overall culture of the School.
- Assists with the management of significant concerns regarding students in conjunction with staff and/or the Head of Preparatory School, as appropriate, in accordance with established policy and procedures.
- Contributes actively to the co-curricular program to enhance the experience for students.

Administration and Organisation

- In conjunction with the Preparatory School Leadership Team leads the effective and efficient day to day operations of the Preparatory School.
- Manages the transition of new students to the Preparatory School, including meeting with families, coordinating orientation experiences, creating individualised transition plans and communicating key information to educators in advance of the commencement date.
- Actively supports enrolment initiatives, including leading tours, attending key events and interviewing prospective families.
- Assists with the organisation and presentation of events as relevant to the portfolio.
- Attends school events including Outdoor Learning Program as required.
- Supports the reporting process throughout the year.
- Co-ordinates and attends Parent/Teacher/Student meetings as required.

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