



<b>Title:</b>	<b>Head of Junior School</b>
<b>Employment Status:</b>	<b>Permanent Teaching Role with a 5-year Executive Position of Responsibility (option to extend)</b>
<b>Commencement:</b>	<b>January 2026</b>
<b>Reporting to:</b>	<b>Director of School Operations</b>
<b>Responsibility Level:</b>	<b>Executive</b>
<b>Time Release:</b>	<b>0.8 FTE</b>
<b>Teaching Load:</b>	<b>0.2 FTE</b>

### About the School

Mentone Grammar is a leading ELC – Year 12 independent, coeducational Anglican school welcoming over 2,000 students from diverse faiths and cultural backgrounds from across Bayside and surrounding suburbs. The School's specially designed 'Together-Apart-Together' model creates the optimum learning environment with coeducational classes from ELC – Year 4 and from Years 10 – 12, with students learning in single-gender classes through Years 5 – 9. Mentone Grammar's core philosophy is to nurture students who are Happy, Healthy & High Achieving, supported by a broad and balanced curriculum, exceptional academic outcomes, and a rich array of cocurricular opportunities.

Our School Values of Caring, Discipline, Endeavour, Integrity, Resilience, Respect, and Service are deeply embedded in our culture, guiding both students and staff in their actions and aspirations, within the School and beyond.

The School is organised into educational precincts supported by dedicated age and stage appropriate facilities, all located on a single site:

- **Early Learning**
  - Mary Jones Early Learning Centre (3-Year-Old Kinder and Pre-Prep)
- **Junior School**
  - Eblana (Foundation – Year 4)
  - Riviera (Years 5 & 6)
- **Middle Years**
  - Bayview (Years 7 & 8)
  - Greenways (Year 9)
- **Senior Years**
  - Frogmore (Years 10 – 12)

### The Role - Overview

The Head of Junior School is a newly created role and is responsible for the strategic leadership and oversight of all operational aspects of Foundation to Year 6 at Mentone Grammar. The Head of Junior School will be part of the Executive Leadership Team and have an active and visible presence within the wider School community, and will be an essential contributor to leadership, policy and decision making of the School.

Reporting to the Director of Operations, the Head of Junior School will oversee the educational, pastoral and cocurricular programs across the primary years to ensure high standards of learning and growth for all students from Foundation to Year 6. The role will have a teaching allocation of 0.2 FTE and be committed to creating and fostering a strategic, collaborative and research-informed approach to the on-



going improvement of student learning outcomes. The incumbent must be willing to work outside of normal working hours and attend School events and activities.

## Key Relationships

### Executive Leadership Team

Principal	Deputy Principal
Director of Business	Director of School Operations
Director of Learning & Teaching	Director of Risk & Compliance
Head of Bayview	Director of Advancement
Head of Frogmore	Director of People & Culture
Head of Greenways	

### Junior School Leadership Team

Deputy Head of Junior School – Student Engagement and Wellbeing	Head of Learning & Teaching (F-6)
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### Associated Relationships

Director of ELC	Head of Wellbeing
Property Manager	Student Performance Data Administrator
Head of Learning Journeys	Junior School PAs (Eblana & Riviera)

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### Strategic Leadership

- Work collaboratively with the Executive Leadership Team to implement the innovative Strategic Vision for the School.
- Contribute to whole-school leadership, policy development and decision-making, bringing forward evidence-based recommendations to the Executive Team relating to the advancement of the primary years and the broader School.
- As a member of Executive Leadership Team, the Head of Junior School is responsible for the implementation of the School's Strategic Vision throughout Foundation to Year 6.

### Learning and Teaching

- In partnership with the Head of Learning and Teaching (Foundation to Year 6) oversee and evaluate high-quality learning programs that meet the diverse needs of students across the primary years.
- Support contemporary, evidence-informed teaching practices that are aligned with the School's Learning & Teaching Framework.
- Utilise data to inform practice, improve learning outcomes, and support student growth.
- Promote innovation and high standards in primary curriculum development and assessment.
- In collaboration with the Director of Learning & Teaching and Head of Learning & Teaching (Foundation to Year 6) oversee student academic reporting processes.



## Wellbeing and Pastoral Care

- In partnership with the Deputy Head of Junior School – Student Engagement & Wellbeing oversee all student engagement and wellbeing initiatives from Foundation to Year 6.
- Monitor and support wellbeing of students, fostering a safe, inclusive, and respectful school environment.
- Oversee student transitions into and out of the Junior School.
- Ensure strong behavioural expectations and pastoral support across the primary years.

## Staff Development

- Oversee the professional development of all staff in the Junior School.
- In collaboration with the Deputy Head of Junior School - Student Engagement & Wellbeing and the Head of Learning & Teaching (Foundation to Year 6), provide regular, constructive feedback to staff to support ongoing development and continual improvement.
- Support the development of leaders within the Junior School team.
- Facilitate staff Professional Learning and conduct regular campus briefings.
- In collaboration with the Deputy Principal, oversee the staff feedback program within the Junior School.

## Operations

- Oversee the daily operations and long-term planning of the Junior School.
- Together with the Heads of Bayview, Greenways and Frogmore, collaborate on whole school calendar planning and initiatives as a member of the School Operations leadership team.
- Ensure timely and accurate communications to the Junior School community, provide regular newsletters and contribute to School publications.
- Manage the Junior School budget and oversee resource allocations.
- Ensure compliance with School policies and legislative requirements across Foundation to Year 6.
- Collaborate with colleagues to ensure consistent and appropriate expectations of student behaviours, outcomes and achievements.
- Facilitate parent engagement initiatives and effective communication with families.
- In liaison with the Daily Organiser, oversee the management of all staff absences.

## Risk & Occupational Health & Safety Responsibilities

- Ensure risk management policies, procedures and practices are in place and effective, in collaboration with the Director of Risk & Compliance.
- Champion and lead a proactive safety culture by modelling and promoting best practices in Occupational Health and Safety (OH&S) across the Junior School.
- Lead by example in complying with all relevant OH&S legislation, policies, and procedures.
- Identify, assess, and escalate health and safety risks and incidents, ensuring timely and effective resolution.
- Support and mentor staff in understanding their OH&S responsibilities, including participation in training, inductions, and continuous improvement initiatives.

## Other Duties

- Perform various other duties as requested by your manager and/or the School.



## Experience, Knowledge, Behaviour & Skills

- An experienced primary years educational leader with a thorough understanding of primary aged students.
- Expert knowledge of curriculum frameworks such as the Australian Curriculum and Victorian Curriculum.
- Skilled in leading change initiatives, fostering adaptability, and encouraging a growth mindset among staff and students.
- Well-developed emotional intelligence.
- Pragmatic and able to balance conflicting responsibilities.
- Demonstrated ability to build and maintain positive relationships both internally and externally with strong interpersonal and communication skills.
- An innovative approach to teaching and experience with engaging students across many different learning capabilities.
- Demonstrated ability to lead, coach and mentor staff.
- A deep understanding of developing curriculum and documentation within the primary years.
- Strong planning and organisational skills with a high attention to detail.
- Team player who is willing to contribute to the broader life of the School.
- Effective conflict resolution and negotiation abilities.
- Ability to perform under pressure.
- Good sense of humour.

## Qualifications

- Recognised Primary Teacher qualifications.
- Current Victorian Institute of Teachers (VIT) registration.
- Relevant Masters of Education would be advantageous.
- Other qualifications and training specific to their individual duties e.g. First Aid Certificate, CPR, Anaphylaxis, Mandatory Reporting and Child Safety are required.

## Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies.
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues.
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

## Child Safe Standards

**Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.**

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.





- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: [www.mentonegrammar.net/policies](http://www.mentonegrammar.net/policies)

### Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.

