



Head of Primary

Selection Criteria and Position Description

Position Title:	Head of Primary
Commencement Date:	Term 1, 2027
Responsible to:	Principal
Applications close:	Friday 17 July 2026

Applications with supporting documents are to be emailed to employment@richmond.nsw.edu.au

You are invited to submit a written application for the position of Head of Primary (HOP) at Richmond Christian College which is a Level 2 Position of Responsibility.

Essential Criteria:

- Bachelor of Education or equivalent qualifications in accord with NSW Education Standards Authority (NESA) requirements and completed or commitment towards completing a relevant Masters degree.
- A passion for Christian Education.
- A passion for students and their families.
- Maintaining a faithful walk as a disciple of the Lord Jesus Christ including an active involvement with a local Christian church.
- Commitment to Christ centred education and ability to equip students to live as disciples for God's glory consistent with our Statement of Faith, Vision and Mission Statements.
- Thorough knowledge, understanding of and commitment to a Christian worldview.
- Advanced interpersonal and communication skills.

Selection Criteria:

- A vision and passion for Christian education in the Ballina community and a clear commitment to fostering a flexible, responsive, and proactive pedagogy.
- Demonstrated experience in educational leadership.
- Commitment to collaborative approaches to decision making.
- Superior classroom practitioner.
- Knowledge of NSW syllabus.
- Knowledge of, and commitment to, initiatives in current educational trends.

Personal Attributes

- Consistently displays a love for Jesus and others.
- Values initiative and flexibility.
- Consistently displays integrity, humility and wisdom.

HEAD OF PRIMARY POSITION DESCRIPTION

General

The role of the Head of Primary is to support the Principal in delivering quality, Christian education.

The Head of Primary must be fully cognizant of the Vision, Mission & Values of the Ballina Christian Education Association and actively promote them. In life and practice, they must commit to glorify Christ through living a godly life consistent with Biblical standards.

The Head of Primary (HOP) will operate as a member of the College Executive team and be responsible to the Principal. The HOP will be responsible for the leadership of the Primary School (Pre-Kindy – Year 6 approx. 175 students) of Richmond Christian College (RCC) within the wider PK-12 context. The Leader of Primary Teaching and Learning or the Leader of Primary Student Welfare report to the Head of Primary. In the absence of the Leader, the Head of School may be required to fulfil their role.

The HOP will consist of an approximate 0.4 FTE leadership release and 0.6 FTE on class teaching load. This is subject to school requirements.

Major Focus

The Head of Primary:

- is responsible to the Deputy Principal for the overall direction of the Primary School and the co-ordination of its day to day running.
- will provide proactive leadership, Christian role-modelling, and initiative in building the quality and strength of the Primary School in line with a student-centred, flexible, responsive, and proactive pedagogical approach.
- will demonstrate and inculcate excellence in all areas of teaching practice.

Summary of Responsibilities

Head of Primary will be:

- Responsible for excellence in teaching and learning practice in the Primary School fostering a flexible, responsive, and proactive pedagogy in line with RCC's current teaching and learning direction;
- Responsible for the pastoral care of staff and students in the Primary School;
- Responsible for the professional development and appraisal of the Primary School staff;
- Responsible for the oversight of parent and student functions and activities in the Primary School;
- Primarily responsible for meeting NESAs requirements in the Primary School;
- Responsible for the administration of Primary school budgets;
- Responsible for any other responsibilities or actions as required by the Principal.

Staffing Leadership and Management

At RCC we believe that all staff are inspired and called by God and are worthy of respect and grace. All staff are accountable to God, self and each other.

The HOP will:

- Provide educational and spiritual vision to the staff;
- Establish and maintain a supportive social and emotional environment for staff that promotes initiative and excellence in all areas of school life;
- Be responsible for the pastoral and professional development of staff within the Primary school.

Duties include but are not limited to:

- Lead and support the Leader of Primary Teaching and Learning or the Leader of Primary Student Welfare
- Assist staff to plan staff professional development programs, staff appraisal and mentoring.
- Mentor teachers in the development and implementation of teaching and learning programs.
- Oversee staff teaching programs to ensure NESAs and College compliance.
- Liaise with classroom teachers concerning the purchasing of resources.
- Liaise between staff and parents where necessary.
- Liaise with Deputy Principal and Principal regarding employment of Primary staff.
- Induct and mentor new teachers and early career teachers
- Allocate and delegate responsibilities as and when appropriate to other staff members.

Student Learning and Management

All students deserve the opportunity to enjoy learning and enjoy life in a godly, safe environment.

The HOP will:

- Provide educational and spiritual vision to the students;
- Establish and maintain a supportive social and emotional environment for students that promotes initiative and excellence in all areas of school life;
- Be responsible for the welfare and discipline of students within the Primary school.

Duties include but are not limited to:

- Demonstrate understanding of the needs of the students and implement supported educational, welfare and discipline strategies.
- Oversee the induction of new students.
- Supervise the implementation of welfare, classroom, homework and uniform policies for PK - 6.
- Oversee and report student attendance procedures and concerns to the Deputy Principal.
- Oversee the monitoring and communication (to staff, parents, Deputy Principal and Principal) of student academic performance, student needs, student welfare concerns and student behavioural issues.
- Provide appropriate outcomes for students in the context of the whole school Behaviour Management policy up to Caution level. The HOP will liaise with the Deputy Principal on reward, discipline and welfare matters including the internal suspension of students.

- Work in consultation with Student Welfare and Assistance Team to understand the needs of the students and implement supported educational and discipline strategies – including IEPs, LPs, behaviour books, withdrawal programs, suspension from classes and any other responses deemed necessary to support a student.
- Lead the Primary Student Welfare Assistance Team (SWAT) meetings. The SWAT will meet fortnightly, or as required and consists of Deputy Principal, Learning Enrichment Teacher, School Counsellor, School Chaplain, Head of Primary and Leader of Primary Student Welfare if applicable.
- Organise and lead Primary assemblies
- Organise the PK and Kindy orientation days.
- Organisation and delivery of camps and excursions in Years 3-6, including risk assessments.

Teaching and Learning Leadership and Management

All teaching and learning practices will be Biblically-based and Christ-centred, expertly designed to inspire students to discover God's Truth.

The HOP will:

- Provide Christian educational leadership in the Primary School through the development, implementation and appraisal of excellent classroom practice consistent with the whole school pedagogy, that inspires students to participate in the culture and practices of RCC;
- Inspire excellence in teaching and learning, programming, and management of classrooms and resources;
- Work collaboratively across the school and broader community to ensure the educational, social and emotional needs of each student is met.

Duties include but are not limited to:

- Liaise with NESA regarding curriculum requirements and implementation of new syllabus.
- Oversee compliance of all NESA documentation – including teaching and learning programs, registration, assessment schedules, mark book.
- Oversee implementation and compliance of Biblical Curriculum (Transformation by Design, Formational Learning etc.) in all teaching and learning programs.
- Oversee the implementation of the College Assessment Policy and ensure processes are followed.
- Maintain appraisal process as per policy for effective teaching and learning.
- Teach assigned classes.
- Oversee the implementation of the RCC K – 10 Literacy Framework in K - 6.
- Coordinate the delivery of NAPLAN testing procedures in conjunction with the Deputy Principal, as well as other testing undertaken for the benefit of benchmarking and assessing student academic progress;
- Assist the Deputy Principal and Principal to make decisions affecting the overall operation of Primary including classes, personnel and resource allocation.

Primary School Organisational Leadership and Management

Good process equals good outcomes. Excellence in all areas sets a standard of expectation.

The HOP will:

- Be responsible for establishing, maintaining and reviewing excellent day-to-day practices that promote fluent operation and clear communication between all elements of the Primary School and broader community;
- Be responsible for establishing, maintaining and reviewing systems that proactively record and report on student academic, social and emotional progress in the Primary School;
- Be responsible for establishing, maintaining and reviewing systems that meet NESA accreditation requirements in the Primary School.

Duties include but are not limited to:

- Lead faculty meetings as required.
- Coordinate the development of Student Learning Support Officer timetables and parent volunteers;
- Coordinate Information and Student Progress Meeting evenings in conjunction with the Deputy Principal.
- Proofread Years PK - 6 reports to ensure accuracy.
- Communicate with parents about student growth and development as required.
- Support teachers in their preparation for Student Progress Meetings.
- Oversight of sports coordination.
- Coordinate and oversee excursions.
- Manage PK – Year 6 College calendar in consultation with the Deputy Principal.
- Ensure effective communication between all stakeholders in Primary.
- Promote the College amongst the parents and in the wider community.
- Lead student transitions into K and PreK and assist the Head of Secondary with student transitions from Year 6 into Year 7.

Personal Leadership and Management

A leader is only as good as the image of God they reflect through their daily relationship with Him and their passion for what He has called them to do.

The HOP will be passionate about and continually invest in:

- Their personal relationship with Christ;
- Their ability to lead and manage others well;
- The education of the children and youth of the broader Ballina community.

Expectations include but are not limited to:

- Continually develop a deeper relationship with Christ.
- Have a clear personal Professional Learning Plan that develops a greater understanding of Christian educational leadership.
- Be an active member of a Bible-centred Church community.
- Understand that their conduct should be exemplary, above reproach at all times both within the school community and the community at large.
- Show a commitment to and understanding of the Pre-Kindy to Year 12 school context. They must be supportive of the College's vision which drives the school.
- Have a passion for the Christian Education National (CEN) model of Christian education that values the primary role of the parent in a child's education and display an ability to support and develop the parent involvement aspects of the College.
- Be involved in the broader Ballina community.

Performance Appraisal

A Performance Appraisal will be conducted annually within the framework of Key Performance Objectives based on the Selection Criteria.

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*** This description presents the major responsibilities required for this job title. The position may require the performance of additional duties as assigned. ***