



JOB DESCRIPTION & PERSON SPECIFICATION

College Department:	Teaching
Position Title:	Director of R-6 Village
Position Classification:	Position of Additional Responsibility (PAR)
Tenure:	As per Employment Agreement

COMMITMENT TO CHILD SAFETY AND WELLBEING

St Martins Lutheran College has a zero-tolerance approach regarding harm to children and young people and is committed to acting in students' best interests and keeping them safe from harm.

Each member of the College has a responsibility to understand the important and specific role that they play individually, and collectively, to ensure that the wellbeing and safety of all students is at the forefront of all that they do, and every decision that they make.

JOB DESCRIPTION

1. Summary of the broad purpose of the job in relation to the College's goals.

The Director of the R-6 Village leads the day-to-day operations, wellbeing, and engagement of students from Reception to Year 6. As a key member of the College Executive Team, this position ensures the R-6 Village is a safe, inclusive, and thriving environment aligned with the College's mission, values, and strategic priorities. The role is both operational and relational, balancing daily oversight with strategic collaboration.

While the Director is not responsible for the direct leadership of curriculum and assessment, they work collaboratively with the Curriculum, Assessment & Reporting Leader (R-6), the Pedagogical Coach & Learning Innovation Leader (5-9) and the Head of Learning, Teaching & Innovation (R-12) to foster high-quality teaching and learning across the Village.

This role includes a teaching load of approximately 0.2 FTE.

2. Reporting / Working Relationships

The Director of R-6 Village reports to the Head of Pastoral Care (R-12) and is a member of the College Executive and other leadership teams. The role works closely with leaders across learning, student engagement, inclusion, curriculum, pedagogy, enrolments, ministry and counselling to support consistency across the College.

The Director supervises the Student Engagement Coordinator (R-6), classroom teachers and the R-6 Coordinators for Music and Sport. As the College's structure evolves, these working relationships may change to reflect new positions and responsibilities.

3. Statement of Key Outcomes & Associated Activities

R-6 Village Leadership

- Lead the culture, operations, and student experience of the R-6 Village
- Represent the Village in operational and community-facing matters
- Provide visible, accessible leadership across the R-6 community
- Lead daily operations and events with a focus on consistency, care, and responsiveness

Student Wellbeing and Engagement

- Provide leadership and oversight of student wellbeing and behaviour support systems, working with classroom teachers and the Student Engagement Coordinator (R-6). Manage more complex or escalated matters in collaboration with the Head of Pastoral Care (R-12)
- Lead the development and coordination of student leadership programs, fostering student voice and agency
- Coordinate with external agencies (e.g. Department for Child Protection) as needed
- Continue to support and embed restorative practices across the College
- Assume responsibility as a Child Safety Officer for the College, actively promoting and upholding the College's commitment to child safety, including the implementation of child protection policies, staff training, and reporting obligations

Learning Collaboration

- Participate actively in R-6 Village Leadership and Learning Team meetings
- Collaborate with the Curriculum, Assessment & Reporting Leader (R-6), Pedagogical Coach & Learning Innovation Leader (5-9), Learning Leader for Inclusion & Diversity and the Head of Learning, Teaching & Innovation (R-12) to align learning experiences with College priorities
- Contribute insight and feedback to support effective classroom practice and curriculum design
- Ensure smooth daily operations and resource coordination that enable strong teaching and learning

Parent and Community Engagement

- Build strong, trusting relationships with families and key community stakeholders
- Conduct enrolment interviews and support enrolment decisions for prospective R-6 students, in collaboration with the Enrolments Registrar and other leaders, as required
- Communicate effectively through newsletters, Village events, and family meetings
- Support transition planning for prospective and newly enrolled R-6 students and their families

Strategic and Operational Collaboration

- Collaborate with the Principal, Executive Team, and Village leaders on strategic priorities
- Contribute to policy development, staff planning, and whole-school initiatives
- Represent the Village in operational matters and ensure systems align with College-wide structures

Administration and Compliance

- Maintain accurate records of student support and behavioural interventions
- Contribute to reports and publications
- Oversee and monitor relevant budgets for the R-6 Village
- Coordinate logistics for camps, excursions, and events in consultation with the Curriculum, Assessment & Reporting Leader (R-6), Student Engagement Coordinator (R-6), and the Learning Leader for Inclusion & Diversity
- Oversee and take responsibility for R-6 Village assemblies and devotions
- Work collaboratively with the Marketing and Events team in planning and delivering other key Village events and ceremonies
- Act as an Emergency Warden, supporting the implementation of emergency procedures and ensuring the safety of students and staff during drills and incidents

Statement of Flexibility

This job description outlines the primary responsibilities of the Director of R-6 Village. As the College's operational needs evolve, the scope of this role may change. The Director will demonstrate professional flexibility and undertake other duties as directed by the Principal, provided these align with the College's priorities, fall within the employee's area of expertise, and are appropriate to their classification level.

PERSON SPECIFICATION

1. Educational / Vocational Qualifications

- Post graduate studies in Educational Leadership, Learning, Wellbeing, Counselling, Curriculum Design, Theology or similar (desirable)
 - Current registration with the South Australian Teachers' Registration Board
 - A current South Australian Working with Children Check
 - Evidence of current Responding to Risk Harm, Abuse and Neglect (RRHAN) training
 - A minimum of Basic Emergency Life Support training
 - Teacher Accreditation in Lutheran Schools Australia, or willingness to complete upon appointment
 - Valuing Safe Communities training, willingness to complete upon appointment
-

2. Personal Skills, Abilities & Aptitude

Skills

- High level skills in establishing effective and positive working relationships with staff, students and parents
- Effective leadership skills in administration, planning and programming
- High level skills in people management and organisation, including a capacity to provide constructive feedback to team members about the achievement of goals
- Skills and experience in using technology relevant to teaching, learning, wellbeing and school management
- High level oral and written communication skills
- A strong capacity to work within a team initiating and leading change
- Skills in student counselling

Abilities

- The ability to relate the Gospel message to their role within the College and encourage a spirit of Christian care amongst staff and students
- A passion for working with and supporting young people on their journey through school education
- The ability to document, implement and monitor administrative procedures
- The ability to deal with sensitive and confidential matters
- The ability to make decisions and have the conviction to uphold them
- The ability to promote positive staff morale and team ethic
- High levels of initiative and responsibility

Aptitude

- The capacity to inspire others and to accept constructive feedback from others in respect to the effectiveness of one's endeavours
 - The capacity to develop and implement flexible structures, processes and programs within a primary school setting
 - The capacity to model a relationship-based approach to student wellbeing
 - An approach that is inclusive and celebrates the diversity of the student and staff population
-

3. Experience

- Demonstrated organisational and educational leadership, and a record of success in achieving agreed goals in collaboration with others
- Demonstrated success in developing and implementing R to 6 programs and achieving objectives through structured processes

- Demonstrated success in the appropriate application of technology within a school context
- Experience in leveraging diverse educational experiences to enhance strategic outcomes

4. Knowledge

- A thorough understanding of current and emerging educational trends and their implications for schools
 - A thorough understanding of contemporary pedagogy and the capacity to improve learning outcomes for students through wellbeing programs
 - A thorough understanding of the learning needs and contemporary educational environment of school students
 - An understanding of Australian Curriculum and Assessment practices and procedures
 - An understanding of contemporary youth culture and how it impacts on the spiritual lives and wellbeing of students and staff
 - Knowledge of, and a commitment to, the use of Restorative Practices
 - Knowledge and experience of coaching/mentoring students and staff
-

5. Work Health and Safety

All staff are expected to comply with the College's WHS Policy by taking reasonable care for their own health and safety, as well as that of colleagues and others in the workplace. This includes using and maintaining equipment correctly, keeping work areas free from hazards, reporting safety incidents promptly, and ensuring that their actions do not place others at risk. Staff must also cooperate fully with St Martins Lutheran College in all measures required to maintain a safe and healthy work environment.

APPROVAL

Job Description & Person Specification Approved

Alan Connah

Principal (Print Name)

(Signature)

Date:

Acknowledged by Person Selected

(Print Name)

(Signature)

Date: