



St Mark's School

Dean of Lower Primary Job Description

Purpose

The Dean of Lower Primary plays a key role in supporting the Principal and the School Board taking leadership in pastoral and all operational matters of St Mark's Lower Primary. They support the Principal, Deputy Principal and other members of the Senior Leadership Team of the School in all areas.

The Dean of Lower Primary facilitates and upholds the special character, policies and vision of St Mark's as articulated by the Board and Principal. The Dean of Lower Primary facilitates the smooth day-to-day management of the Lower Primary and provides leadership to ensure high quality teaching and learning programmes, pastoral care, health and safety procedures are implemented and followed, excellent relationships exist between Lower Primary parents and staff, high quality review and assessment practices are fostered and maintained and high quality communications between the St Mark's families are continued.

The Dean of Lower Primary position demands a high level of discretion, excellent communication skills, a positive demeanour, diplomacy, good judgement, ability to work under pressure and a welcoming personality.

The Dean of Lower Primary is an integral and important member of the School's Senior Leadership Team.

Relationships

Internal

The Dean of Lower Primary works closely with, and reports directly to, the Principal. In addition the Dean of Lower Primary will work closely with, and support members of, the Senior Leadership Team, School teaching and business support staff, parents and students.

External

The Dean of Lower Primary, from time to time, has contact with new parents, and the outside community including agencies that work with the School and Lower Primary, for example, Ministry of Education, the Education Review Office, Life Education, IT Advisors, Educational Psychologists and the like.

Accountabilities/ Specific Responsibilities

The Dean of Lower Primary is responsible to the Principal for the high quality management of all delegated responsibilities. The Dean of Lower Primary manages and is responsible for delegated Lower Primary staff and will lead Team Staff Meetings and annually appraise delegated staff, as per the annual appraisal schedule.

Person Specifications

The Dean of Lower Primary will be positive, professional in demeanour and dress, discreet, cooperative, collegial, have good judgement, the ability to work under pressure, a welcoming personality and be highly adaptable. In addition, a very positive outlook and a great sense of humour is an advantage in this multi-faceted and often pressured environment.

The ability to relate well with families in a kind and sensitive manner is a given. Excellent communication skills are vital and picking up the phone and calling parents is also vital in dealing with issues in a timely, kind and solutions-based way.

The Dean of Lower Primary will:

- be highly self-motivated
- demonstrate excellent organisational skills
- be able to balance a multitude of responsibilities
- be calm under pressure
- be highly confidential
- be able to work independently, to prioritise and to manage busy and varied workloads
- be able to deal with and cope with change
- lead by example
- be eager to provide and demonstrate excellence in teaching and staff management
- have excellent people skills and be solutions-focused
- relate professionally, confidentially, confidently and diplomatically to staff, the School Board, parents, students and the wider community. A high level of discretion is required for this role
- have a keen attention to detail
- have excellent knowledge of Google Docs, Gmail, FACTS Student Management, Google Sheets and Slides
- have excellent written and oral communication skills
- have a willingness and ability to promote and uphold the School Character, goals and objectives of the St Mark's Board.

General Responsibilities

- support, consult and plan with the PYP Coordinator, Dean of Upper Primary and the Associate Deans of Lower Primary
- provide leadership, guidance and support to the Lower Primary teachers in their professional practice, including mentoring as necessary and/or agreed
- supporting the Deputy Principal and Dean of Upper Primary in the successful running of any PRT programmes in the Lower Primary
- support the Deputy Principal with the Lower Primary induction programme for new Lower Primary teachers and teaching assistants, where required
- assist the Deputy Principal and Senior Leadership Team with the Lower Primary organisation and SMOPs in regards to all Lower Primary activities. For example, End of Year prizegiving, the annual Gift Giving Service, Carol Service, EOTC trips and the like
- organise and run, in conjunction with Head of Sport, the Lower Primary Swimming Carnival, Lower Primary Athletics Festival and Year 1-3 Swimming Lessons
- order and buy resources and supplies

- report and communicate effectively with parents, either in writing in the monthly ReMarks newsletter, Comms weekly newsletter, by correspondence or at Lower Primary parents information evenings
- support the Principal with review processes such as, policies and procedures
- lead all Syndicate Assemblies
- lead all Syndicate Team Meetings
- assist with leadership of staff meetings
- is a member of the Senior Leadership Team and attend all meetings and circulate information to the Lower Primary Syndicate Team as appropriate
- conduct termly room audit, book checks and planning checks of each Lower Primary Syndicate member
- conduct pre Explore St Mark's Open Day room checks of Lower Primary syndicate classes as per the Open Day SMOP
- write monthly Dean of Lower Primary ReMark's entry and co-ordinate year group updates for ReMark's from the Lower Primary Staff
- write monthly Lower Primary Board report, biannual Lion Magazine contribution and letters to parents as required or per SMOP or schedules issued
- lead Lower Primary Gift Giving service organisation, write SMOP and co-ordinate with Head of RE, Chaplain, Principal and others
- support and guide the teacher/s, Dean of Preschool and Business Support staff responsible for the transition from Preschool to Year 1 events, such as Transition Sessions and "Explore Year 1"
- conduct school tours, either individual or group, as requested by the Director of Admissions, and support the Director of Marketing in the promotion of the Lower Primary

Professional Leadership

The Dean of Lower Primary will:

- assist the Deputy Principal and/or PYP Coordinator with support for ongoing PD for staff based around the needs of the team through performance appraisal and school wide goals
- assist in the creation of the Termly Staff Meeting Timeline
- encourage strong professional relationships with the teachers and staff within the Primary school and Preschool
- assist SLT to build purposeful links with other outside educational institutions that teach the PYP IB programme.
- ensure agendas and accurate minutes are taken and kept for all Lower Primary Syndicate meetings and shared with Senior Leadership Team

Policy and Lower Primary Programme Management

Assist the Principal to:

- ensure that all Lower Primary policies/processes are updated as required and followed at all times - refer to online St Mark's SchoolDocs policies and procedures
- ensure all staff, Senior Leaders and Board are notified when policies have been updated
- ensure that Lower Primary staff are informed of Senior Leadership decisions and Senior Leaders are informed of feedback and discussions from the Lower Primary Syndicate meetings

Staff Management

The Dean of Lower Primary will:

- assist the Deputy Principal or Dean of Operations in relief teacher placements and requests for cover from Lower Primary staff
- appraise delegated staff and ensure that all school appraisal procedures are followed and recorded correctly as per school policy and guidelines
- ensure all St Mark's curriculum guidelines and policies are followed, as directed by the PYP Coordinator
- ensure all organisational SMOPs, requests for information, student progress reports and the like are completed as requested and in the timeframe asked
- support ongoing professional development for all staff and ensures an ongoing record is maintained of any PD with the PYP Coordinator
- ensure all Lower Primary syndicate staff maintain and keep accurate records of their annual performance appraisal documentation and that this portfolio is kept up to date during a three year cycle of their teacher registration
- assist in all employment interviews for teaching staff in the Lower Primary and at times, for Business Support staff

Relationship Management

The Dean of Lower Primary will:

- ensure strong relationships are made with the Lower Primary staff, Primary School staff and Business Support staff
- communicate effectively both orally and in writing to a range of audiences
- establish and maintain good communication processes with staff, and between staff and members of the Leadership team
- moderate discussion between staff and/or parents, if or when the need arises

Health and Safety

The Dean of Lower Primary will:

- ensure Lower Primary Hazards are checked both daily and termly with any concerns being fed forward to the Deputy Principal and Business Manager for actioning. The Hazard ID Register is completed as required for the Lower Primary classroom environments
- assist the Deputy Principal in the running of all emergency evacuations and/or drills
- ensures the Dean of Operations that all SMOPs signed off for Lower Primary staff trips and events have considered all health and safety ratios, risk considerations and risk management processes before being provided to the Dean of Operations for circulation and filing
- is a member of the School Staff Health and Safety Committee lead by the Deputy Principal and Business Manager
- leads the Lower Primary students through Health & Safety sessions, such as fire safety, sun safety; through Syndicate Assemblies and gatherings

Pastoral Care

The Dean of Lower Primary will:

- lead and be responsible for pastoral matters for children and syndicate staff of Lower Primary in dealing with pastoral matters and provides feedback to SLT
- monitor and ensure that all electronic pastoral/ behaviour registers have been completed at syndicate meetings

- attend IEP meetings, progress or pastoral care meetings for children in the Lower Primary as required
- attend Pastoral Care meetings lead by the Deputy Principal/Dean of Wellbeing and Inclusion as required
- assist the Deputy Principal/Dean of Wellbeing and Inclusion in ensuring that student registers are updated regarding pastoral care concerns (learning and behaviour)
- assist in the implementation of resiliency and wellbeing programmes taught to the Lower Primary children and that it is being used in each class in the Lower Primary Syndicate eg Pause, Breathe, Smile
- refer children to the Dean of Wellbeing and Inclusion when the need is identified
- work with outside agencies with referrals for children and whānau/families
- ensure ongoing observations, records are maintained
- ensure whānau and teachers are supported when needed
- is the lead communicator with parents/family when a pastoral matter arises that they are involved with. Acceptable communication is, in order of preference,- phone calls, emails, face to face meetings. The practice of asking children to tell their parents of a pastoral concern/matter is not to be used ever

Conclusion

This job description is intended to convey information essential to understanding the scope of the *Dean of Lower Primary's* position and is not intended to be an exhaustive list of skills, efforts, duties, responsibilities or working conditions associated with the position. At times, in consultation with the Principal, this job description may be amended if both agree to this change.