



בס"ד

# MASADA COLLEGE



**Head of Junior School at Masada College  
Candidate Information**

Shalom.

## Welcome to Masada College

Masada College is a Jewish, co-educational inclusive school from preschool to Year 12 on Sydney's North Shore. Masada College students have a growth mindset, are compassionate and globally minded. Every Masada College student is valued and nurtured to reach their full potential. Our Jewish core values of kindness and respect are integrated into all aspects of school life, developing a positive mindset within each student.

We welcome you to join the Masada family.







## Our Ethos

Masada College is an Orthodox Jewish day school that draws on students from a wide range of backgrounds and cultures. Our inclusive approach to learning ensures that every student receives a meaningful and relevant education. Our Jewish Life Department encourages our students to explore their past, understand contemporary Judaism and proudly celebrate their Jewish identities through practice and social action.

In the classroom, our Jewish Life teachers adopt an interactive approach to learning which blends seamlessly with our Culture of Thinking. This is extended beyond the classroom into our dynamic informal program which focuses on experiential Judaism.

We pride ourselves on producing young men and women who embody a 'living Judaism' – students who guarantee the continuity of Judaism through practice, understand their communal responsibilities and are proud of their connection to the State of Israel and their heritage.

# History of Masada College

In 1962, a group of Jewish parents on Sydney's North Shore set up the North Shore Jewish Kindergarten. Four years later, in 1966, realising that the future of the North Shore Jewish community would depend on the existence of a Jewish Day School, they established Masada Primary School. The school began with just 14 students housed on the premises of the North Shore Synagogue in Lindfield and its growth was rapid and impressive. Within a few short years, the North Shore Jewish community boasted a thriving Jewish Primary School.

It soon became apparent that a high school was needed. This was established in 1982 and the following year, it was relocated to the newly-purchased campus in St Ives (now known as the Michael Faktor Campus). Initially, the high school had 60 students in Years 7 and 8, and an early learning centre was also created. In addition, the campus also became home to the new Kehillat Masada Synagogue and in 1990 the Rachael and Reuben Pelerman Centre was added to the campus. The Sir Asher Joel Synagogue was extended and upgraded in 2003, along with the campus's resource centre.

By 2014, Masada College farewelled its Lindfield site and consolidated on one campus in St Ives: a momentous event in our history



# A Message from our College Principal



It gives me tremendous pleasure to welcome you to Masada College. We pride ourselves on being a school of choice and employer of choice. Once you enter the College gates, you are drawn into the warmth, care, and concern that we show for one another. Each day, your decision to be an educator is reaffirmed anew, for this is the place where we build up our teachers, shape the future and reaffirm our purpose. It is this purpose and connection to both Australia and Israel and the people of the world that strengthens us each day.



# The Opportunity

Title

Head of Junior School

Reporting to

College Principal

Direct Reports

Head of Learning & Teaching - K-6  
Head of Academic Care - ELC-6  
Head of Learning Support - ELC-6  
ELC Directors  
Junior School Teachers  
PA to Head of Junior School

Terms & Conditions

Permanent, Full Time  
Starting in Term 1, 2023  
6 Weeks Annual Leave

Key Purpose of the Role

The Head of Junior School is responsible for leading and managing the vision for the programs of the Junior School in line with our Leading and Learning Educational package and the College's strategic vision. This role is also responsible for the day-to-day operations of the Junior School and will serve as a member of the College Executive with responsibilities across the College, but primarily in the Junior School.

Application Requirements

Current NSW Working with Children Check  
NSW Teacher Accreditation  
Fully Vaccinated against COVID-19

Contact Information

Applications should be addressed to:  
Mrs Mira Hasofer  
College Principal  
[hr@staff.masada.nsw.edu.au](mailto:hr@staff.masada.nsw.edu.au)

# Jewish Ethos - Head of Junior School

Jewish values are the moral compass that drives our academic excellence and fosters a strong sense of belonging and community for our parents and students.

The Head of Junior School has a core responsibility to ensure that the Jewish Ethos of the College is promoted and strengthened, which is achieved through an engaging curriculum, dynamic experiential Jewish Life activities, and a range of optional Shiurim and Chagim.

The Head of Junior School will collaborate with the College Executive and the Head of Jewish Life and Experiential Learning to foster a sense of belonging to the Jewish people and a commitment to the Torah values. A Jewish learning experience that enables students to feel secure, passionate, and proud of their Jewish identity is key to the ruach of the College and its community.





# Leadership Accountabilities

The Head of Junior School is required to:

- Be responsible for the overall pastoral and academic programs of the Junior School.
- In conjunction with the College Principal, be involved in appointing new staff for the Junior School and allocate their teaching loads.
- Lead, engage, support, and inspire Junior School staff, students, and parents to accomplish the College's mission within the primary school.
- Conduct enrolment interviews with prospective students and parents and place new students in classes.
- Work with the classroom teachers, teaching assistants and learning support teams to submit an annual budget request for the Junior School, discussing matters when necessary with the College Principal and Business Administrator.
- Ensure that the operation of the Junior School program is delivered in an efficient and safe environment as per the relevant policies and procedures in consultation with appropriate personnel.
- Be responsible for constructing Junior School supervision rosters and professional development sessions.
- Support the publicity and marketing needs of the College in collaboration with the Marketing Manager and College Principal.
- Liaise with the Parents & Friends Association and Class Parents regarding functions, events, and fundraising activities.
- Alert the College Principal of any pending or current issues and concerns relating to parents, staff, and students.
- Work in cooperation with the maintenance and business administration departments to ensure a high level of maintenance and security in the Junior School facilities.
- Oversee all organisational matters in conjunction with the Junior School Personal Assistant, including (but not limited to) communicating to staff, parents, and students and obtaining feedback as required.
- Provide moral and professional support to all staff.

# Leadership Accountabilities Continued

- Liaise with other departments of the College as they relate to the day-to-day running of the Junior School.
- Develop as necessary and supervise the role of class teachers.
- Appraise staff concerns where necessary and bring these to the attention of the College Principal.
- Assist the College Principal when requested with issues and strategic planning for future development, in conjunction with the College Executive.
- Be responsible for the day-to-day control of the Junior School concerning Workplace Health and Safety.
- Familiar with the Work Health and Safety Act 2011 and associated policies and procedures.
- Ensure that no employee is required to undertake a task without adequate safety instructions and job-specific training, reporting all hazards and incidents to the maintenance department or Business Administrator.
- Attend WHS Committee meetings as required.
- In cooperation with the College Principal, ensure that teachers are appraised on a cyclical basis.
- Support staff in their performance and classroom management and put steps in place to follow up as required.
- Uphold College policies and procedures and develop or update those relating to the Junior School.
- Oversee and approve the student reports produced by the Junior School teachers.
- Be responsible for the construction of the Junior School timetable and manage the allocation of teaching responsibilities for Junior School teachers.
- Coordinate with the ELC Director on staffing matters.
- In consultation with the College Principal, other responsibilities may be delegated to this position from time to time.





# Teaching, Learning, and Student Wellbeing Responsibilities

The Head of Junior School is required to:

- Oversee the appropriate implementation of the Australian Curriculum in the Junior School.
- Oversee student attendance records and follow up on absentee students.
- Ensure accurate, relevant student records are kept.
- Oversee the implementation of student leadership development and activities for the Junior School and liaise with the College principal on the appointment of student leaders for the Junior School.
- Oversee the student awards system, including the organisation of presentation mornings/evenings for the Junior School.
- Lead the Junior School assemblies.
- Monitor the academic progress and pastoral needs of students in the Junior School.
- Communicate the behavioural expectations to students, staff, and parents.
- Be responsible for managing all Junior School disciplinary matters, per the College policy and expectations. Additionally, liaise with the College Counsellors and Rabbi as necessary.
- Develop and support the co-curricular life of the Junior School.
- Teach classes as required.

# Our Ideal Candidate

We are looking for someone exceptional, you will need to have/be:

- Demonstrated success in a senior leadership position
- Demonstrated success and experience providing high-quality education to Junior School students.
- A proven track record of teaching Junior School classes
- Innovative and forward-thinking to provide input to strategic planning
- Strong communication skills, which result in well-formed students, staff, and community.
- A sound and extensive knowledge of the curriculum and pedagogy.
- Strong self-management and organisational skills, including good time management, decision making, and self-control.
- Experience managing staff
- Demonstrated experience in administration, including budgeting and developing systems
- Proficient with IT systems, such as Google Suite
- Flexible and be a team player
- Willing to adopt new approaches
- Be a role model to our students
- Have high energy levels

