



POSITION DETAILS

Position Title:	Head of Secondary
Department:	Secondary
Date:	4 August 2021
Reports to:	Principal

Primary Purpose

The Head of Secondary is responsible to the Principal for providing student management, curriculum, administrative and pastoral oversight and leadership to the School for Years 7-12. He/she is to be an effective educator who models an understanding and strong commitment to Christian Education. A passion for educating and nurturing students in a rural setting is fundamental to this role.

Essential Criteria

- relevant tertiary qualifications for the position and NESA teacher accreditation
- open affirmation and practice of the Christian faith
- demonstrated Christian approach when dealing with others
- demonstrated team oriented, collegial and collaborative Christian leadership
- implementation and monitoring of a Christ-centred and Bible based curriculum which enables students to learn a Christian perspective of the world
- knowledge of current syllabus documents and proven ability to develop contemporary teaching and learning programs
- demonstrated ability in using technology in the learning process
- an understanding of and commitment to student wellbeing
- commitment to the school’s Child Safe Standards

Desirable Criteria

- First Aid qualification
- understanding of Explicit Direct Instruction, with particular regard to literacy and numeracy, and the Transformation by Design framework

Personal Attributes

- a committed Christian and an active member of a church
 - commitment to the school’s Vision, Mission and Christian perspective
 - demonstrated ability to contribute to the co-curricular life of the School
 - well-developed written, oral and organisational skills
 - an ability to work effectively as a team member
 - a commitment to ongoing personal professional development and best practice
 - ability to be discreet and maintain confidentiality
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POSITION DESCRIPTION

KEY RESPONSIBILITIES

In all matters concerning his/her appointment, the Head of Secondary will be responsible to the Principal or deputised person to act on behalf of the Principal. For practical purposes these functions will be delegated to the Deputy Principal on a day to day basis.

HEAD OF SECONDARY DUTIES

The Head of Secondary is required to undertake all responsibilities of a classroom teacher. In addition, he/she will also:

- develop, implement and monitor curriculum and teaching programs using NESA syllabuses and the Transformation by Design Framework
- manage behaviour management/student welfare, investigations, parent meetings/phone calls, teacher and student support
- manage the academic calendar, examinations, macro-communications and reporting process in 7-12
- coordinates the Academic Celebration
- coordinate orientation programs and parent information sessions as required
- is responsible for the preparation and administration of Year 9 and 11 elective choices in conjunction with the timetable team.
- manage Excursion, Risk Assessment and Notes Home procedures
- oversee accident, injury and near miss compliance follow-up
- offer professional leadership to all staff and work collegially as an active team member with the Executive and Strategic Leadership Team
- undertake short, medium and long term planning relating to areas specified in the Position Description
- be responsible for the composition of classes, in conjunction with senior Secondary staff, for 7-12
- liaise with the Head of Primary regarding the class composition for Year 7
- oversee the coordination and smooth running of 7-12 carnivals
- other duties as required

1. Students

- provide leadership to and ensure the academic, behavioural and curriculum standards of 7-12 are maintained.
- allocate new students in 7-12 to classes, in consultation with the Registrar and timetable staff
- ensure the effective management and monitoring of students placed on Orange or Red level
- ensure any bullying incidents are dealt with effectively and in a timely manner according to the Anti-Bullying Policy
- ensure high standards of documentation on matters relating to individual students and student management generally, and that all student records relating to discipline are accurately maintained
- administers illness and misadventure forms for students sitting internal and external examinations.
- report to the Principal in cases where suspension or expulsion are recommended
- ensure effective, caring pastoral care is provided to students, including mandatory child protection responsibilities

POSITION DESCRIPTION

2. Staff

- oversee/delegate the induction, appraisal and professional development of teaching staff
- advise staff professionally and oversee the application of the behaviour management system from a staff perspective
- monitor the tone of 7-12 classrooms and take action as required
- delegate tasks to Secondary Management Team to ensure their professional skills are developed and utilised

3. Parents

- manage parent concerns and issues, including the resolution of grievances or complaints and provides or make links to pastoral care and support to parents where appropriate
- be proactive in organising meetings with parents, individual students or other resources in order to pre-empt pastoral care and /or discipline issues
- liaise with parents to ensure that sick/absent students work programs are in place

Administration / Duties

Some duties will need to be performed at times other than during the school day or when students are in attendance, including on weekends. Duties may be varied by the school from time to time in accordance with the school's operational requirements.

Hours of Duty

Specific weekly hours and annual leave are in keeping with similar positions in other institutions and will be documented in the Letter of Offer.

'Whatever you do, work at it with all your heart as working for the Lord, not men'
Col 3:23