

## Position Description

# Educational Leader - Head of School

(Junior, Middle or Senior School)

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**Position Title:**

3 Year Tenure

Leading Teacher Position

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**Position Purpose:**

The key purpose of the position is to

To lead and innovate, refine and develop both learning and relationships, in line with the School's Strategic Plan and Annual Implementation Plans; this would include the schools' learning and relationships frameworks, curriculum, resources and programs.

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**Position Details:****Reports to:**

Reports to the Principal Team.

Provides information and advice to the Curriculum Committee and Student Management Team.

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**Direct Reports:**

- Year Level Program Leaders
- Sub-School Administrator

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**Working Relationships:**

This Leading Teacher works closely with:

- The Principal Team
- Other Sub-School Leaders
- Learning and Relationships Team
- Leadership Team
- Student Management Team
- Year Level Program Leaders
- Student Services Team
- Careers and Pathways

- Learning specialists and relevant curriculum and pedagogy leading teachers

### Responsible for:

#### 1. Position specific focus

- Development and promotion of the unique year level experiences for the year levels including curricular and co-curricular programs.
- Oversee the care and wellbeing of the students in the sub-school
- Continuous improvement and enrichment of the Connect (pastoral care) program curriculum at each year level.
- Provide leadership of staff to use data to inform teaching, learning and feedback
- Promotion and implementation of a restorative practices approach to student management.
- Engagement with teachers, students and families around learning and behavioural challenges and in the promotion of high expectations for all.
- Ensuring administrative and technical functions of the sub-school programs (transitions, pathways, assessment, examinations, VCAA, VASS etc) operate and are led effectively.
- Communication with families, teachers and the community and actively engage with and connect these groups
- In conjunction with the relevant leaders and other support services, manage critical incidents from within their sub-school

#### 2. Professional learning

- Developing a structured PD program for staff in relation to teaching and learning priorities
- Promotion and implementation of professional learning in a restorative practices approach to student management.

#### 3. Policy and compliance

- To ensure that any assessment and feedback utilised by the school complies with relevant Acts, regulations, statutes, legal demands and ethical standards as set by the school, state and federal legislation.
- To represent the school in professional learning opportunities focused on the introduction and implementation of DET initiatives.
- Policy development and implementation relating to student management and care processes
- Ongoing documentation and communication of student management and care systems and processes

#### 4. Team Development

- To build the capacity of program leaders to lead year programs and support students their learning
- Collaborate with sub-schools, careers and pathways teams to design and implement successful transition from year 7-12

#### 5. Other

- Any other duties required by the Principal

### Resource allocation:

- Time Allowance

- Year Level Program Leaders
- Student Services Team

#### **Memberships:**

- School Leadership Team
- Student Learning and Relationships Leaders'
- Student Management Team
- Others as required

#### **Position specification / skill sets:**

- Experienced classroom practitioner up to Year 12
- Has sound and proven ICT skills
- Has a high level of working knowledge of Victorian Curriculum and student learning theory
- Has strong systems analysis and documentation skills
- Has experience of logistics and management of activities in a large school
- Effective leadership of staff
- Can develop the capacity of their team and other staff
- Demonstrated problem solving and issue resolution skills
- Highly developed data analysis skills and the ability to create programs that respond to identified needs
- Strong interpersonal skills are essential.
- Has experience in restorative approaches to student engagement and management.
- Has sound knowledge of the DET Student Engagement Guidelines
- Strong financial control skills

#### **Child Safe Obligations**

Victorian government schools are child safe environments. Our schools actively promote the safety and wellbeing of all students, and all school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The school's Child Safety Code of Conduct is available on the school's website.

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#### **Selection Criteria**

##### **Educational Leader – Head of School (Junior, Middle or Senior School)**

SC1. Demonstrated high level understanding of initiatives in student relationships and wellbeing, curriculum, assessment, educational technology and pedagogy, and the capacity to provide leadership in the alignment of these areas.

SC2. Demonstrated outstanding classroom teaching skills and the capacity to support colleagues to continually improve teaching and learning.

SC3. Demonstrated high level ability to monitor and assess student learning data at the individual, cohort and whole school level and to use this data to inform teaching for improved student learning.

SC4. Demonstrated high level written and verbal communication skills and high level interpersonal skills including a capacity to develop constructive relationships with students, parents and other staff and contribute to the leadership and management of the school.

SC5. Demonstrated commitment and capacity to actively contribute to and lead whole school improvement initiatives, manage major curriculum or student activities and a commitment to ongoing professional learning.

SC6. Demonstrated capacity to lead a cohort of students, their teacher and families to develop and maintain a positive and productive learning culture.