



HEAD OF SENIOR SCHOOL

JOB & PERSON SPECIFICATION

JUNE 2024

ROLE DESCRIPTION & EMPLOYEE SPECIFICATION

Head of Senior School



Our Mission:	To provide a Christian environment for each student and staff member to develop their God-given abilities for LIFE and community.
College Department:	Leadership
Position Title:	Head of Senior School
Position Classification:	Leadership
Tenure:	Ongoing
Teaching Load:	Full-time with 0.2 FTE teaching
Working Relationships:	<ul style="list-style-type: none"> • Responsible to the Principal • Reports to the Deputy Principal • Line Manager for Pastoral Administration Assistant (Senior School) • Point of escalation for Heads of Village regarding students in the Senior School • Member of the Leadership Team, Pastoral Care Team, & other teams as required • Works closely with Deputy Principal, Director of Learning & Head of Middle School • Professional interaction with all students, staff, parents, volunteers, visitors & suppliers of Endeavour College

ROLE DESCRIPTION

Primary Responsibility
<p>The Head of Senior School plays a significant role in the leadership of Endeavour College by working closely with members of the Leadership Team, and in line with the strategic direction of the College to support the College realise its Mission. They will determine, develop and implement data driven decisions in consultation with the Principal to achieve excellence in educational programs and operations, and ensure the highest quality of support, care, and learning is provided for all students at the College, particularly those within the Senior School.</p> <p>The Head of Senior School is responsible for:</p> <ul style="list-style-type: none"> • Leading the development of Christian ethos and culture in the Senior School; • Providing leadership and oversight of the learning, well-being and engagement of students in the Senior School; • Working closely with the Director of Learning to ensure curriculum development is appropriate to Senior School learners; • Supporting pedagogical practices with teachers in the Senior School; • Working closely with the Head of Middle School, Heads of Village, and Care Group Teachers to ensure the effective implementation of the Pastoral Care program; • Ensuring that a Restorative Practices approach to relationship development is fostered through the Endeavour Way, including facilitation of formal restorative conferences; and • Modelling and leading spiritual development in their daily practice at the College. <p>In addition to the Leadership responsibilities, as a Teacher within the College, the Head of Senior School will also plan, organise, implement, and deliver an appropriate instructional program, across one or more curriculum areas, that guides and encourages students to develop to their full potential.</p> <p>All teaching staff are expected to continually engage in professional learning and development to improve teaching knowledge and practices, including accreditation as required by Lutheran Education Australia (LEA). All work is to be performed in accordance with the Australian Institute for Teaching and School Leadership (AITSL) professional standards for Teachers, and aspire to the AITSL professional standards for Middle Leaders.</p>

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Extent of Authority
<ul style="list-style-type: none">• Responsible for all matters related to safety, pastoral care, and academic standards and progress of all Senior School students at Endeavour College under the direction of the Principal• Manage and maintain high standards of work and conduct of Senior School Care Group Teachers• Work autonomously to deliver appropriate and relevant instructional programs, exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role• Act as the College representative at professional networks such as LiLLC and AISSA• Responsible for the safety, wellbeing, and academic progress of all students in their care

Key Areas of Responsibility Areas (KARs)
<p>The position encompasses key outcomes in the Senior School which will have a significant bearing on required outcomes of the College Strategic Plan. Key outcomes of the role have been collectively accommodated within associated activities under the following KARs including but are not limited to:</p> <p>Leadership / Administration</p> <ul style="list-style-type: none">• Provide leadership, mentoring, guidance, and direction to College staff members in relation to pastoral care and learning supports for the Senior School• Work closely with the Head of Middle School, Director of Learning, Heads of Village and teaching staff to lead the development and delivery of quality programs that provide students across the College, and particularly within the Senior School, educational opportunities to grow academically, spiritually, physically, socially and emotionally.• Be responsible for, oversee the organisation of, and attend all Senior School and College events, including the College Formal, Valedictory, Senior Years Camps and end of Year 12 events• Together with the Head of Village, Deputy Principal and Director of Middle School, provide oversight of Care Group teachers in the Senior School• Lead by example, and monitor the performance of staff supporting the Senior School in line with College expectations in collaboration with the Deputy Principal• Meet regularly with Heads of Village and Care Group Teachers to ensure the communication of relevant information, monitoring of student engagement and progress, and consistency of staff and student expectations• Liaise with the Principal and Deputy Principal around the continuing professional learning of Care Group teachers supporting the Senior School• Work collaboratively with the Communications and Marketing Manager on behalf of the Senior School and prepare communications for publications (i.e. The Catch, The Anchor etc.)• Prepare and submit budgets including capital requests, in consultation with the pastoral team• Consult with the Deputy Principal about significant proposed changes and innovations for the Senior School that may impact on the wider College community, and act with the approval of the Principal to implement effectively• Be actively involved in the recruitment of pastoral staff in consultation with the HR Manager• Oversee the work of LSOs assigned to the Senior School including confirming days/hours of work, co-signing leave forms and performance management. Requests for additional hours of work are subject to Principal approval.• Oversee operational requirements including allocation of students to Care Groups, and oversight of student resources and facilities (i.e. laptops, lockers, etc.)• Operational leadership of the Senior School, including Senior School Calendar events together with the Head of Middle School and Deputy Principal• Coordinate Senior School assemblies and chapels as required, in conjunction with the Deputy Principal and Head of Middle School

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- Work collaboratively with the HR Manager to ensure that any volunteers or contractors used to support student learning and engagement have met the requirements of the Colleges' Child Safe Policy

Christian Ethos and Culture

- Lead the development of Christian ethos and culture within the Senior School
- Lead and promote the devotional life at Year Level and Senior School assemblies
- Lead and promote programs that reflect the needs of students in the Senior School and foster student engagement

Student Learning

- Ensure the effective application of the Vision for Learners, developing a strong culture and expectations for students within the Senior School
- Model, foster and promote the use of a restorative approach to student engagement incorporating the Endeavour Way
- Support the Director of Learning and teaching staff in the development of teaching and learning strategies for the Senior School, including integration and differentiation of the curriculum
- Support the implementation of innovative practices and emerging educational research relevant to students in the Senior School
- Support the Director of Learning in the monitoring of digital technologies used to support teaching and learning in the Senior School
- Together with the Director of Learning and Heads of Village, oversee subject preferences and course counselling for Year 10 and Year 11 students
- Oversee the Peer Support Program in conjunction with the Head of Middle School
- Oversee and monitor the learning outcomes of all students in the Senior School in conjunction with Director of Learning and Heads of Village
- Work with the Director of Learning to determine academic prize winners and other relevant awards for students in the Senior School
- Coordinate parent information evenings and events relevant to the Senior School
- Plan, organise, implement, and deliver appropriate instructional programs, within a secondary learning environment that guides and encourages students to develop to their full potential
- Provide guidance, assistance and oversight of progress for student learning within your classes
- Ensure that all work is performed in accordance with the AITSL professional standards for Teachers and Middle Leaders
- Provide backup support for Care Group, and actively contribute to the development of Village spirit throughout the College

Pastoral Care

Student Welfare

- Work collaboratively with Heads of Village, Head of Middle School, College Counsellor, Ministry Team, and other staff in relation to the implementation of College programs that encourage student development and wellbeing
- Work closely with the Heads of Village and Head of Middle School to lead transition programs for new students, and students transitioning into the Senior School
- Ensure that appropriate supports, guidance, and counselling is available and provided to students (Care Group, Head of Village, College Counsellor, College Pastor) as relevant
- Lead the planning and management of suitable Senior School camps
- Ensure all reports of student behaviours are followed up appropriately in conjunction with relevant teachers and Head of Village including internal and external suspensions

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- Actively support Heads of Village with engagement conversations and student community service
- Actively support Heads of Village to arrange and facilitate formal Restorative Conferences, particularly when parents are involved
- Ensure that documentation and recording of information and actions from Restorative Conferences are maintained and available to relevant staff
- Lead the design and implementation of the Valedictory Service and other services and events for the Senior School, in collaboration with the Principal, Deputy Principal, College Pastor, Heads of Village and Director of Learning
- Oversee student attendance within the Senior School ensuring it is appropriately recorded and managed
- Oversee student uniform expectations and ensure that these expectations are met within the Senior School
- Act as a Child Safety Officer of the College, and ensure the timely reporting of abuse and neglect, or risk of abuse and neglect as appropriate

Student Leadership

- Oversee the development, promotion and selection of student leaders in the Senior School
- Lead and oversee the coordination and selection of Student Action Team (SAT) Captains, and other student leaders in consultation with Heads of Village and the Principal

Communication and Promotion

- Regular promotion and communication of Senior School activities via the Communications & Marketing Manager including social media updates, and articles in College publications (i.e. The Catch and Anchor)
- Foster parent/caregiver involvement in College events including organising Village nights, parent information evenings, and year level specific events for students in the Senior School
- Attend functions where Senior School students and their families are involved

Other Duties

- Display behaviours that reflect the College ethos, and contribute to the devotional life of the College
- Comply with legislation and College policies, processes, and instructions, including but not limited to the Code of Conduct, and those relating to child protection, discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in faculty and school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Any other duties as required

EMPLOYEE SPECIFICATION

Education & Qualifications

- Relevant tertiary qualifications (i.e. Bachelor of Education) with post graduate studies in Educational Leadership (highly desirable)
- Current Teacher Registration (South Australia)
- Current and satisfactory Working With Children Check (WWCC)
- Current mandatory reporting certificate (Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC))

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- Current First Aid Training Certificate
- Accreditation status as a Teacher in Lutheran Schools (highly desirable)
- Active member of a relevant professional association or Senior School related committees (highly desirable)

Knowledge & Experience

- A strong understanding of the principles of Lutheran education
- A strong understanding of, and experience in the application of Restorative Practices
- Demonstrated organisational and educational leadership with a record of success in achieving agreed goals in collaboration with others
- Demonstrated experience in effective leadership, administration, planning, and programming
- Excellent interpersonal and communication skills (written and verbal) with the ability to develop effective professional relationships, and engage positively with people from a wide range of backgrounds
- Demonstrated ability and experience in networking, and in building effective and supportive relationships with students and families
- Demonstrated success in developing and implementing curriculum and pastoral care programs relevant to Senior School students, and achieving objectives through structured planning processes
- Demonstrated success in modelling and promoting effective teaching, learning and assessment practices
- Demonstrated success in the appropriate application of digital technologies
- Significant understanding of current and emerging educational directions and their implications for schools
- Significant understanding of pedagogy which improves learning outcomes for secondary students, particularly within the Senior School
- Significant understanding of Australian Curriculum, SACE and VET curriculum, and Senior School assessment practices and procedures
- An understanding of current organisational, WHS and management practices appropriate to the position
- Demonstrated experience and ability to work independently and as a leader within a team, developing, establishing, implementing, and monitoring student wellbeing and academic progress
- Experience in, and passionate about working with and supporting young people on their journey through secondary education, particularly with young adults in the Senior School

Skills & Abilities

Essential

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students (highly desirable)
- Significant experience, ability and willingness to collaborate effectively across a team, and a range of broader stakeholders both inside and outside of the College
- Significant ability to provide a strong cultural example for others, and set, communicate and maintain expected standards of culture across the College
- Significant ability to lead, monitor, mentor, and provide feedback and guidance to develop staff members in the achievement of goals
- Significant ability to lead, and work as part of an effective team, initiating, and managing change
- Commitment to contributing and completing ongoing learning related to this role
- Ability to negotiate budget requirements through consultation

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PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities. The Head of Senior School will be measured through:

KPI Area	Identified KPI
Leadership & Administration	<ul style="list-style-type: none"> • Work collaboratively with the Leadership team, Heads of Village, and staff supporting the Senior School to formulate and implement Senior School programs, activities, and events that support successful student outcomes • Provide a high level of operational leadership to support the smooth running of Senior School programs, activities and events • Work collaboratively with the Deputy Principal to oversee the management of staff in relation to pastoral care and learning for the Senior School, and work to address any required performance development through coaching, mentoring, or escalation • Provide appropriate feedback to colleagues, and respond appropriately to given feedback • Seek clarification and support for ongoing development requirements through the Principal
Christian Ethos & Culture	<ul style="list-style-type: none"> • Lead the development of Christian ethos and culture within the Senior School, ensuring that devotional life is nurtured and promoted through a variety of activities, programs, and events to foster engagement, and develop Christian and community spirit • Model the expected behaviours and professional expectations for Leadership at Endeavour College • Model the Christian ethos of the College, leading the support and encouragement for staff and students to live the Endeavour Way values • Demonstrate a strong understanding of, and actively support, promote and nurture the effective use of Restorative Practices in interactions with students and the broader College community
Student Learning	<ul style="list-style-type: none"> • Ensure the effective application of the Vision for Learners, developing a strong culture and expectations in support of the Senior School philosophy for students within the Senior School • Actively support the Director of Learning and teaching staff in the development of innovative teaching and learning strategies, including the use of technology, within the Senior School • Oversee and monitor learning outcomes of all students in the Senior School in conjunction with Director of Learning and Heads of Village • Deliver appropriate instructional programs in line with AITSL professional standards
Pastoral Care	<ul style="list-style-type: none"> • Work collaboratively across the College to design, implement, and oversee programs that encourage the development and wellbeing of students in Senior School • Work collaboratively with the Head of Middle School and Heads of Village to ensure the smooth transition of students from Middle School to Senior School • Support the development, promotion and implementation of student leadership opportunities within the Senior School • Work effectively with relevant staff across the College to ensure that Senior School students are appropriately supported through a number of mediums including Restorative Practices, Village engagement, counselling, and Child Protection Practices • Foster relationships with parents/caregivers to ensure they are aware of their child's progress at the College, and promote parent/caregiver involvement, attendance, and support of College events



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer ideally by Monday, 24 June 2024. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.