

Deputy Head of Senior Campus

ORGANISATIONAL RELATIONSHIP

Reporting To: Head of Campus

Accountable To: Head of College, through the Head of Campus

POSITION OBJECTIVES

The leadership and management of College operations is ultimately the responsibility of the Head of College, supported by members of the College Executive ("Senior Leadership Team") who play a significant role in visioning, strategic planning, as well as the development and implementation of College policy and practice. The Deputy Head of Senior Campus will contribute to the decision-making and direction of the College as a member of the Senior Leadership Team, developing and fostering effective communication and sound relationships with students and parents of the 7-12 and wider communities.

Essential Purpose

- Assisting the Head of Campus in the day to day operations of the campus.
- Oversight of the Pastoral Care of students and staff on the Senior Campus.
- The ongoing development of Middle Schooling pedagogy and philosophy.
- The ongoing development of the Senior Campus as a service-learning community.
- Establishment of an excellent rapport with the wider College community.

The College has a commitment to a Restorative Practices approach. This approach is in keeping with the Christian Gospel and the biblical principles found in Matthew 18. This position will have the special responsibility of continuing to uphold and embed the principles of Restorative Practices in all aspects of the operation of the Senior Campus.

POSITION DESCRIPTION

General:

- Assist the Head of Senior Campus in Middle and Senior school visioning, strategic planning, and evaluation.
- Organise key events for Years 7-12 as required.
- Assist in developing the teaching and learning on the campus.
- Ensure that the principles of Lutheran education and Restorative Practices are embedded within the curriculum and College policies, programmes and practices.
- As delegated, take responsibility for the Campus in the absence of the Head of Campus.
- Be an active member of the Senior Leadership Team.
- In conjunction with the Head of Campus and the Curriculum Learning Area Coordinators, assist with the planning and construction of the College 7-12 timetable including all elements of staffing, subject allocations, room allocations and student subject allocations.

Pastoral Care, Welfare and Growth:

- Establish positive friendly relationships with students and in conjunction with other College leaders, provide opportunities for student involvement and leadership.
- Promote, support and develop the leadership of others.
- In conjunction with the Senior Leadership Team, be responsible for general College tone and culture; including uniform, student compliance, behavioural expectations and homework programmes.
- Assume responsibility for oversight of pastoral care of students 7-12. This includes fostering a supportive learning and behavioural climate, student attendance, the wearing of uniforms, transitioning across year levels and schools, awards and recognition including ceremonies, student leadership programmes and activities and pastoral care programme and activities. This responsibility is shared with other College leaders.
- Coordinate and work with class teachers and other staff in their pastoral care roles within the Senior Campus and ensure that a quality pastoral care programme is delivered.
- Liaise and collaborate with the Head and Deputy Head of Junior Campus on the transition of Year 6 students across into Year 7.
- Coordinate outdoor education (camping) programme.
- Support teachers with classroom and behaviour management strategies.
- Take active and supportive responsibility in ensuring sound discipline embedded in the philosophy of Restorative Practices, and handle major discipline issues (in conjunction with the Head of Senior Campus).
- Coordinate and implement Service Learning and Positive Education programmes from 7-12.
- Effectively work with colleagues to ensure the Gospel is a lived experience and the culture of the College promotes positive relationships and quality learning.

Curriculum / Teaching & Learning:

- Promote teaching and learning as the core business of the College, developing a learning climate for staff and students.
- In conjunction with the two Head of Campuses, develop major curriculum initiatives and strategies ensuring best practice in the Middle and Senior years.
- Monitor Year 7-12 classroom practices to ensure best practice.
- Seek feedback on Professional Practices across learning areas and promote Professional Learning Communities that collaboratively plan and support one another through lesson observations.
- Provide leadership and support in significant developments in curriculum, teaching and learning in the Secondary School.
- Remain futures-focused and ensure the implementation of digital technologies and emerging practices to enhance learning are well considered and implemented in a team approach.
- Be a teacher of excellence and expect to teach in his/her field.
- Deliver curriculum that suits the learning needs of students with a range of learning styles and abilities.
- Demonstrate experience in and vision for delivery of curriculum in the specific teaching areas of the position.
- Demonstrate sound pedagogical skills through the use of student centred and inclusive learning methodologies and assessment tasks.
- Integrate the use of information and communication technologies in student learning tasks.
- Be confident in the use of Information and Communication Technology in professional documentation.

Staff and Leadership:

- Provide leadership and mentoring for staff regarding College mission, policy, values, directions and preferred practices.
- Support staff in their professional development and practice of restorative practices.
- Promoting positive school culture regarding staff relationships, morale, duties, professional conduct and performance, with monitoring, support and intervention as appropriate.
- Attend and address parent and public meetings as required.
- Ensure effective communication channels are established and reviewed regularly.

Management:

- Organise key events at the Senior Campus as required including, but not limited to: Grandparent's Day, Expo Evenings, Open Days, Year 12 Celebrations and weekly assemblies.

- Assist in the management of production of Years 7-12 publications such as: handbooks, diaries, and booklists.
- Be responsible for the oversight of Years 7-12 assemblies.
- Share responsibility for daily briefings.
- Through the aid of Administration Support, maintain records, rolls and files for students in Years 7-12.
- Chair and/or facilitate staff team meetings as appropriate.
- Coordinate Professional Development and Accreditation processes for Graduate and Student Teachers.
- Demonstrate sound organisation, administration and record keeping skills.

Assist Head of Campus:

- In whole campus visioning, strategic planning and evaluation.
- By acting on behalf of Head of Senior Campus when required.
- Assisting in arranging variations to Senior Campus routines as necessary.
- Assist with staffing for Years 7-12. This includes supervisions, daily organisation, recognition, performance reviews and professional development.
- Assist with orientation and induction of new staff.
- Prepare productive and worthwhile programmes for staff on student free days, in coordination with College Senior Leadership Team.
- In overseeing the College's compliance with relevant WHS issues.
- In oversight for Teaching and Learning, understanding of curriculum requirements and age-appropriate pedagogies.

Other:

- As with other Senior positions within the College, provide spiritual leadership to the College Community.
- With the Head of College, Deputy Head of Junior Campus and Heads of Campuses, assume responsibility for the implementation of the College's Strategic Plan.
- Work collaboratively with other members of the Senior Leadership Team (P-12).
- Maintain a high profile of attendance at College events.
- Be involved in College and school promotion personally, and in partnership with, other College leaders, both within and beyond the College.
- In collaboration and cooperation with other College leaders, be responsible for the organisation of, and attend, key events of the College P-12.
- Deputise for Head of Campus and conduct enrolment interviews as required.
- Liaise with key stakeholders within the community to uphold the College's reputation.
- In liaison with the Head of College engage in Professional Development and complete an annual Professional Learning Plan.

- Undertake regular teaching duties as agreed with the Head of College.
- Undertake such other duties as may be required from time to time as directed from the Head of College.
- Out of school hours duties will be required, from time to time, in order to fulfil the responsibilities of the position.