

HEAD OF SENIOR SCHOOL

JOB DESCRIPTION

Reports to: The Headmaster

Department: Senior School

POSITION SUMMARY

The Head of Senior School is a member of the Scotch College's Executive. He/She is responsible for the total development of each student within the Sub-School and for the implementation of Scotch College's Vision, Mission and Values in the daily operation of the Sub-School. The Head of Senior School will work collaboratively with other College leaders to develop consistent practices and policies from Kindergarten to Year 12; in particular in conjunction with the Head of Junior and Head of Middle School. As a member of the College Executive the Head of Senior School will be expected to contribute openly and positively to the Executive of Scotch College and to contribute to and help to embed the School's Strategic Plan in the daily operation of the School.

In particular the Head of Senior School, in conjunction with the respective members of Executive, is responsible for:

- **Community Leadership** - developing a strong sense of community through good communication with parents, students and staff
- **Teaching and Learning Leadership** - the development and administration of excellent teaching and learning practices in the Senior School
- **Pastoral Leadership** – ensuring that every boy is cared for in matters relating to his welfare, personal, spiritual and academic development as well as ensuring active pastoral support for staff
- **Administrative Leadership** – developing appropriate policies and procedures and managing the operational budget of the Senior School
- **Staffing Leadership** of all staff in the Senior School – assist in teaching and non-teaching staff selection and development

ESSENTIAL CRITERIA

- i) **Education & Training**
Bachelor Degree in Education or Postgraduate Certificate of Education
Doctorate or Master Degree in a related field is highly desirable

- ii) **Core Competencies (Knowledge, Skills & Experience)**

Technical

- Strong organisational and administrative skills
- Ability to use data to transform Teaching and Learning and improve student outcomes

- Significant teaching experience with a demonstrated record of achievement in fostering student development
- A sound understanding and demonstrated application of current pedagogy
- The ability to model quality teaching and learning
- The capacity to engage and inspire students, staff, parents and other members of the wider community

Managerial & Human Relations

- The ability to facilitate and support teams in a constructive, collaborative and proactive manner
- Previous experience in a senior leadership position and/or demonstrable potential to succeed in a senior executive role
- Excellent communication and interpersonal skills including team building, coaching, mentoring and leadership

iii) **Additional Requirements & Values**

- Involvement in the College's co-curricular programme
- Flexibility of working hours
- Eligibility for registration as a teacher in Western Australia
- Working with Children Clearance
- A demonstrated commitment to the promotion of the College, as a Uniting Church in Australia school, in accordance with the College's Vision, Mission and Values

CORE RESPONSIBILITIES & TASKS

Community Leadership

- Communicate well with the College's parents, students and staff
- Represent the School well in the broader community
- Communicate the behavioural expectations of Scotch College to the broader community
- Act in a supportive and supervisory capacity for all College functions, as directed by the Headmaster
- Maintain good communication with parents on teaching and learning issues
- Preserve the College's image by maintaining high standards of student uniform, behaviour and conduct
- Actively promote the College as a professional learning community
- Works with the Head of Boarding to ensure the boarding community is able to access the relevant information on school activities

Teaching and Learning Leadership

- Work with the Director of Teaching & Learning and the Director of Information & Learning Technologies to continuously evaluate the WACE and IB curriculum for improved quality, balance and relevance. Scotch College is an International Baccalaureate World School and the Head of Senior School will support the development of all three IB programmes and promote the attributes of the Learner Profile throughout the School
- Ensure students are supported through specific programmes that will allow them every opportunity to achieve their academic potential

- Model and support contemporary practice in teaching
- Promote the learning opportunities at Scotch College for all teachers to continually develop best practice in skills, tactics and strategies through participation in professional learning within the classroom.
- Encourage the use of information and learning technologies among staff
- Work with the Director of Staffing to take a leading role in the appointments and appraisal of staff
- Monitor the teaching environment to ensure facilities are appropriate for learning, both within the classroom and within the grounds

Pastoral Leadership

- Foster a supportive environment for students and staff and develop and maintain a culture of caring in the School
- Foster an environment in which every student is given the opportunity to realise his full potential in educational, spiritual, sporting, cultural, service, sustainability and personal pursuits
- Ensure that students feel safe in the School environment
- Ensures best practices in the areas of transition into the Senior School and support of all boys as they transition to the next phase of their lives

Administrative Leadership

- Manage the cost budget of the senior school
- Contribute to the development and maintenance of efficient administrative policies and procedures
- Set the whole school calendar and oversee the organisation of school ceremonies and events
- Oversee all communication processes including reporting, information evenings and the development of handbooks

Staffing Leadership

- Attend and contribute to conferences concerning school-based programmes and recommend appropriate professional development to team members
- Maintain an awareness of relevant Board of Registration requirements and convey the College's interpretation of these to the relevant professional teams and the College community
- Mentor staff as they seek to improve practice
- Other matters as determined by the Headmaster

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.

Employee Name: _____ Employee Signature: _____ Date: _____

Updated 19/8/2016