



HEAD OF SENIOR YEARS

JOB & PERSON SPECIFICATION

MAY 2022



GOOD NEWS

LUTHERAN COLLEGE

POSITION:	Head of Senior Years
RESPONSIBLE TO:	Principal (Strategic), Deputy Principal (Operational)
DIRECT REPORTS:	Assistant Head of Senior Years, VCE Coordinator, Senior Years Teachers, Senior and Middle Years Administration Officer
COMMITTEE MEMBERSHIP:	College Leadership Team, Senior Years Curriculum Committee, Senior Years Pastoral Care Committee (Chair), Learning Area Coordinator group, Wellbeing Team
POSITION PURPOSE:	The Head of Senior Years shall be responsible for the day-to-day organisation and supervision of the Senior Years programmes and general operational procedures. They will encourage staff and students in their growth and development. The Head of Senior Years will promote the Senior Years to the College and wider community. They will contribute to the decision-making and direction of the College as a member of the College Leadership Team and develop and foster effective communication and sound relationships with students and parents of the Senior Years and wider community.
KEY RELATIONSHIPS:	College Leadership Team, Assistant Head of Senior Years, VCE Coordinator, Wellbeing Team, Senior Years Students, Parents of students of Senior Years, Teachers of Senior Years classes, Integration Aides working in the Senior School, Senior and Middle Years Administration Officer
CLASSIFICATION:	Executive appointment
TENURE:	5 years, 6 Weeks Annual Leave
LOAD:	0.2 Teaching Load (approximate)
EQUIPMENT PROVIDED:	Laptop
GENERAL EXPECTATIONS:	<p>At Good News Lutheran College, it is expected that those staff who interact with stakeholders will support the Christian ethos of the College. A good example for Christian living is to be given to children and parents by staff words and actions. Where feedback is needed, this is to be given in a loving, caring manner and forgiveness is to be freely offered to children who err as God forgives each of us for Jesus' sake.</p> <p>The Christian Education environment offered and experienced by our community, depends largely on the maturity and professionalism of all staff. Therefore, it is expected you will cooperate fully with the Principal, other staff and the College Board in adhering to the policies, teachings and fostering the ethos, culture and traditions of Good News Lutheran College.</p> <p>General</p> <ul style="list-style-type: none">To assist the Principal in fulfilling the aims and purposes of the College, and to support and maintain the mission, vision and Strategic Directions of the College

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- To cooperate fully with the Principal and other members of the staff, in particular work closely with the Head of Middle Years and the Head of Junior Years
 - Develop and maintain an ethos and identity for the Senior Years reflecting the College Mission Statement, general aims and also Senior Years practice that is informed by contemporary research
 - Develop the structures of the Senior Years and ensure that they meet the needs of the students and staff
 - Review and implement a range of student-based policies, in consultation with the College Leadership Team
 - In conjunction with the Heads of Junior and Middle Years, be responsible for general College tone and culture; including uniform, student compliance, behavioural expectations and homework programmes

Behaviour Management

- Be responsible for all student behaviour management processes in the Senior Years
- Consult with Pastoral Care Teachers, Pastor, College Chaplain, College Counsellor and Learning Enrichment staff on specific student behavioural incidents and issues and be responsible for the coordination of the case management process
- Support Senior Years teachers with classroom and behaviour management strategies
- Refer serious student discipline matters to the Principal
- Coordinate communication with parents and arrange conciliation meetings, as appropriate
- Act as an intermediary for staff/student/parent harassment complaints and liaise appropriately with staff, students and parents

Curriculum

- Be responsible for facilitating the implementation of the VCE curriculum
- Oversee the specific requirements/performance of Senior Years students in the academic programme
- Responsible for facilitating the Senior Years subject selection process
- Ensure communication is made with parents in relation to student subject selection

Staff and Leadership

- Lead staff to ensure that an appropriate Senior Years philosophy is developed, shared and implemented throughout the programmes associated with the Senior Years
 - Organise meetings with teachers of the Senior Years, as required, to review policies and practices
 - Liaise with key staff in relation to the specific requirements / performance of Senior Years students in the academic programme
 - Oversee and support the work of Pastoral Care teachers in relation to fostering and maintaining student standards in routine matters
 - Organise regular meetings with the Senior Years teams to discuss Pastoral Care and curriculum issues
 - Consult with the Principal on issues related to staff performance or inappropriate behaviour in relation to student management
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- Act as a professional development and learning coach for allocated staff
 - Assist the Principal, with the selection of staff for the Senior Years, as required
 - Review new publications and bring details to the attention of staff, as appropriate

Students

- Develop flexible structures / processes and programmes which will enhance responsibility and personal growth of Senior Years students
- Be involved in the enrolment of new students, in conjunction with the Principal
- Place students in Pastoral Care classes
- Be responsible for the orientation of new students
- Through the aid of Administration Support, maintain records, rolls and files for students in the Senior Years
- Ensure excellent academic progress and suitable pathways for all Senior Years students
- Be responsible for the development and implementation of a study skills programme
- Be responsible for the organisation of and attendance at Student Led Conference evenings and meetings for students in the Senior Years
- Oversee the promotion review process of students in the Senior Years and conduct parent interviews concerning this
- Be responsible for the organisation of orientation entries for new students and other specific year level functions for Senior Years students
- Liaise with the Principal in relation to the oversight of student leaders of the Senior Years

Pastoral Care

- In consultation with the Senior Years Pastoral Care teachers, Assistant Head of Senior Years, Chaplain and Counsellor, develop pastoral care practices appropriate to the needs of Senior Years students
- Support Senior Years teachers with the delivery of the Pastoral Care Programme

Teaching

- Registered to teach in Victoria or eligible to receive Teacher Registration from the Victorian Institute of Teaching (VIT) by 2020
- Teach within the Senior Years
- 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
- Demonstrate sound organisation, administration and record keeping skills

Administration

- Be responsible for the Senior Years budget
- Liaise with the Principal, Business Manager and Facilities Manager in relation to College facilities
- Provide direction for the implementation of the Senior Years timetable and related structures / procedures, including exam timetable
- Oversee surveys, research projects, etc. involving students of the Senior Years
- Assist the Deputy Principal in the update of and the organisation for the Student Handbook

Professional Responsibilities

- Monitor, evaluate, record and report on the learning progress of individual students by effectively using the established assessment and reporting processes
- Participate in co- and extra-curricular activities, as required
- Be involved in the Professional Development programme of the College
- Assume Pastoral Care class duties and yard duties, as required
- Ensure compliance with all OHSW policies
- Be conversant with, and promote, the various policies of the College

Education and Knowledge

- Christian ethos which provides the foundation for policies and practices in Lutheran Schools
- Academic qualifications suitable for the position. Post graduate study is preferred but not essential
- Demonstrated experience in leadership
- Have appropriate Theological training or be working toward accreditation as a leader in a Lutheran school
- Have a knowledge of and a commitment to current Senior Years education and best practice applications

Other

- Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role
- Participate in and represent the College in professional groups in Victoria and beyond
- Perform other duties, as required, by the Principal, from time to time
- Out of school hours duties will be required, from time to time, in order to fulfil the responsibilities of the position

SKILLS, EXPERIENCE AND ATTRIBUTES:

Personal Qualities

- Show a willingness to support and promote the Christian aims of the College
- Demonstrate a strong commitment to Lutheran Schools
- Have an ability to work in a team environment and work collaboratively with colleagues
- Have the ability to develop effective working relationships with students and parents
- Display personal qualities that will enhance the standing of the Senior Years in the community
- Have well-developed oral and written communication skills

RESPONSIBILITIES AND**DUTIES:**

Key Results Area (KRA)
KRA 1: Lead, develop and maintain a strong Christian ethos with the College
KRA 2: Behaviour Management
KRA 3: Leadership and Management
KRA 4: Pastoral Care and Wellbeing
KRA 5: Data Collection, Analysis, Interpretation and Intervention
KRA 6: Active Parent involvement in Student Learning

As part of individual coaching sessions, key performance indicators and coaching goals will also be developed from these KRAs (and the KRAs specific to individual positions), and these too form part of individual staff role descriptions.

This position holds a responsibility to do the following:

<p style="text-align: center;">KRA 1: Lead, develop and maintain a strong Christian ethos with the College</p> <p style="text-align: center;">Responsibilities and Duties</p> <ol style="list-style-type: none">1. Encourage staff, parents and students to continue their spiritual development.2. Lead staff in prayer before meetings and encourage other Senior Years leaders to do the same.3. Support Professional Growth of Senior Years staff members in the teaching of Christian Studies.4. Work with the College Pastor to further develop the spiritual programme of the College.

<p style="text-align: center;">KRA 2: Behaviour Management</p> <p style="text-align: center;">Responsibilities and Duties</p> <ol style="list-style-type: none">1. Be responsible for all student behaviour management processes in the Senior Years.2. Consult with Pastoral Care Teachers, Wellbeing Team, College Chaplain and Learning Enrichment staff on specific student behavioural incidents and issues and be responsible for the coordination of the counselling process.3. Support Senior Years teachers with classroom and behaviour management strategies.4. Refer serious student discipline matters to the Principal.5. Coordinate communication with parents and arrange conciliation meetings, as appropriate.6. Act as an intermediary for staff/student/parent harassment complaints and liaise appropriately with staff, students and parents.

KRA 3: Leadership and Management

Responsibilities and Duties

1. Lead staff to ensure that the learning philosophy is, shared and implemented throughout the programmes associated with the Senior Years.
2. Organise meetings with teachers of the Senior Years, as required, to review policies and practices.
3. Liaise with key staff in relation to the specific requirements / performance of Senior Years students in the academic programme.
4. Oversee and support the work of Pastoral Care teachers in relation to fostering and maintaining student standards in routine matters.
5. Organise regular meetings with the Senior Years teams to discuss Pastoral Care issues.
6. Consult with the Principal on issues related to staff performance or inappropriate behaviour in relation to student management.
7. Act as a professional development and learning coach for allocated staff.
8. Assist the Principal, with the selection of staff for the Senior Years, as required.
9. Review new publications and bring details to the attention of staff, as appropriate.
10. Be responsible for the Senior Years budget.
11. Liaise with the Principal, Business Manager and Facilities Manager in relation to College facilities.
12. Collaborate with Student Operations Manager and Deputy Principal to plan, organise and implement the Senior Years timetable and related structures / procedures, including exam timetable.
13. Oversee surveys, research projects, etc. involving students of the Senior Years.
14. Assist the Deputy Principal / Head of Middle Years in the update of and the organisation for the Student Handbook and subject selection process.
15. Monitor, evaluate, record and report on the learning progress of individual students by effectively managing the established assessment and reporting processes.
16. Participate in co- and extra-curricular activities, as required.
17. Be involved in the Professional Development program of the College.
18. Ensure compliance with all OHSW policies.
19. Be conversant with, and promote, the various policies of the College.

KRA 4: Pastoral Care and Wellbeing

Responsibilities and Duties

1. Develop flexible structures / processes and programmes which will enhance responsibility and personal growth of Senior Years students.
2. Be involved in the enrolment of new students, in conjunction with the Principal.
3. Place students in Pastoral Care classes.
4. Be responsible for the orientation of new students.
5. Through the aid of Administration Support, maintain records, rolls and files for students in the Senior Years.
6. Ensure excellent academic progress through suitable pathways for all Senior Years students.
7. Be responsible for the development and implementation of a study skills programme.
8. Be responsible for the organisation of and attendance at Parent teacher evenings and meetings for students in the Senior Years.

9. Be responsible for the organisation of orientation entries for new students and other specific year level functions for Senior Years students.
10. Liaise with the Principal in relation to the oversight of student leaders of the Senior Years.
11. In consultation with the Senior Years Pastoral Care teachers, Assistant Head of Senior Years, Chaplain and Counsellor, develop pastoral care practices appropriate to the needs of Senior Years students.
12. Support Senior teachers with the delivery of the Pastoral Care Programme.

KRA 5: Data Collection, Analysis, Interpretation and Intervention

Responsibilities and Duties

1. Support and facilitate the regular collection of student achievement and learning behaviour data.
2. Use multiple forms of data (quantitative and qualitative) to plan for program improvement or future program initiatives.

KRA 6: Active Parent involvement in Student Learning

Responsibilities and Duties

1. Actively promote the formation of parent-student-teacher partnerships to maximise student learning outcomes.
2. Ensure a schedule of Parent Information Evenings is in place so that parents are able to effectively support their children.
3. Ensure parents are well-informed with regards to student progress and how they can support the achievement of student learning.



HOW TO APPLY

Applications should be addressed to Andrew Reed. 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.