



**HEAD OF MIDDLE AND SENIOR YEARS**

**JOB & PERSON SPECIFICATION**

**NOVEMBER 2025**

# Job and Person Specification

DETAILS	
Position Title:	Head of Middle and Senior Years
Sub School:	Years 7-12
Line Manager:	Principal
Reports To:	Principal
Commencement Date:	To be negotiated for 2026
Tenure:	Permanent

Tatachilla Lutheran College is an R-12 college located on 26 hectares of world-class beauty as the stage for deep learning and growth. The Head of Middle and Senior Years role requires an experienced leader, to invest in our exceptional Christ-centred, student-focused community.

Equity principles underpin all College policies and procedures. The College is committed to Equal Employment Opportunity principles, values cultural diversity and recognises that all its employees have a contribution to make to ensure an equitable and harmonious working environment.

Tatachilla Lutheran College acknowledges that this school is built on the Traditional Country of the Kaurna people. We pay our respects to Elders, past, present and emerging. We recognise and respect their cultural heritage, beliefs, and relationship with the Land.

## MISSION STATEMENT

Teaching the love of Christ to inspire hearts and minds for a fulfilling life and a better world.

## VISION STATEMENT

We are a Christ-centred R-12 college, inspiring students to find their passions and flourish as future-ready, planet-sensitive, ambitious and compassionate learners.

## ASPIRATION

Believe, Become, Belong

## VALUES

Faith, Ambition, Courage, Growth, Kinship, Compassion

## STRATEGIC DIRECTIONS

- Holistic Educational Experience
- Actively Spirit and Planet Sensitive
- Flourishing Community Culture
- Thriving Operational Systems

## POSITION PURPOSE AND OBJECTIVES

The Head of Middle and Senior Years will be the Senior line manager in the Middle and Senior Schools and will be responsible to the Principal for all aspects of the Middle and Senior School's operations in line with the College strategic plan, particularly those relating to student wellbeing and a holistic educational experience. The role requires authentic and visible faith leadership inspired and nuanced by the Lutheran faith.

The Head of Middle and Senior Years will assume responsibility and accountability for staff in the Middle Senior years, including collaborating with the Principal on staffing appointments. The Head of Middle Senior Years will hold responsibility, and be accountable to the Principal, for activities and events that occur within the Middle Senior School. The appointee will provide support and advice to the Principal and other leaders in the Middle and Senior years on matters relating to the Middle Senior School. The appointee will work closely with the Executive Team, R-12 Director of Teaching and Learning, Head of Junior Years, and the Assistant Head of Student Wellbeing in relation to their portfolios, to enable a cohesive educational experience for students and their families across the College. The Head of Middle Senior Years will also lead student wellbeing initiatives, practices, and support, through the Assistant Head of Student Wellbeing R-12, Heads of House, Flourish Leaders, and student events and assemblies.

The role requires a commitment to ensuring an R-12 culture. The Head of Middle and Senior Years is both a leader of, and in, the Middle and Senior Years (7-12) and also a member of the College Executive promoting an R-12 culture.

The specific tasks outlined in this position description are not exhaustive and the demands of the role require flexibility to adjust to the changing nature of the College. Responsibilities may be varied as determined by the Principal (or delegate). The ability to perform any other duties as directed by the Principal is essential.

## REPORTING / WORKING RELATIONSHIPS

- Responsible to the Principal;
- Convene 7-12 staff meetings, professional learning community meetings, Middle and Senior Years leadership meetings, collaborate with R-12 meetings and implement college professional development initiatives;
- Act as the Senior Line Manager for Teachers and Flourish leaders within the Middle and Senior Years;
- Member of the Executive Team.

## EXTENT OF AUTHORITY

The Head of Middle and Senior Years is responsible for all matters related to the Middle and Senior Years, including student wellbeing, staff support, collaboration with families, and implementation of the curriculum under the oversight of the R-12 Director of Teaching and Learning.

## KEY RESULT AREAS (KRAs)

The Head of Middle and Senior Years role leads in the following domains:

Faith  
Leadership  
College Community and Communication  
Teaching and Learning and Student Experience  
Staff Infrastructure  
Staff Development

The responsibilities of the Head of Middle and Senior Years in each domain include:

### Faith

- Demonstrate a visible and active respect of and upholding of the Lutheran ethos of the College and articulates faith in a contemporary and accessible way;
- Provide leadership in prayer and devotion and other faith-related celebrations;
- Attend and lead devotions, chapels and other faith-related activities as required.

### Leadership

- Plan, lead and support the strategic and operational development of the Middle and Senior Years, in a manner that is consistent with College strategic directions, including timely reporting against College strategic direction objectives;
- Plan, lead and manage change processes within the Middle and Senior School;
- Input into the development and maintenance of policy documents and compliance in conjunction with the Executive Team;
- Ensure that Middle and Senior School activities comply with all relevant internal and external policies, procedures and reporting requirements;
- Support and guide Middle Senior Years leaders and teachers and promote their leadership development;
- Oversee the general welfare of all Middle Senior staff and students;
- Implement necessary practices and procedures that promote and instil pride in the College and respect for people and property;
- Undertake any other required duties or projects, as directed, which are within skill level and competence;
- Undertake training to further develop knowledge and skills.

### College Community and Communication

- Ensure continuous improvement in the planning, conduct and review of child-protection processes and procedures for self and staff;

- Foster harmonious home/school and broader community partnerships, including timely communication with parents through parent information meetings, written communications and college procedures;
- Plan for special event days and ensure the effective communication of programs and special timetables;
- Prepare the agenda and facilitate Middle and Senior Years Professional Learning communities in conjunction with the Director of Teaching and Learning;
- Contribute to meetings and committees as appropriate;
- Develop and nurture positive relationships and collaboration between the College, families, the local Lutheran community, and the wider community;
- Represent the Middle and Senior Years to outside bodies including industry and professional bodies as appropriate;
- Be committed to undertaking both in and out-of-hours activities related to promotional endeavours (school tours, enrolment interviews, visits to feeder schools); and
- Carry out all duties in a spirit of Christian compassion and service, demonstrating the love of Christ to others.

#### **Student Experience of Teaching and Learning**

- Work with the R-12 Director of Teaching and Learning and Head of Junior Years to develop, promote, maintain and evaluate innovative curriculum programs, ensuring compliance with State and National standards;
- Foster the uptake of strategic and innovative pedagogical methods, appropriate for the secondary sector, integrating ICT;
- Oversight of student progress and wellbeing in the Middle and Senior School Years, and collaborate with whole college student wellbeing initiatives;
- Ensure that the College's policies and procedures for academic quality assurance are applied effectively;
- Conduct interview/enrolment process for new students;
- In consultation with relevant staff, support Learning Enhancement and Flourish programs with a clear understanding of Allied Health support, appropriate for secondary aged students; and
- Maintain oversight of the Middle and Senior School camps in conjunction with flourish leaders and the Head of Operations, student wellbeing and leadership programs.

#### **Staff Infrastructure**

- Participation in selection of teaching and support staff as required;
- Facilitate induction and orientation of newly appointed teaching staff in conjunction with Head of People & Culture, 7-12 Teaching & Learning Leader and Instructional Coach;
- Management of probation process and confirmation of appointment, staff appraisals, addressing poor performance and misconduct, support and mentorship for Middle and Senior Years teachers in conjunction with the Head of People & Culture and the R-12 Director of Teaching & Learning;

- Rationalisation of teaching staff workloads with the Head of Operations, Head of People and Culture, responding as necessary;
- Conduct Restorative Conferences for staff in conjunction with the Head of People & Culture as appropriate;
- Programs and monitoring of Student Teachers, including evaluation and reporting process in conjunction with the R-12 Operations Manager
- Quality control of staff SEQTA documentation; and
- Contribute to a cohesive timetable structure that meets the needs of Middle Senior Years students and staff.

#### **Staff Development (Professional Learning)**

- Develop and maintain programs to support and enhance staff wellbeing in conjunction with the Principal and Pastoral Care Team;
- With the Principal and Director of Teaching and Learning;
- Maintain the Professional Development Program for Middle and Senior School teaching staff including:
  - (a) Plan, conduct and review of Middle and Senior Years staff professional development and practice with reference to AITSL Professional Standards and Lutheran Education Growing Deep
  - (b) Performance management process (with the Head of People and Culture and Principal)
  - (c) Evaluation process for Position of Added Responsibilities (with the Head of People and Culture and Principal)
  - (d) Evaluation process for First Year Teachers and staff on probation (with the Head of People & Culture and R-12 Director of Teaching and Learning, and Instructional Coach).
- Classroom observation and discussions as part of staff Professional Development;
- In consultation with College leaders and Executive team, identify Middle and Senior Years staff professional development needs and opportunities;
- Support for staff to transition to full teacher registration or application for Highly Accomplished/LEAD teacher accreditation;
- Monitor and record Professional Development of Middle and Senior Years in conjunction with the Head of People & Culture.

#### **STATUTORY COMPLIANCE**

- Ensure continuous improvement in the planning, conduct and review of child-protection processes and procedures for self and staff;
- Ensure that all College policies and practices relevant to the role meet legislative standards and requirements; and maintain and further develop as required, in accordance with statutory laws, regulations, and College policies, personnel procedures regarding the monitoring of general working conditions for staff;
- Take reasonable care of their own and others health and safety in the workplace, including not performing duties whilst under the influence of drugs and/or alcohol;

- Follow WHS procedures, compliance and management any hazards/incidents and/or near misses, which may take place or be observed during the normal course of their duties;
- Follow all safety protocols, policies and procedures.

### SELECTION CRITERIA

Applicants are sought from strategic-minded, experienced Middle and Senior Years leaders who are passionate and visionary about educating students and empowering staff. We seek leaders who are innovative role models in education, experienced with the unique nuances of young people, and active in their faith. Strong leadership in child protection and Workplace Health and Safety is also essential. A Tatachilla Lutheran College educational leader must be willing to work out of school hours, be community minded, collegial, reflective, loyal and confidential. We welcome leaders who lead with joy and aspire to continuous growth and innovation for our Christ-centred, student-focused flourishing community.

#### Education/Vocation Qualifications

- A registered teacher with demonstrated competence in the management of teaching and learning in the classroom;
- Accredited, or seeking to be accredited, as a leader within Lutheran Education Australia;
- Holding academic qualifications in keeping with the level of responsibility and preferably including postgraduate study;
- Working with Children Check (WWCC), RRHAN-EC and successful completion of TLC Applicant Declaration form.

#### Personal Skills, Abilities and Aptitude:

##### Skills:

- Demonstrate high level skills in establishing effective working relationships with staff, students and parents;
- Demonstrated ability, experience and extensive knowledge of Middle Senior Years pedagogy, curriculum and developmental understanding of students in the Middle Senior years;
- Demonstrate effective leadership skills in administration, interpersonal relations, communication, planning and programming with the ability to inspire teaching and support staff;
- Conversant with, and experienced in, using information technology relevant to the role requirements;
- Effective communication skills across the College community;
- Be able to present professionally and confidently undertake public speaking;
- Operate with the upmost integrity, ensuring the confidentiality of all College operations;
- Work collaboratively and respectfully with other team members to ensure College Strategic Directions are met;
- Excellent management skills, including demonstrated ability to synchronise activities at macro and micro levels;
- High level consultative, negotiation and conflict-resolution skills.

Abilities :

- Demonstrated ability to conceptualise, plan and implement strategic objectives and specific projects within the context of broad plans;
- Demonstrated ability to work with a team initiating and managing change;
- Demonstrated ability to provide feedback to team members about the achievement of professional goals;
- Demonstrated ability to plan, implement and monitor administrative procedures;
- Demonstrated ability to grow and empower other staff and leaders;
- Demonstrated ability to inspire others and to seek and respond to feedback from others for professional growth;
- Ability to self-regulate, self-reflect and maintain positive, personal wellbeing.

Values:

- Understanding of, and commitment to, Lutheran Education and its core values;
- A personal commitment to the College vision, mission and values underpinning the delivery of a Christian based education to students in the College community;
- 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 among staff, students, and families;
- Demonstrate the College values of faith, courage, compassion, kinship, ambition, and growth;
- Have a collaborative leadership style, demonstrating honesty, integrity, confidentiality and a high level of initiative;
- A passion for working with and supporting students on their journey through secondary education, including demonstrated approaches, strategies and support for neurodiverse young people;
- Enthusiastic, dedicated, and energetic.

**Experience and Knowledge:**

Experience:

- Demonstrated organisational and educational leadership and a record of success in achieving agreed goals in collaboration with others;
- Demonstrated experience implementing change across an education setting;
- Experienced in using information technology relevant to the management of a sub-school;
- Demonstrated success in modelling and promoting effective teaching, learning and assessment practices.

Knowledge:

- A sound knowledge and understanding of the values of Lutheran Education Australia and their implications for Lutheran schools;
- A working knowledge and understanding of the Framework for Lutheran Schools and its application to Ministry and Care.



## EMPLOYMENT CONDITIONS

The Head of Middle Senior Years is employed under the general conditions specified in the Lutheran Schools Association Enterprise Agreement. A salary package commensurate with the role will be negotiated based on ability and expertise in meeting the challenges of this position.

A negotiated teaching load may apply.

## PERFORMANCE STANDARDS AND REVIEW

An annual Performance Review is undertaken with the Principal to determine capacity to meet the demands of the role, where additional skills training is required and what level of job satisfaction is being obtained.

A six-month probation period applies.



## HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer. Please visit [henderconsulting.com.au](http://henderconsulting.com.au) to apply.

For a confidential discussion, please call (08) 8100 8849.

### **Please Note**

Your application will be automatically acknowledged by a return email.