

Selection Criteria and Position Description

Position Title: Head of Senior School

Commencing: Term 1 2025

Responsible to: Principal and Deputy Principal

To apply for this position, please submit the following:

1. A cover letter (maximum 1500 words) addressing the five areas of leadership & management listed in the role description: Staffing, Student Learning, Teaching & Learning, Senior School Organisation and Personal.
2. A full Curriculum Vitae.
3. A written reference from the Pastor/Minister of your current church.
4. The telephone number of your current Principal/Head of School and at least two (2) professional referees. (Please note we will also contact previous employers)
5. A copy of your tertiary qualifications and/or academic transcript.

All applications with supporting documents to be emailed to the Principal's Assistant:
janelleclarke@richmond.nsw.edu.au.

Applications close Friday 13 September 2024 at 3pm however suitable applicants will be interviewed as applications are received.

Essential Criteria:

- Commitment to holistic, rigorous and innovative Christian education.
- Relevant/equivalent qualifications in accord with NSW Institute of Teachers requirements.
- Active participation in a local church and commitment to the Christian Faith.
- Highly developed written and verbal communication skills.
- Understanding of relevant child protection legislation.
- Current Working with Children Check clearance.

Personal Attributes

- Consistently displays a love for Jesus and others.
- Values initiative and flexibility.
- Consistently displays integrity, humility and wisdom.

HEAD OF SENIOR SCHOOL ROLE DESCRIPTION

General

The Head of Senior School (HOSS) will operate as a member of the College Executive team and be responsible to the Deputy Principal and Principal. The HOSS will be responsible for the leadership of Year 9 to Year 12 at Richmond Christian College (RCC) within the wider PK-12 context. The Coordinator of Curriculum Senior School and Coordinator of Student Welfare Senior School report to the Head of Senior School. In the absence of one of the Coordinators the Head of School will fulfil their role.

The HOSS will have an approximate 0.4 FTE teaching load (adjusted to school requirements).

Major Focus:

- Head of Senior School is responsible to the Deputy Principal for the coordination of the day to day running of Senior School.
- Head of Senior School is responsible to the Principal for the overall direction of the Senior School.
- The Head of Senior School will provide proactive leadership; Christian role-modelling; initiative in building the quality and strength of the Senior School.
- The Head of Senior School will demonstrate and inculcate excellence in all areas of teaching, learning and welfare.

Summary of Responsibilities:

The Head of Senior School is:

- Responsible for excellence in teaching and learning practice in the Senior School.
- Responsible for the pastoral care of staff and students in the Senior School.
- Responsible for the professional development and appraisal of the Senior School staff.
- Responsible for the oversight of parent and student functions and activities in the Senior School.
- Primarily responsible for meeting NESA requirements in the Senior School.
- Responsible for the administration of Senior school budget.
- Responsible for any other responsibilities or actions as required by the Principal.

Staffing Leadership and Management

At RCC we believe that all staff are inspired and called by God and are worthy of respect and grace. All staff are accountable to God, self and each other.

The HOSS will:

- Provide educational and spiritual vision to the staff.
- Establish a supportive social and emotional environment for staff that promotes initiative and excellence in all areas of school life.
- Be responsible for the pastoral and professional development of staff within the Senior school.

Duties include but are not limited to:

- Assist staff to plan staff professional development programmes, staff appraisal and mentoring.
- Mentor teachers in the development and implementation of teaching and learning programs.
- Oversee staff teaching programmes to ensure NESA and College compliance.

- Liaise with classroom teachers concerning the purchasing of resources.
- Liaise between staff and parents where necessary.
- Liaise with Deputy Principal and Principal regarding employment of Senior School staff.
- Induct and mentor new teachers and early career teachers
- Allocate and delegate responsibilities as and when appropriate to other staff members.

Student Learning and Management

All students deserve the opportunity to enjoy learning and enjoy life in a godly, safe environment.

The HOSS will:

- Provide educational and spiritual vision to the students.
- Establish a supportive social and emotional environment for students that promotes initiative and excellence in all areas of school life.
- Be responsible for the welfare and discipline of students within the Senior school.

Duties include but are not limited to:

- Demonstrate understanding of the needs of the students and implement supported educational, welfare and discipline strategies.
- Assist Principal with student enrolments interviews and oversee the induction of new students.
- Supervise the implementation of welfare, classroom, homework and uniform policies for the Senior school.
- Oversee and report student attendance procedures and concerns to the Deputy Principal.
- Oversee the monitoring and communication (to staff, parents, Deputy Principal and Principal) of student academic performance, student needs, student welfare concerns and student behavioural issues.
- Provide appropriate outcomes for students in the context of the whole school Behaviour Management policy up to Caution level. The HOSS will liaise with the Deputy Principal on reward, discipline and welfare matters including the internal suspension of students.
- Work in consultation with Student Welfare and Assistance Team (SWAT) to understand the needs of the students and implement supported educational and discipline strategies – including IEPs, LPs, behaviour books, withdrawal programs, suspension from classes and any other responses deemed necessary to support a student.
- Lead the Senior School SWAT meetings. The SWAT will meet fortnightly, or as required and consists of Deputy Principal, Learning Support Teacher, School Counsellor, School Chaplain, Head of Senior School and Coordinator of Senior School Welfare.
- Lead and support the Coordinator of Senior School Welfare and the Coordinator of Senior School Curriculum.
- Organise the transition program for students in Year 8.
- Organise the Stage 6 induction week prior to the commencement of prelim courses.
- Oversee the organisation and delivery of camps in Senior School.

Teaching and Learning Leadership and Management

All teaching and learning practices will be Biblically based and Christ-centred, expertly designed to inspire students to discover God's Truth.

The HOSS will:

- Provide Christian educational leadership in the Senior School through the development, implementation and appraisal of excellent classroom practice consistent with the whole school pedagogy, that inspires students to participate in the culture and practices of RCC.
- Inspire excellence in teaching and learning, programming, and management of classrooms and resources.
- Work collaboratively across the school and broader community to ensure the educational, social and emotional needs of each student is met.

Duties include but are not limited to:

- Liaise with NESA regarding curriculum requirements and implementation of new syllabus.
- Lead and support the Coordinator of Senior School Curriculum.
- Oversee compliance of all NESA documentation – including teaching and learning programs, registration, assessment schedules, mark book.
- Oversee implementation and compliance for Transformation by Design in all teaching and learning programs.
- Oversee the implementation of the College Assessment Policy and ensure processes are followed.
- Maintain appraisal process as per policy for effective teaching and learning.
- Teach assigned classes.
- Oversee the completion of All My Own Work prior to the commencement of the HSC course.
- Oversee the implementation of the RCC K – 10 Literacy Framework.
- Oversee the accuracy of student data on Schools Online.
- Coordinate the delivery of testing procedures in conjunction with the Deputy Principal including NAPLAN, Exam Block, Minimum Standards in their stages of responsibility, as well as other testing undertaken for the benefit of benchmarking and assessing student academic progress;
- Assist the Deputy Principal and Principal to make decisions affecting the overall operation of the Senior school including classes, personnel and resource allocation.

Senior School Organisational Leadership and Management

Good process equals good outcomes. Excellence in all areas sets a standard of expectation.

The HOSS will:

- Be responsible for establishing, maintaining and reviewing excellent day-to-day practices that promote fluent operation and clear communication between all elements of the Senior School and broader community.
- Be responsible for establishing, maintaining and reviewing systems that proactively record and report on student academic, social and emotional progress in the Senior School.
- Be responsible for establishing, maintaining and reviewing systems that meet NESA accreditation requirements in the Senior School.

Duties include but are not limited to:

- Lead faculty meetings as required.
- Coordinate the Senior school timetable and division of classes as required, in consultation with the College Executive.
- Coordinate the development of Student Learning Support Officer timetables and parent volunteers;
- Coordinate Information and Student Progress Meeting evenings in conjunction with the Executive and Principal.
- Proofread reports to ensure accuracy in Senior School.
- Communicate with parents about student growth and development as required.
- Support teachers in their preparation for Student Progress Meetings.
- Oversight of sports coordination.
- Coordinate and oversee all excursions.
- Manage Year 9 - 12 School calendar in consultation with the Deputy Principal.
- Ensure effective communication between all stakeholders in Senior School.
- Will be responsible for a Senior School Admin Coordinator. The SSAC will be responsible for sporting administration, playground duty rosters and classroom/volunteer timetables (in consultation with HOSS).
- Promote the School amongst the parents and in the wider community.

Personal Leadership and Management

A leader is only as good as the image of God they reflect through their daily relationship with Him and their passion for what He has called them to do.

The HOSS will:

- Be passionate about and continually invest in their personal relationship with Christ.
- Be passionate about and continually invest in their ability to lead and manage others well.
- Be passionate about and continually invest in the education of the children and youth of the broader Ballina community.

Expectations include but are not limited to:

- Continually develop a deeper relationship with Christ.
- Have a clear personal Professional Development plan that develops a greater understanding of Christian educational leadership.
- Be an active member of a Bible-centred Church community.
- Understand that their conduct should be exemplary, above reproach at all times both within the school community and the community at large.
- Show a commitment to and understanding of the Pre-Kindy to Year 12 school context. They must be supportive of the College's vision which drives the school.
- Have a passion for the Christian Parent Controlled model of Christian education and display an ability to support and develop the parent involvement aspects of the College.
- Be involved in the broader Ballina community.