



POSITION DESCRIPTION

Position:	Head of Senior School
Immediate Supervisor:	Principal
Subordinates:	Years 9 to 12 Academic Staff
Award/Agreement:	Independent Schools NSW Teachers (Hybrid Model) Multi-Enterprise Agreement 2017+
Classification:	Senior Teacher Level 1 plus Deputy Principal Secondary (301 – 600)

OUR VISION

Lindisfarne Anglican Grammar School is a high quality, Independent, Anglican co-educational Grammar School that serves the southern Gold Coast, Tweed Coast and northern New South Wales. We seek to provide the distinctive identity, relationships, learning and leadership that support our staff and families to work together to meet our high expectations for the achievement and holistic development of our students in our local, national and international communities.

OUR VALUES

Within our Anglican tradition, we value:

- Compassion: Building genuine relationships through the generosity of spirit and care for others.
- Wisdom: Gaining the knowledge, understanding, skills and character that comes from learning.
- Respect: Appreciating all within our environment and leaving an honourable legacy for those who follow.

OUR CULTURE

We cultivate learning through relationships, expert teaching, educational research and innovation that focus on:

- Leadership
- Standards
- Collaboration

OUR STRATEGIC DOMAINS

- ***Achievement***

Our Aspiration: A great school privileges the disciplined pursuit of achievement; encourages challenging individual and collective goals; asserts confidence in the capability of all to be successful and seeks out the best processes by which this might be attained; and measures its effectiveness in attaining the best possible outcomes.

- ***Relationships***

Our Aspiration: A great school builds robust and resilient learning relationships within supportive environments that inspire learners to grow in knowledge, skills and character so that they are equipped, empowered and enabled to assume responsibility for making a positive contribution to the world.

- ***Communications***

Our Aspiration: A great school listens to its community carefully and consistently, connecting and communicating with it by creating a credible narrative of the school that honours the legacy of its past, frames the complexity of its present and projects a compelling rationale for a preferred future that serves 21st century learning needs.

- ***Initiatives***

Our Aspiration: A great school invests significant hope, resources and commitment into research and development by planning, conducting and evaluating intentional projects and initiatives that are aligned to the school's mission, realise the school's vision and demonstrate the school's values in action.

- ***Reputation***

Our Aspiration: A great school earns a strong reputation as a great school that exceeds expectations with relation to the quality of its outcomes; the efficiency and efficacy of its processes; its engagement with its community; the consistency of application of its ethos; and the execution of its strategy across the domains of achievement, relationships communications and initiatives.

THE ROLE

The Head of Senior School will lead the learning culture of the Senior School, have a pivotal role in the planning and implementation of School policy and strategic direction and will ensure the highest level of performance in all areas of student and staff activity, with special emphasis on the leadership and pastoral care of our Senior School, Years 9 - 12.

The Head of Senior School will be responsible to the Principal through the Deputy Principal for the educational leadership, pastoral care, organisational culture and operational running of the Senior School.

The Head of Senior School is a member of the Senior Executive team and an important leader in the school community.

The Head of Senior School must attend to any duties and invest the hours required by the Principal to ensure the smooth operation and continuous improvement of the School.

RESPONSIBILITIES AND ACCOUNTABILITIES

Lead Management of School

- Active membership of the Senior Executive, contributing to strategic thinking and planning across the School and all aspects of the School's operations to develop, optimise and implement the School's Strategic Intent and Vision
- Help lead teaching and learning across the Senior School
- Be responsible for the leadership of students, families and staff of the Senior School
- Ensure full compliance with all organisational and business management practices and control systems to minimise risk, protect the learning environment and optimise the use of resources
- Work closely with the Head of Junior School and Head of Middle School to ensure consistent practices and policies from Preschool to Year 12.

Lead Teaching and Learning

- Lead and support the creation of a culture of change, innovation and learning in the Senior School, setting high expectations for all staff and students
- Lead and develop inspiring, engaging and personalised student learning opportunities which meet the specific academic, social and pastoral needs and align with the School's Strategic Intent and Vision
- Ensure educational compliance with Stages 5-6 of the NSW Curriculum, and our strong futures focus for every student.
- Assurance of student's voice and a student focus in all leadership of learning
- Oversee the provision of highly effective and supported pathways to assist students and families in the transition to tertiary education, learning and career development post School.
- Ensure strong, effective and compassionate pastoral care and wellbeing is provided across the Senior School community

Develop Self and Others

- Establish credibility in all dealings with staff, parents and students. Inspire real team spirit and shared vision, causing others to follow your lead.
- Make effective use of the School's performance development system to drive the ongoing growth and development of staff in the Senior School.
- Support and facilitate the team of staff (individually and collectively) in the fulfilment of their responsibilities with regard to students, staff and community learning
- Provide professional leadership, induction and mentoring of staff in the Senior School

Lead Improvement Innovation and Change

- Lead measures to track student performance in the Senior School
- Lead and support a team of educators with a common vision and a commitment to continuous improvement
- Drive cultural change that harnesses available resources for the benefit of the broader school community

Engage and Work with the Community

- Embed the School's Strategic Intent and Vision in the learning community
- Establish a strong presence with an understanding of stakeholders – including students, parents and members of the School community
- Ensure the learning needs of each student are met
- Be an active contributor to wider School events that foster connectedness
- Engage students in all levels of their community – local, national and global.

In addition:

- Drive enrolments in the Senior School.
- Actively promote the concept of, and manage activities related to, the development of the whole child for all students in accordance with the School's Mission and Vision.
- Act as a facilitator, consultant and senior professional colleague, and stimulate, encourage and work beside staff in developing best practice in teaching and learning.
- Lead, in partnership with the Head of Middle School whole of Mahers Lane (Years 5– 12) assemblies as applicable and participate in Round Square activities.
- Oversee the planning and operations of House events.
- Work with the Deputy Principal and the Director of Human Resources to ensure appropriate induction procedures are followed for all newly appointed staff.
- Oversee the democratic process of appointment of all Senior School student leadership positions and the mentoring of student leadership groups.
- Represent Lindisfarne Anglican Grammar School at relevant functions and the Principal as required.
- Liaise with individuals and organisations beyond the School as required.

KEY SELECTION CRITERIA

- Demonstrated agility and flexibility in senior leadership positions to analyse, plan, implement and evaluate strategy, policies and programs, to deliver operational and strategic goals.
- Demonstrated ability to provide dynamic and proactive educational leadership of effective teams across all teaching functions of school operations.
- Demonstrated capacity and desire to provide and lead innovation in education via depth and breadth of knowledge and understanding of contemporary issues in education and their implications for continuous school improvement.

- Demonstrated strong interpersonal relationship skills with the capacity to work closely with students, staff and parents in a team-oriented learning community and service environment with demonstrated high-level skills in communication and negotiation and a commitment to a restorative justice approach.
- Demonstrated commitment to personal professional learning and the ability to lead and inspire commitment and enthusiasm among colleagues in developing a professional learning community.
- Demonstrated understanding of current theory in teaching and learning pedagogy and pastoral welfare.
- Holder of a current HLTAID004 or equivalent First Aid qualification from a nationally recognised training body.
- Registered as a Teacher with the New South Wales Education Standards Authority or similar and be able to be registered.
- A New South Wales Working with Children Clearance.

REPORTS

Reporting to the Head of Senior School, and providing support towards the implementation and development of the School's Strategic Intent, will be:

- Heads of House
- Directors of Faculty to drive Teaching and Learning 9-12
- Personal Assistant
- Staff of the Senior School

EXECUTIVE TEAM

A member of the Lindisfarne Anglican Grammar Senior Executive Team is:

Emotionally intelligent, and is:

- A strategic and visionary thinker
- A successful communicator
- A goal-orientated achiever
- A sensible risk taker
- A capable decision-maker
- A resourceful facilitator
- A visible role model
- A life-long learner
- An astute and agile leader

FURTHER REQUIREMENTS

- A commitment to building the Christian Faith and Anglican Ethos of the School
- Strong interest in and support for the benefits of coeducation and Independent schooling
- Ability and willingness to uphold and role model the School's values of Compassion, Respect and Wisdom
- Demonstrated ability to foster and promote positive personal relationships with all stakeholders
- A contemporary view of leadership and learning demonstrating warmth, empathy and inclusion supporting students of all abilities with care and compassion.

WORKPLACE HEALTH AND SAFETY

All staff are responsible for their own health and safety and for the health and safety of any other person around them. They have a responsibility to comply with all statutory health and safety rules applying to their position and must therefore:

- Read and understand all School Health and Safety regulations applying to their position.
- Comply with standard working practices to ensure all work is performed in a safe manner within the extent of their control over the work situation.
- If within their authority to do so, take personal action to eliminate, avoid or minimise hazards of which they are aware.
- Comply with all workplace health and safety instructions.
- Make proper use of relevant safety devices and personal protective equipment.
- Seek information and advice where necessary before carrying out new or unfamiliar work.
- Maintain dress standards appropriate for the work being done and wear uniforms if supplied.
- Be familiar with emergency and evacuation procedures and the location, and use, of emergency equipment.
- Bring to the attention of their immediate Supervisor any sub-standard situation or procedure they observe.

REVIEW

The Head of Senior School will meet regularly with the Principal and Deputy Principal to review and refine key tasks and responsibilities, the establishment of goals and progress towards the achievement of key performance indicators and goals.

Note: This Position Description must be read in conjunction with the full Strategic Intent document of the School.

I have read and fully understand the contents of the Position Description.

Name:

Signed: _____

Date: / /