

POSITION DESCRIPTION

DEPUTY HEAD OF CAMPUS YEARS 7-8 – PASTORAL CARE



POSITION HOLDER:	Vacant
SECTION / S:	Years 7-8
POSITION REPORTS TO:	Head of Campus Years 7-8
REPORTS TO POSITION:	Heads of House and key teachers 13-17 staff
CLASSIFICATION:	Contract
STUDENT CARE:	Yes
PERIOD OF APPOINTMENT:	Permanent from 1 January 2024
% OF FULL TIME:	100%
RELEASE TIME	60%

PURPOSE

The Deputy Head of Campus for Pastoral Care 7-8 assists the Head of Campus Years 7-8 by leading and managing the pastoral care program. The program must be in alignment with the ethos of The Religious Society of Friends and The Friends' School. The School is committed to the goal of developing students into positive, contributing members of society through the *Purpose and Concerns*.

The Deputy Head of Campus for Pastoral Care Years 7-8 is primarily focused on leading and coordinating the House system and the connected pastoral care program that is based upon the 2022 system for Years 7-10. This role requires leadership, direct oversight and determined decision making to manage the pastoral care and support of all Year 7-8 students. Furthermore, the Deputy Head of Campus for Pastoral Care Years 7-8 works with the Head of Campus Years 7-8 to ensure that all Year 7-8 community members support and follow the School's *Purpose and Concerns* as well as all school policies and procedures.

The Deputy Head of Campus for Pastoral Care Years 7-8 works in a complex environment where multiple demands must be kept in balance. The role requires the ability to assist the Head of Campus Years 7-8 on a day to day basis, while remaining mindful of and planning for future opportunities, acknowledging that The Friends' School is an Early Learning to Year 12 community.

While the Principal is ultimately responsible for the employment, performance management and care of all staff at The Friends' School, the Deputy Head of Campus for Pastoral Care Years 7-8 assumes responsibility for recommending to the Head of Campus Years 7-8, Deputy Principal and also the Principal the appropriate course of action for staff on their Campus. Similarly, in regards to student enrolment, student learning and student behaviour, the Deputy Head of Campus for Pastoral Care Years 7-8 also assumes responsibility for recommending to the Head of Campus Years 7-8, Principal and Deputy Principal the appropriate course of action for students within their Campus.

The Deputy Head of Campus for Pastoral Care Years 7-8 is responsible to the Principal through the Head of Campus Years 7-8 and the Deputy Principal for the overall improvement of pastoral care outcomes on the Campus and its day-to-day management.

PRIMARY DUTIES AND EXPECTATIONS OF ALL TEACHERS

- To ensure that you report any child safeguarding issues with the appropriate mandatory reporting processes and promote a culture where children feel empowered to voice their concerns in creating a child safe environment.
- An understanding of Australian Curriculum trends and pathways from Year 7 to Year 12, coupled with experience in current methodology and in teaching Australian and international students is highly desirable.
- Teaching practices which align with *The Friends' School's Learning Principles, Learning Partnership Understanding and Purpose and Concerns*, as well as the Quaker ethos.
- Knowledge, acceptance and implementation of School Policies and Guidelines
- Demonstrate ethical standards of behaviour in dealing with colleagues, students, families and all School matters.
- Knowledge of relevant curriculum and engaging pedagogy that is current and comprehensive.
- Knowledge of the theory, practice of and the implementation of authentic student assessment which also adheres to the School's requirements in reporting student progress to students and their parents.
- Willingness to teach across a range of disciplines if qualified to do so.
- Commitment to the School's professional learning program and alignment with the School's Improvement Plan and strategic goals.
- Ability to work positively and collaboratively as part of a team, including involvement in moderation, and provide support for colleagues.
- Ability to communicate effectively and maintain respectful relationships with students, staff, parents and groups from the wider community.
- Adherence to the School's expectations in regard to pastoral care and support for students, by demonstrating the required skills and disposition.
- Commitment to expectations in regard to co-curricular activities, meetings, supervisory duties, Assemblies, Gatherings and routine administrative duties.
- Willingness to participate in School decision-making and administrative processes in a way that is constructive and supportive of other staff.
- Complete all required professional learning and meet administrative/reporting deadlines.
- Behave and work in alignment with the current version of the *Expectations of Teachers at The Friends' School*.

PRIMARY DUTIES AS DEPUTY HEAD OF CAMPUS PASTORAL CARE YEARS 7-8

In particular, the Deputy Head of Campus Pastoral Care Years 7-8 is responsible to the Head of Campus Years 7-8 and the Deputy Principal for:

CHILD SAFE ENVIRONMENT

- Promoting a child safe environment within their area of supervision and the School.

- Leading this important priority by undertaking safeguarding training with their team annually and ensuring that the Child Safeguarding and Mandatory Reporting Policies are followed.
- Maintaining an environment where students, parents and staff feel comfortable raising concerns.

CULTURE & ETHOS

- Nurturing the development of the Quaker and educational ethos of the School, in accordance with the School's *Purpose and Concerns*.
- Supporting the spiritual life of students, with the support of the Quaker Advisor, and through the planning and management of Quaker Gatherings.

LEADERSHIP

- Leading, managing and developing the Campus to ensure that the specific needs of Year 7-8 students are central to the policies and practices being implemented.
- Promoting and leading a professional learning culture (in consultation with the Director of Teaching & Learning) through the development of a coordinated, longitudinal professional learning program that embeds professional collaboration and learning into the routine practices of the staff.
- Supporting the Head of Campus Years 7-8 and the Deputy Head of Campus for Learning Years 7-8 to lead and monitor behaviour management and support strategies including prevention and intervention in collaboration with the other Heads of Campus and the Deputy Principal.
- Playing a key role in the appointment, induction, professional learning, supervision and performance management of staff as required and in consultation with the Head of Campus Years 7-8 and the Deputy Principal.
- Collaborating with relevant school staff to facilitate a smooth transition of students into and from the Campus.

PASTORAL CARE AND LEARNING

- Supervising staff in the delivery of The Friends' School pastoral care system and the overall Pastoral Care of all Year 7-8 students.
- Developing a whole school perspective which fosters the appreciation and opportunities that an E-12 school with a common ethos can have in creating a connected community with a strong sense of belonging.
- Liaising with the Director of Teaching & Learning and other Learning Leaders of the School to support the implementation a dynamic curriculum that engages students.
- Liaising with the Deputy Principal and other behaviour managers throughout the School to ensure a safe and caring environment for all students.
- Supporting the Head of Campus Years 7-8 and Deputy Head of Campus for Learning Years 7-8 to ensure effective pastoral care, well-being and student management systems are operating to meet the needs of all students. This will include working closely with other staff in the areas of wellbeing, co-curricular programs and student leadership.

- Supporting pastoral care for staff in consultation with the Head of Campus Years 7-8, Deputy Head of Campus for Learning 7-8 and the Deputy Principal.

ADMINISTRATION

- Working effectively with Years 7-8 senior staff in delegating responsibility for day-to-day planning, learning and administration.
- Liaising with other Deputy Heads of Campus, the Deputy Principal, and the Director of Teaching & Learning on matters relating to the year groups.
- Engaging in the enrolment process and assisting the Enrolments Office.
- Working with the Head of Campus Years 7-8 and other administration leaders to realise the School's vision for future planning and development.
- Contributing to the School calendar to support the pastoral needs and learning of Year 7-8 students, mindful of the needs of the entire School.
- Assisting the Head of Campus Years 7-8 to monitor staffing allocations in alignment with the Campus budget.
- Working cooperatively and creatively with members of the School's leadership teams to plan for and assist with events, co-curricular opportunities and other logistical matters.
- Assisting the Head of Campus Years 7-8 in the assessment and management of all forms of risk for the Campus.
- Assisting the Head of Campus Years 7-8 in the oversight of and responsibility for all Campus activities including the co-curricula program for the Years 7-8.

GENERAL

- Promoting a culture of accountability, reflection and individual learning which will underpin improvement for both staff and students.
- Assisting the Head of Campus Years 7-8 in ensuring communication is welcoming, professional, informative and timely in addressing parental interests and needs.
- Working towards ensuring communication across the various sections of the School is collegial, clear and consistent with the overall goals of the School.
- Planning, coordinating and attending after hours' meetings and events as needed.
- Working to implement the Board of Governors' Strategic Priorities.
- Undertaking any other duties as requested by the Principal within the level and scope of the role.

The Deputy Head of Campus for Pastoral Care Years 7-8 is a member of the School's senior management committees and is the Campus representative on several other School committees.

DELEGATIONS

- Budgeted Capital - Transaction / Event (Area of Responsibility Only) \$5,000
- Budgeted Operational - Transaction / Event (Area of Responsibility Only) \$50,000

- Engagement and timesheet authorisation of casual staff (including relief teachers) from pre-approved staffing pools and within budget limits. All limited to area of responsibility

KEY RELATIONSHIPS

- Principal
- Deputy Principal
- Head of Campus Years 7-8
- Deputy Head of Campus for Learning Years 7-8
- Director of Teaching & Learning
- Other Heads and Deputy Heads of Campus
- Heads of Faculty (name might change)
- Quaker Advisors
- Service Co-ordinators
- Heads of House (name may change)
- Key teachers for Years 7-8
- School Psychologists
- Human Resources Manager
- Risk & Compliance Manager
- Principal's Office Executive Officer
- Facilities & Services Manager
- Buildings & Maintenance Manager
- Director of Business Affairs
- Finance Manager
- Director of Community Engagement

SELECTION CRITERIA

The successful candidate will:

EDUCATIONAL LEADERSHIP

1. Lead in embedding the 10 National Child Safe Standards which strive to protect children and young people from abuse and neglect.
2. Lead and support the Head of Campus in providing quality learning environment for the Campus
3. Have a thorough knowledge of the Australian Curriculum 7-8 and contemporary pastoral care methodologies.
4. Have educational and personal philosophies that are in harmony with the School's *Purpose and Concerns* and the learning environment of Friends'.
5. Demonstrate commitment to and enthusiasm for the cultural life of the School.
6. Lead and support the Head of Campus in providing quality pastoral care for students and staff.
7. Be a leader who builds upon the skills, and knowledge and expertise of staff to deliver a safe and supportive learning environment where all students respect and follow our School's Purpose and Concerns.
8. Be a team builder, inspiring colleagues to work with students, staff and parents to fulfil the School's Purpose and Concerns and the goals of the School.
9. Be a leader who is willing to support the School's Strategic Priorities and the Principal's direction to learn and lead change in a collaborative style.
10. Support the Head of Campus Years 7-8 and Deputy Head of Campus for Learning Years 7-8 in providing quality pastoral care for students and staff.
11. Have a strong relational leadership style and place students at the centre.

ADMINISTRATION

12. Have a sound understanding of and /or be willing to learn how to implement effective financial and budget management.
13. Have experience in supporting strategy implementation, governance and marketing in a school environment.
14. Provide leadership and support for the various Campus activities and events, including wellbeing, co-curricular and recognition activities, student engagement and culture building.
15. Be a fully qualified teacher and registered to teach with the Teachers Registration Board within the State of Tasmania, or have current teacher registration elsewhere with eligibility to transfer registration to Tasmania. Tasmanian Teachers Registration requires current Registration to Work with Vulnerable People and a National Police Check. Be fully vaccinated for COVID-19.
16. Possess appropriate tertiary qualifications and a record as an outstanding educator and administrator.

17. Have exceptional written and interpersonal skills, and a proven ability to communicate effectively and openly with all members of the School community.
18. Have the ability to work safely in a school environment and be fit to undertake the inherent requirements of the position.

Finally, no position description can capture the complexity of tasks within a school. This is especially true with a new position. Therefore, this position description should not be limiting and some flexibility is required when using this position description. There will be other tasks, not described above, that may be given to this position from time-to-time. All positions evolve and change over time, and The Friends' School commits to regularly review and update position descriptions to accurately reflect the changing needs of the School and requirements of the position.

C O N F I D E N T I A L I T Y

A school environment is one where you will have access to highly confidential information, therefore it is critical for the school to explicitly state the following:

Definition

Confidential Information includes, with the exception of information in the public domain, any information:

- disclosed to you by or on behalf of The Friends' School;
- which comes into your possession, or is generated by you, in the course of your employment, whether or not the information was originally supplied by The Friends' School;
- relating to the dealings, financial arrangements, transactions, general affairs, details of suppliers, staff members, agreements entered into with The Friends' School and the financial position of The Friends' School and other matters that do or may affect the financial position or reputation of The Friends' School; and
- relating to internal management of The Friends' School, the structure of The Friends' School businesses, The Friends' School personnel, policies, strategies, plans, or aspects of its future activities.

Your obligations

You are expected to:

- use Confidential Information solely for the purpose of performing your duties;
- take all reasonable precautions as may be necessary to maintain the confidentiality of Confidential Information;
- not remove any Confidential Information from the school's premises without its prior consent;
- not (except in the normal course of carrying out your duties) copy or duplicate any Confidential Information without the consent of The Friends' School and
- immediately notify The Friends' School of any suspected or actual unauthorised use, copying or disclosure of Confidential Information.

Signed acceptance of the above position description.

Name:

Date:

Signature: