

POSITION DESCRIPTION

DEPUTY HEAD OF CAMPUS YEAR 9



POSITION HOLDER:	Vacant
SECTION / S:	Years 9-12
POSITION REPORTS TO:	Head of Campus Years 9-12
REPORTS TO POSITION:	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 Year 9 leads and manages a unique educational program for students. 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 Year 9 is primarily focused on leading and maintaining the Year 9 program for Learning and Pastoral Care. This starts from orientation of all students from Year 8 as they prepare for the move to the Senior School. The Year 9 program aims to offer unique learning and pastoral care opportunities that will bridge the gap between Year 8 and the Senior School. This role also requires leadership, direct oversight and determined decision making to manage the learning, pastoral care and support of all Year 9 students. Furthermore, the Deputy Head of Campus for Year 9 works with the Head of Campus Years 9-12 to ensure that all Year 9-12 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 Year 9 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 9-12 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 Year 9 assumes responsibility for recommending to the Head of Campus Years 9-12, 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 Year 9 also assumes responsibility for recommending to the Head of Campus Years 9-12, Deputy Principal and the Principal the appropriate course of action for students in their care.

The Deputy Head of Campus for Year 9 is responsible to the Principal through the Head of Campus Years 9-12 and the Deputy Principal for the overall Year 9 program 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 YEAR 9

In particular, the Deputy Head of Campus Year 9 is responsible to the Head of Campus Years 9-12 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 9 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 9-12 and the Deputy Heads of Campus of Years 9-12 for Pastoral Care and Learning 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 9-12 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

- Supervise the learning and pastoral care of all Year 9 students as they progress to Years 10 – 12.
- Supervising specific programs that are targeted for Year 9 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 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 9-12, Deputy Head of Campus for Learning Years 9-12 and the Deputy Head of Campus for Pastoral Care Years 9-12 to ensure effective pastoral care, wellbeing and student management systems are operating to meet the needs of all Year 9 students. This will include working closely with other staff

in the areas of wellbeing, co-curricular programs, pathways planning and student leadership.

- Providing pastoral care for staff in consultation with the Head of Campus Years 9-12, Deputy Head of Campus for Learning Years 9-12, Deputy Head of Campus for Pastoral Care Years 9-12 and the Deputy Principal.

ADMINISTRATION

- Working effectively with Year 9-12 senior staff in their area to delegate responsibility for day-to-day planning, learning and administration.
- Liaising with other sections and Deputy Heads of Campus Years 9-12, the Deputy Principal, and the Director of Teaching & Learning on matters relating to the Year 9 students.
- Engaging in the enrolment process and assist the Enrolments Office.
- Working with the Pathways Coordinators to ensure the process of university recommendations and references is properly addressed
- Working with the Head of Campus Years 9-12 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 of Year 9 students, mindful of the needs of the entire School.
- Assisting the Head of Campus Years 9-12 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 9-12 in the assessment and management of all forms of risk for the Campus.
- Assist the Head of Campus Years 9-12 in the oversight of and responsibility for all Year 9 activities including the co-curricula program for Year 9.

GENERAL

- Promoting the development of a culture of accountability, reflection and individual learning which will underpin improvement for both staff and students.
- Assisting the Head of Campus Years 9-12 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 Year 9 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 9-12
- Deputy Heads of Campus Years 9-12 for Pastoral Care and Learning
- Director of Teaching & Learning
- Other Heads and Deputy Heads of Campus
- Heads of Faculty (name might change)
- Quaker Advisors
- Service Coordinators
- Tutors for Years 9-12
- Heads of House (name may change)
- School Psychologists
- Human Resources Manager
- Risk & Compliance Manager
- Principal's Office Executive Officer
- Facilities & Services Manager
- Facilities & Services Coordinator
- 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 Year 9.
3. Possess a thorough knowledge of the Australian Curriculum for Year 9.
4. Have experience in and knowledge of the International Baccalaureate Diploma Programme and the Tasmanian Certificate of Education, including Vocational Education and Training programs (desirable).
5. Possess educational and personal philosophies that are in harmony with the School's *Purpose and Concerns* and the learning environment of Friends'.
6. Demonstrate commitment to and enthusiasm for the cultural life of the School.
7. Have a strong relational leadership style and place students at the centre.
8. Lead and support the Head of Campus in providing quality pastoral care for students and staff.
9. Be a leader who builds upon the skills, and knowledge and expertise of staff to deliver a safe and supportive learning environment where Year 9 students respect and follow the School's *Purpose and Concerns*.
10. 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.
11. 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.
12. Support the Head of Campus Years 9-12 and Deputy Heads of Campus Years 9-12 Learning and Pastoral Care in providing quality pastoral care for students and staff.

ADMINISTRATION

13. Have a sound understanding of and /or be willing to learn how to implement effective financial and budget management.
14. Have experience in supporting strategy implementation, governance and marketing in a school environment.
15. Provide leadership and support to the various Campus activities and events that include wellbeing, co-curricular activities, student reports, student engagement as well as culture building and recognition activities.
16. 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 be fully vaccinated for COVID19.

17. Possess appropriate tertiary qualifications and a record as an outstanding educator and administrator.
18. Have exceptional written and interpersonal skills, and a proven ability to communicate effectively and openly with all members of the School community.
19. 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: