



HEAD OF SENIOR SCHOOL
Keilor Campus
Commencing January 2018

Overnewton Anglican Community College was founded in 1987 as a Preparatory to Year 12 co-educational College. In 2017 there are over 2000 students on two campuses, Keilor and Taylors Lakes. Both campuses are an easy 20 minute drive from the Melbourne CBD.

The College is known for the commitment it makes to and expects of its families. The College's parents and staff work together to ensure that students have the opportunity to enjoy a rich diversity of curricular and co-curricular experiences that will help them to develop as articulate, questioning, literate global thinkers with integrity and depth of character.

During 2016, a new strategic plan for Overnewton College was launched, with a vision that sees the College as actively embracing the future. Our students need to be prepared for a world in which people work with others of diverse cultural origins and appreciate different ideas, perspectives and values. As the future leaders of our interconnected society, Overnewton graduates should be empowered to take an active role in their learning. It is our responsibility to enable them to communicate and collaborate within the digital and non-digital space to develop new ideas and solutions, building their skills to solve complex problems and think analytically, critically and creatively.

The College is organised in six student communities. At each campus there is a Junior School (Prep to Year 4) and a Middle School (Years 5 to 8). All Year 9 students attend a separate centre, Canowindra, located at the Taylors Lakes campus and the Senior School (Years 10 to 12) is at the Keilor campus.

Students at all levels are strongly supported through age-appropriate pastoral care systems. In Junior and Middle Schools, at Canowindra, and, from 2018 in Senior School, pastoral groups are based on year level home-groups. Campus Chaplains provide spiritual and pastoral support to students, staff and families of the College. The Head of Student Services and campus-based Student Counsellors also work closely with Heads of Schools and teaching staff to provide a multi-layered network of support for students.

The academic management of the College is under the Head of Pedagogy and Learning. All Schools within the College are well resourced with ready student access to their own or College computers and/or iPads. All learning spaces across the College are equipped with data projectors and audio-visual facilities.

Overnewton College offers a strong co-curricular program in music and the performing arts, debating and sport. The College is a member of the Association of Coeducational Schools, which provides a strong sporting program amongst schools of a similar size. Years 7 to 12 students compete during the school week, allowing them to participate in community-based sporting programs on weekends.

OACC students achieve high academic results, have a well-established tradition of student leadership and community service and demonstrate a refreshing enthusiasm. Overnewton's unique family involvement program, a condition of enrolment at the College, ensures strong links between home and school to the ultimate benefit of the students.

The Senior School is located in an impressive, modern, purpose-built facility, the Penman and Richardson Centres, at Keilor Campus. A gymnasium, sports and performing arts complex sits adjacent.

HEAD OF SENIOR SCHOOL

Overnewton College is seeking a proven educational leader, with a clearly articulated vision for senior years' learning to enable Senior School students to become empowered, thoughtful, community-minded citizens.

The successful applicant will show a deep understanding of the learning and wellbeing needs of young people and the ability to inspire them with purpose, confidence and compassion.

The Head of Senior School reports to the Principal through the Head of Keilor Campus and will be a member of, and work closely with other members of the College and Campus Leadership Teams. As a College leader, the Head will represent and promote the Senior School at appropriate College, Campus and community functions and will take responsibility for any other duties pertaining to the seniority of the role.

Key responsibilities

The Head of Senior School will lead and work closely, on a day-to-day basis, with the Deputy Head of Senior School, other members of the Senior School leadership team and Senior School teachers.

The Head of Senior School is responsible for the learning and wellbeing of up to 600 students in Years 10 to 12. A clear, confident and caring leadership style in dealings with students, staff and parents will ensure that Overnewton students and their families experience learning in a vibrant community.

With responsibility for the moral and spiritual leadership of Senior School, the Head will advance the College values of Learning, Community, Excellence and Respect through relationship building, maintaining a structured, effective, caring and family focused pastoral care system. He or she will lead a Senior School that elicits the best in young people, ensuring a smooth transition of students from Canowindra, the College Year 9 centre, through a positive experience in Senior School, into tertiary learning and employment pathways beyond school.

Student leadership and leadership opportunities, both formal and informal, within the pastoral, learning, community and co-curricular arenas of Senior School will be further developed by the Head of Senior School from an already broad and solid foundation.

The Head of Senior School will be an outstanding classroom practitioner, with proven ability to further develop twenty first century learning in the senior years of schooling. He or she will promote academic excellence in the Senior School, monitoring the implementation of curriculum and ensuring that pedagogical practices are appropriate for the developmental needs of students. Responsibilities will include oversight of all VCAA and examination processes and practices, study expectations and reporting procedures.

The Head of Senior School will promote and support the existing co-curricular program available to Senior School students including the Association of Co-educational Schools (ACS) and House-based sport, performance, debating, voluntary service and other activities such as overseas tours and outreach undertakings, both local and global. With the Senior School leadership team, the Head of Senior School will develop further co-curricular opportunities for Senior School students.

The Head of Senior School will lead a team of highly committed and talented staff in providing exemplary learning opportunities for students as they prepare for life beyond their formal years of schooling, building on and fostering the culture of excellence, life-long learning and collaborative teamwork amongst staff. He or she will provide support for teaching and educational support staff, both pastorally and professionally, in a manner that encourages high standards of professional practice and ensures they can work to their best in providing optimum learning for our students.

The Head of Senior School will establish positive communications with the families connected with Senior School, building on the outstanding relationships that already exist amongst staff and parents in providing the best possible learning environment for students through open, accessible and appropriate communication. He or she will maintain cooperative links with parent groups and will ensure that all parents are kept well informed about matters pertaining to their own children, and to Senior School more broadly, through personal contact and contributions to College and School publications.

The Head of Senior School will maintain professional links with the education and local community including active involvement in appropriate professional associations and networks and representation of the College in suitable professional forums.

The Head of Senior School will implement policies and practices in accordance with the College ethos and attend to all routine matters pertaining to Senior School including fortnightly assemblies and weekly chapel services, regular meetings of pastoral and academic staff, management of the Senior School budget and maintenance of the Senior School precinct in an exemplary state. He or she will lead the organisation of Senior School information evenings, parent/student/teacher interviews and special occasions such as the annual Year 11 Presentation Ball and Year 12 valedictory events.

Overnewton College will pay the Head of Senior School a salary and provide conditions commensurate with the responsibility of a senior position. This appointment will be by a three-year renewable personal contract from January 2018. It is a policy in the College that all College leadership staff teach at least one class. Therefore, as part of their full time responsibilities, the Head of Senior School will have a teaching allocation of approximately 0.2 FTE within the Senior School.

Key qualities

Within the context of their role all staff in positions of leadership are expected to have, and performance will be measured against, the following key qualities:

- Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.
- Capacity to use analytical skills to contribute to educational outcomes.
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.
- A passion for getting the best out of students in their final years of schooling.

Performance Management

In relation to setting goals, managing performance and program accountability, the Head of Keilor Campus will establish key performance indicators (KPIs) with the Head of Senior School, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT)
- It is expected that all staff will support the Christian ethos of an Anglican school
- Overnewton College is an equal opportunity employer and enforces non-discrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's wellbeing and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first-round interviews conducted. A further shortlist will then be prepared and further interviews will be conducted as appropriate. The appointment of the Head of Senior School will be made by the Principal.

In the first instance, enquiries and applications should be directed to:

The Principal
Mr Jim Laussen
Overnewton Anglican Community College
2-30 Overnewton Road
KEILOR 3036
Or
Email: jim.laussen@overnewton.vic.edu.au
Telephone: 03 9334 0147

EMAILED APPLICATIONS PREFERRED

Closing Date for Applications: 14 August, 2017

Applications will be acknowledged by email.

If acknowledgement of your application has not been received after two working days, please contact the Principal's PA Mrs Josie Klarin (9334 0149).

Information about Overnewton College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with strong Christian foundation. We value a respectful environment where students, staff and families, working together, aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.*

Our Values: Overnewton's Christian foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

COMMUNITY: We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect in the wider community.

LEARNING: We are all lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

RESPECT: We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

EXCELLENCE: We strive to excel in our learning, our work, our relationships and our play, making the most of every opportunity we are given.

- Information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.