



Deputy Head of Senior School

Keilor Campus

Tenure of position of responsibility (renewable): 1 February, 2019 until 31 January, 2022

Closing date for applications: 10 September, 2018

Position Description

Position objectives: The Deputy Head of Senior School is primarily responsible for the educational progress of students within Senior School. The educational progress of students includes, but is not limited to:

- academic development
- wellbeing
- participation in the life of the College through the co-curricular program

Organisational relationships:

- This position is accountable to the Principal via the Head of Senior School.
- Positions accountable to this position include: Heads of Year, Senior Studies Leader, Student Careers Development Leader, Senior School teachers.
- The incumbent is a member of the Senior School Leadership Team and chairs/attends meetings of the Senior School, or as directed by the Head of Senior School.
- Internal liaisons of this position include: Senior School Counsellors, Head of Student Services, Chaplains, Deputy Heads of other Schools within the College, Senior School administrative staff

Key Responsibilities Include (not limited to)

- Assist in leading and enacting the Head of Senior School's vision and plan for the Senior School
- With the Head of Senior School:
 - Lead continuous improvement of student learning and well-being
 - Maintain a positive tone and culture of learning excellence within the Senior School.
 - Oversee student wellbeing programs
 - Coach and lead Senior School Heads of Year
 - Oversee enrolment, transition and orientation of students into the Senior School
 - Lead and promote Restorative Practices within the College Taking Responsibility Policy
 - Liaise with parents regarding student learning and wellbeing, including attendance at Student Support Group (SSG) meetings as/if required
 - Guide, lead and help select Senior School & College Student Leaders and SRC representatives
 - Participate in the selection process for student leaders including Executive and SRC
 - Ensure that the Senior School environment is respectful, engaging and orderly
 - Oversee staff performance appraisal and professional development
 - Induct new staff
 - Communicate with the wider senior School community as appropriate

- Represent Senior School at College, Campus and School based events
- Provide Organisational support to the Head of Senior School, including but not limited to:
 - Provide liaison and support to Campus Head of Staff, Timetabler, CRTs re Senior School.
 - Develop rosters as required (e.g. Mentor Duty, Detention Supervision)
 - Carry out SPA data management/organisation and other data analysis as required
 - Oversee Senior School student files and information
 - Participate in parent information functions
 - With Senior Studies Leader & Heads of Faculty 5-12 manage Senior School booklist administration
 - Oversee maintenance and communication of Senior School calendar of events
 - With Senior Studies Leader, oversee reporting procedures.
 - Coordinate & manage Senior School Assemblies, information evenings and events.
 - Other duties as required by the Head of Senior School, Head of Campus or Principal

Qualifications

- Qualifications to teach in Victorian Schools
- Relevant qualifications at Master's level will be highly regarded

Key qualities

Within the context of the role described, the incumbent will be 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.

Relevant skills, knowledge and experience

- Leadership experience in a Senior School or similar educational environment
- Strong written, verbal, communication and analytical skills
- Sound understanding of Australian Curriculum, VCAA requirements and the VCE

Performance Management

In relation to setting goals, managing performance and program accountability, the Head of School will establish key performance indicators (KPIs) with the Deputy Head of 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.

Allowances

This position of responsibility attracts a time allowance of 1200 minutes per two-week cycle and a monetary allowance at POR Level 4 (\$9,884 in 2019).

Conditions of employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- 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 by a panel which will include the Head of Senior School. Final appointments are made by the Principal or delegate. Details of employment conditions can be discussed with the Principal or delegate at final interview.

How to Apply

All applicants are required to complete the appropriate application form. Applications for teaching positions which do not include evidence of registration, or evidence of an application for registration, with the Victorian Institute of Teachers (VIT) will not be considered.

- Email applications send to Mrs Andrea Turner, Human Resources Assistant humanresources@overnewton.vic.edu.au
- Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Human Resources Assistant, Andrea Turner (Phone: 9334 0035).
- In the first instance, further enquiries about this position should be directed to Human Resources Assistant, Andrea Turner (Phone: 9334 0035).

Information about the College

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

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment with a 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.