



# NEWHAVEN COLLEGE

Position Description

## HEAD OF SENIOR SCHOOL

Year 9 - 12

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## DISCOVER NEWHAVEN COLLEGE

Newhaven College is an Independent, ecumenical, and co-educational school. Newhaven College has approximately 940 students from Prep to Year 12. Offering a diverse academic curriculum with a caring pastoral approach.

Newhaven College maintains an extremely strong sense of community, with the emphasis on pastoral care a hallmark of the college.

If you're looking to make a difference in the lives of young people, the below information outlined in the position description shall assist.

We strive to provide personalised learning experiences which stem from authentic relationships and a deep connection to our unique environment. In doing so we aim to instil high expectations, promote innovation and encourage critical thinking.

Our core of our Strategic Direction is 'Hearts & Minds' recognises all our values interconnecting to provide a means of strengthening our capacity to fulfil our aspirations.

Join us on this journey and add value to Newhaven College's future.

## OUR SCHOOL VALUES:

Respect                      Honesty                      Empathy                      Responsibility                      Excellence

Job Title	Head of Senior School
Reports to	Principal
Date	March 2024
Employment Status	Temporary Fixed term Contract – 3 Year
Classification Level	Classification will be determined in accordance with Newhaven College Enterprise Agreement 2023-2026, in context of qualification and experience the successful candidate has.

## NATURE OF THE ROLE

The position of the Head of Senior School is responsible for the educational leadership and management of the Senior School, ensuring alignment with the values and strategic direction of the College.

The Head of Senior School (Years 9 - 12) leads a teaching, pastoral care and administrative team at the Senior School. This includes the Year 9 Environmental Centre.



The Head of Senior School is a member of the College Leadership and is responsible to the Principal for the effective delivery of all educational programs, both curricular and co- curricular, in the Senior School. This includes the enrolment of students, the performance management of staff, effective communication with parents, planning and delivery of school events and the building of a positive learning culture within the Senior School. Central to the role is the oversight of the vertical House pastoral care model with the support of House Leaders.

The Head of Senior School has a pivotal College-wide role in planning, monitoring and evaluating the implementation of College policy and for maintaining the highest level of performance in all areas of College activity, aligning with the College's strategic direction and values.

Implicit in the role of Head of School is participation and involvement in College-wide responsibilities, initiatives, events and programs.

### TERMS OF APPOINTMENT

The position is subject to a minimum employment period (6) six months at the time of commencement and will be appointed for an initial (3) three- year period and subject to a satisfactory performance appraisal /review by the Principal.

### KEY RESPONSIBILITIES AND DUTIES

1. Leadership of the pastoral care program in Senior School.
2. Leadership of the House Leaders, Mentors and the House program of the Senior School.
3. With the Director of Learning and Learning Leaders, pursuit of academic excellence in the Senior School
4. Organisation and administration of the Senior School's operation and environment.
5. Promotion of the school within the parent and wider community.
6. Interviewing all new students into Senior School.
7. Manage the orientation of new students and their families to Senior School.
8. Implement and manage the provision of opportunities for effective student leadership.
9. Leading the Student Leadership Team including the annual College Charity and fundraising events.
10. Organise Senior School Assemblies.
11. Have oversight of the Senior School excursions and camps, ensuring that the appropriate documentation and risk assessments are produced.
12. Manage the Senior School budget.
13. With the Director of Operations assist in the development and maintenance of the annual and term school calendars.
14. Assist in staff performance management.
15. Management of the Senior School Social events such as the Year 11 and Year 12 formal.
16. With the Head of Middle School, allocate staff to camps and to Mentor Groups.
17. Organising and co-ordinating of Senior School displays and activities for the annual College Open Day
18. Knowledge, management and adherence to Ministerial Order 870 – Child Safe Obligations.



19. Knowledge of requirements under the Anti Discrimination Act.
20. Comply with all the College's OHS requirements.
21. Awareness and compliance to VRQA minimum Standards.
22. Other duties as required by the Principal

#### EXPECTATIONS:

- Professional conduct to work with fellow colleagues in a respectful, inclusive collaborative way.
- Current Newhaven College policies are to be observed along with orientation and induction, including scheduled attendance to training requirements to support you undertaking your role, duty of care and OHS requirements responsibilities.
- Participate in annual review process to promote growth, professional development initiatives along with engaged discussions with the Principal.
- Genuine interest in Newhaven College Community with our Strategic Direction of 'Hearts & Minds' and our School Values.

#### COMMITTEES

- Chair Senior School Pastoral Care meetings.
- Chair Senior School Staff Meetings
- College OH&S Committee
- College Leadership Team
- Other Committees as appointed by the Principal

#### ORGANISATIONAL RELATIONSHIPS

Position Responsible To:	Principal
Internal Liaisons:	Head of Middle School Head of Junior School Members of the College Leadership Team Head of Year 9 Director of Sport Director of Music Careers Coordinator VCE Co-ordinator Learning Leaders House Leaders Teaching staff Learning Support staff ICT Manager Other General Support staff



## DESIRABLE SKILLS, QUALIFICATIONS AND EXPERIENCE

Knowledge and experience should include:

- A broad understanding of the development and educational needs of Senior School students
- The qualifications necessary to teach in the Senior School
- A minimum of five years' experience in teaching
- Proven leadership, and staff management skills
- Well-developed skills in the management and guidance for students
- Demonstrated skills in the management of parent-school relationships
- Proven diplomacy and public relationships

## PERFORMANCE INDICATORS

- Effectiveness of the leadership and management of the school
- Development of an environment which encourages individual participation and growth
- Building of cohesive and collaborative relationships
- Production of student profiles reflecting growth
- Achievement of academic excellence
- Effective daily operation of the school
- Effective implementation of the College's Strategic Direction
- Engagement in endeavours that promote the College

## SALARY AND CONDITIONS OF EMPLOYMENT

Annual leave will be nine weeks per year. This is inclusive of Easter and Christmas holidays. This leave is normally taken in the College Christmas/New Year closedown and during school holiday breaks.

The Head of Senior School will have a time allowance of approximately 0.70.

The total remuneration package for this position will be discussed with the preferred applicant at selection process.

## STATEMENT OF COMMITMENT TO CHILD SAFETY

Newhaven College is committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

At Newhaven College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties of this position.*