



St Andrews Lutheran College Deputy Principal / Head of Secondary School Position Description

Background:

The Deputy Principal / Head of Secondary (Years 7-12), together with the Principal and Deputy Principal/Head of Junior School serves on the Senior Executive Team. The Deputy Principal reports directly to the Principal, and along with the Deputy Principal/Head of Junior School deputizes for the Principal as directed, and in liaison with the Heads of Middle and Senior School, takes full responsibility for all aspects of the curriculum, pastoral care, co-curricular activities, staff and all other day to day operations and events in the College from Year 7 to Year 12. Under the Deputy Principal / Head of Secondary sits the Head of Middle School (Years 7-9), Head of Senior School (Years 10-12), Director of Student Development and the Director of Learning and Student Pathways , each of whom report directly to the Deputy Principal/Head of Secondary School.

Reports to: The Principal

Essential Purpose:

To provide leadership and management for the Secondary School (Years 7-12) and along with the Deputy Principal/Head of Junior School to deputise for and assist the Principal in the leadership and management of all aspects of the College.

Position Description:

General:

1. To deputise for the Principal as required.
2. Provide leadership for the effective administration and day to day management of the Secondary School (Years 7-12).
3. Provide leadership and coordination in the area of Secondary School staffing.
4. With the Principal and Deputy Principal/Head of Junior School provide leadership and collaboration in the planning/development, implementation and review of College policies, practices and priorities.
5. With the Heads of Middle and Senior School provide leadership and support in addressing student welfare and development in consultation with staff, parents, students and other care providers as appropriate.
6. With the Principal and Deputy Principal/Head of Junior School provide leadership and support for a strong, unified E to 12 community across the three sub-schools of the College.
7. With the Principal and Deputy Principal/Head of Junior School provide opportunities for Staff Development from the time of Recruitment and Induction through to Annual Reviews and Performance monitoring and/or management.
8. Effectively work with colleagues to ensure the Gospel is a lived experience and the culture of the College promotes positive relationships and quality learning.

Administration:

1. Ensure the effective administration and day to day management of the Secondary School (Year 7-12).
2. Meet fortnightly with the Deputy Principal/Head of Junior School to co-ordinate P-12 Calendar Issues and discuss P-12 issues.
3. Meeting fortnightly/and as the need arises with the Head of Middle School to discuss Middle School issues.
4. Meet fortnightly/and as the need arises with the Head of Senior School to discuss Senior School issues.
5. Meet fortnightly/and as the need arises with the Director of Learning and Student Pathways to discuss academic issues (Years 10-12).
6. Chair the Secondary School Executive Meetings (fortnightly) with a focus on quality learning, student wellbeing, calendar planning/management and student data tracking.
7. With the Principal and Deputy Principal/Head of Junior School facilitate the development and production of digital content which celebrates the College as well as policies, procedures and information booklets for publication.
8. Responsibility and oversight for all major Secondary School events including but not limited to Celebration Nights, Award Nights, Expos (parent information events) and Commencement Services, all collaboratively with relevant personnel.
9. Responsible for Quality Assurance and management of staff and students in the Secondary School.
10. Oversight of the excursions and incursion events and staff completing the risk assessments of all Year 7-12 College events and activities and the promotion of a positive safety culture in the College.
11. Assist in the annual budget development and expenditure accountability processes (particularly with Budget managers e.g. HoDs) for the Secondary School.
12. In conjunction with the Head of Senior School, Head of Middle School and the Director of Teaching & Learning, oversee the planning and construction of the College 7-12 timetable including all elements of staffing, subject allocations, room allocations and student subject allocations.
13. Along with the Principal's EA and the Deputy Principal Head Of Junior School oversee the construction of the College calendar and the Staff Professional Development Calendar (E-12).
14. In conjunction with the Heads of Sub-School oversee the construction and communication of rosters to all staff regarding such events as Yard Duty, Meetings, Chapel and Assembly.
15. Granting of permission for variations to the daily routine that occur across Middle and Senior Schools.
16. Maintain oversight of the College's 7-12 co-curricular and extra-curricular program.
17. With the Deputy Principal Head of Junior School / Business Manager share responsibility for evacuation / lockdown procedures and drills.
18. Ensure the College campus is a safe and clean environment, in collaboration with the Deputy Principal/Head of Junior School, Heads of Middle and Senior School, Workplace Health and Safety Officers, Business Manager, and Property Maintenance staff.
19. To assist the Principal in the management of special projects, particularly as they pertain to the Secondary School.
20. To assist in identifying, capturing, presenting and interpreting performance data for purposes of school improvement and annual reporting in the Secondary School.

Staff:

1. In conjunction with the Principal coordinate, facilitate, support and/or lead in staff recruitment, staff appraisal, performance review, appointment and review of PARs, and industrial processes as they pertain to the Secondary School.
2. Assume oversight for the ongoing program of in-service training and professional development both for Years 7-12 teaching and non-teaching staff, including Mandatory Reporting, Safe Schools Training and Theological Training.
3. With the Principal and Deputy Principal/Head of Junior School plan develop and implement professional learning in line with the Strategic Objectives. Oversee the Teacher Professional Growth and Development Framework including the portfolios of practice for teaching staff (reviewed annually) and the Annual Review Processes for non-teaching staff Years 7 – 12. This is also inclusive of the annual Departmental Action Plans and Pastoral Care team Action Plans.
4. Oversight of the Induction process (Secondary School).
5. Pastoral care of staff (shared with the rest of the Leadership Team).
6. Deal with staffing or departmental issues/concerns that cannot be addressed by the Heads of Middle and Senior School.
7. Attend and give input into all of the meetings for key teams (Learning Leadership, Pastoral Care and others as they arise).
8. Meet individually once a term with HoDs.
9. Consult with teaching staff (secondary school) re their co-curricular duties and development of the annual co-curricular staff list.
10. Support staff and key leaders in their growth as a leader through mentoring and coaching.
11. Support involvement in Action Research and ISQ Programs being implemented at the College.

Curriculum / Teaching & Learning:

1. Promote teaching and learning as the core business of the school, developing a learning climate for staff and students.
2. In conjunction with the Director of Learning and Student Pathways and the Heads of Middle and Senior School, develop major curriculum initiatives and strategies ensuring best practice in the Secondary School.
3. Monitor Year 7-12 classroom practices to ensure best practice.
4. Seek feedback on Professional Practices across department areas and promote Professional Learning Communities that collaboratively plan and support one another through lesson observations.
5. Provide leadership and support in significant developments in curriculum, teaching and learning in the Secondary School.
6. Review the Curriculum Map and time allocations (annually) and work with key staff to ensure the best possible environment for growth and continual improvement in all aspects of Learning and Teaching.
7. Remain futures-focused and ensure the implementation of digital technologies and emerging practices to enhance learning are well considered and implemented in a team approach.

Pastoral Care/Student Welfare/Behaviour Management:

1. In liaison with the Principal and the Heads of Middle and Senior School, responsibility for the planning, implementation and regular review of a consistent Pastoral Care Policy 7-12.
2. In liaison with the Principal and the Heads of Middle and Senior School, responsibility for the planning, implementation and regular review of a consistent Behavioural Policies for Years 7-12.

3. Share an overall responsibility for the maintenance of responsible conduct, standards of student behaviour and dress with the Deputy Principal/Head of Junior School and Heads of Middle and Senior School.
4. Be the point of referral for the Heads of Middle and Senior School for serious matters pertaining to student behavioural consequences up to but not including exclusion (refer to the Principal).
5. To assist with suspension and termination procedures, with higher level parental issues and/or student behaviour matters.
6. In consultation and liaison with the Principal and Heads of Middle and Senior School, selection and development of the Student Leadership Team.
7. In liaison with the Principal and the Heads of Middle and Senior School, responsibility for the planning, implementation and regular review of the Student Leadership Program 7-12.
8. Chair the Middle/Senior School SWAT (Student Welfare Action Team) Committee.
9. Meet fortnightly with Senior Chaplain and College Counsellor to discuss students, pastoral care/chaplaincy issues.
10. Ensure the NCCD processes are supported by all staff under the guidance of the Director of Student Services.

Other:

1. As with other Senior positions within the College provide Spiritual Leadership to the College Community.
2. With the Principal, Deputy Principal/Head of Junior School and Heads of sub-School assume responsibility for the implementation of the College's Strategic Plan.
3. Work collaboratively with other members of the Senior Leadership Team (E-12)
4. Maintain a high profile of attendance at College events.
5. Attend monthly meetings of the College Council and sub-committees as required and present regular reports through the Principal to the College Council.
6. Attend meetings of the Parents' and Friends Association (P&F) (General and Executive) with the Principal, or as his his/her delegate.
7. Actively support the P & F annual program of activities, including attendance at functions.
8. Build positive relationships with the Parent Community and deliver Parent Sessions onsite and virtually to support the Parent Body and build community. Work with the Principal, Deputy Principal/Head of Junior School, Heads of Middle/Senior School, and Registrar for the effective and appropriate marketing of the College, including issuing of press releases, College promotions and communications, and associated online and printed material.
9. Work with Heads of the three sub-schools, and Chaplains, for a vibrant and appropriate student and staff worship program.
10. Attendance at and where appropriate leading of Sub-School Chapel Services and Assemblies.
11. Build strong and supportive connections with all sub-sets of our community (College, ELC, Aged-Care and Congregation)
12. Represent the College in a range of forums, internally and externally, including the parent and wider community.
13. At the end of each term coordinate cleaning and maintenance lists in the Secondary School for the Property Maintenance Manager to enable this to occur.
14. Undertake regular teaching duties as agreed with the Principal.
15. Other duties as the Principal may reasonably require from time to time.