POSITION DESCRIPTION

Westminster is an Early Learning to Year 12, coeducational day and boarding, Uniting Church school with a proud history and an exciting future. We commit to helping all students and staff achieve more than they thought possible through an adventurous education, which takes place anytime our students are challenged in their learning and when staff explore new opportunities to improve their profession. Since opening in 1961, Westminster's vibrant sense of community has shaped our welcoming, down-to-earth character, enriched by School values of being brave, humble, kind, authentic, resilient and curious.

Position name	**Head of Year 7**
Area of School	Senior School
Employment Status	Full time (1.0 FTE)
Tenure	3 years in normal circumstances
Time Allowance	0.4 of a full teaching load
Employment Conditions	Westminster School Inc. Teaching Staff and School Assistants Enterprise Agreement 2024. Appropriate Band 2 allowance
Key Relationships	The Head of Year 7 is responsible to the Deputy Principal/Head of Senior School and the Principal and works closely with the Head of Year 8 and Year 7 Class teachers, students and parents.

Position Objective:

The Head of Year 7 is a key pastoral and administrative position within the School. In general, the position is responsible for the transition of students into the Senior School and is charged with making the year a productive, interesting and enjoyable one for all students. The position will assume responsibility for the induction and orientation of all Year 7 students into the Senior School, as well as the administration and Pastoral Care of Year 7 students generally. The position will involve teaching principally in the Senior School and at Year 7 level.

Key Responsibilities:

1. School leadership

- Serve on Pastoral Committee
- Monitor and improve the effectiveness of Year 7 programs, and approaches to pastoral care and supporting individual student development in Year 7
- Monitor and improve effectiveness of transition processes for Westminster Preparatory School students, new students to Westminster, and Year 7 students transitioning into the Senior School House system.
- Contribute to developing and achieving strategic School improvement priorities as a member of the broader School leadership group.
- Model and promote behaviours and conduct expected of staff and students.
- Attend major School events to support and be involved in the lives of students.

2. Year 7 structure, programs and events

- Plan and organise orientation program and activities for all Year 7 students
- Contribute to development of Year 7 curriculum
    - Provide input and expert advice on appropriate curriculum and pedagogical matters for this level, attending Curriculum Committee meetings when Year 7 matters are under consideration

- Identify, plan and organise special Year 7 programs and activities that support the School's Aspiration, seeking required prior approvals e.g.
    - Regular Year level meetings and combined Year 7 activities
    - Activities which support student wellbeing organised with the Head of Wellbeing, including relevant guest speakers and providers
    - Development of an engaging end of year program
- Manage administrative aspects of the Year 7 structure and program including
    - Year 7 homework timetable
    - Year 7 class lists (based on advice from previous schools and Westminster Preparatory School)
- Liaise with Chaplain in relation to Year 7 Chapel services

3. Year 7 student pastoral care and learning oversight/Student behaviour, welfare and development

- Cultivate and demonstrate special care and interest in each student in Year 7
- Liaise with leaders and/or staff in Preparatory School and other feeder schools when appropriate to foster understanding of specific needs of students new to the Senior School e.g. to inform class placement, teaching strategies
- Use of pastoral profiling to help identify and monitor the progress of students at risk and ensure that relevant teachers are kept informed of wellbeing concerns Ensure consistent expectations in relation to School standards and discipline.
- Ensure that Year 7 students abide by School regulations and core expectations e.g. checking uniforms regularly; promoting and monitoring correct, productive use of student diaries
- Deal with escalated matters referred by Year 7 Class Teachers.
- Manage Year 7 assessment and reporting procedures, in conjunction with Director of Learning
- Write pastoral comments for and proof all Year 7 reports
- Produce class lists for Year 8
- Brief House Heads on pastoral issues relating to individuals, peer support and transition at the end of Year 7.
- Provide direction, support and prepare students for the transition into Year 8.
- Alternate with the Head of Year 8 every second year, following the Year 7 cohort into Year 8.

4. Staff leadership

- Lead and develop the team of Year 7 Class Teachers (Tutors)
- Provide appropriate support for Year 7 Class Teachers as first level pastoral care givers.
- Provide advice to all teaching staff on matters relating to students at this level.
- Lead Year 7 Class Teachers and other Year 7 teachers effectively in providing an optimal academic and pastoral environment.
- Meet regularly with Year 7 Class Teachers to ensure smooth running of Year 7, consistency of approach and consistent expectations in relation to School standards and discipline.

5. Communication and community building

- Develop and implement effective strategies for informing parents and school community about matters relating to Year 7 and promoting the Year 7 program, including meeting(s) with Year 8 parents, liaising with Development Office staff and others where appropriate.
- Identify, plan and run appropriate community building events for Year 7 students and families, e.g. Grandparents afternoon, welcoming function for families of Year 7 students.
- Liaise with parents, in conjunction with Year 7 tutors, to ensure that they are well informed about and involved in their children's schooling.
- Ensure Head of Senior School and Principal are kept informed about Year 7 issues.

Other Responsibilities:

- All teaching staff are expected to contribute to the Pastoral Care program and support the Uniting Church ethos

- All teaching staff are expected to contribute to the co-curricular program of the School
- Other duties, as required by Principal, commensurate with the position

Key Selection Criteria: Qualifications, Skills and Experience

- Relevant tertiary qualifications
- Demonstrated experience in a similar role
- Demonstrated experience as an effective leader of teachers
- Exemplary classroom practitioner with a proven record of student outcomes
- High level of ICT skills, knowledge and incorporation into classroom practice
- Regular and up to date professional knowledge and learning
- Experience in a complex and diverse independent coeducational environment is desirable
- Experience in change management is desirable
- Understanding of the transition from Primary to Secondary school process is desirable
- Understanding of the needs of adolescents is desirable

Key Selection Criteria: Personal Qualities

- Builds positive, authentic relationships with managers, peers, staff, parents and students
- Innovator and initiator, who inspires others to learn and grow
- High level communication and interpersonal skills
- Enthusiastic, resilient and optimistic educator
- Committed to lifelong learning
- A team builder inspires others to learn and grow
- A team player demonstrating a 'whole School' and 'whole child' perspective

Safety and Wellbeing:

All staff must:

- Take reasonable care of, and cooperate with actions taken to protect, the health and safety of both themselves and others
- Report all accidents, incidents and hazards to their supervisors as soon as is practicable
- Read and abide by all WHS policies.

Conditions of Employment:

- All applicants must be eligible to work in Australia
- Teachers must have (or be eligible to obtain) current registration with Teachers Registration Board of South Australia
- All staff must satisfy child protection screening and adhere to Westminster's Child Safety and Wellbeing policy which includes holding a current Working With Children Clearance.
- All teaching staff must have current Provide First Aid certification
- A probationary period applies to all teaching positions and positions of responsibility.

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