



---

<b>POSITION TITLE:</b>	Head of Middle School
<b>DATED:</b>	August 2017
<b>REPORTS TO/Manager:</b>	Principal
<b>Prepared by:</b>	Head of Human Resources

---

### POSITION PURPOSE

The Head of Middle School is a senior position and is accountable for the day to day implementation of the Middle School educational program, its leadership, management and organisation for years 7 to 9.

The Head of Middle School is a member of the College senior management team comprising the Principal, Deputy Principal, Heads of Sections, Academic Directorate and the Directors of Pastoral Care and Professional Learning and Innovation, in addition to the Head of Human Resources, Registrar, Director of International Relations, Marketing & Communications and the Business Manager.

Under the leadership of the Head of Middle School, the Middle School Team consists of, Heads of Year 7, 8 and 9, Deputy Heads of Year 7, 8 and 9 and the Middle School Counsellor. Also part of this team is the Middle School Administrator and the CUE/Travel Administrator.

### POSITION STATUS

While a permanent role at the College, the Head of Middle School position is a tenured position for three years.

There is a teaching component of this role approximate full time equivalent 0.24, one academic class, in the area of qualification expertise.

Salary for this role is commensurate with executive roles within the College.

### Major Duties and Responsibilities

#### 1. Leadership of Middle School

- To have an evident physical presence before, during and after school that welcomes and engages all Middle School students;
- To have an open door policy that welcomes students, parents and staff to discuss those matters that are important to them;
- Ensure that the mentor programme is actively supported by all Middle School mentors and that effective communication channels exist to share and receive concerns with academic, House and cocurricular staff;
- Together with the Middle School Team, set, articulate and implement a vision of an education appropriate for young people that is forward looking and globally connected;
- Continue to develop innovative programs within Middle School that focus on the centrality of student experience and the best possible outcomes for students' learning and wellbeing;
- Continue the integration of learning and professional practice that is enhanced by technology.

## **2. Management of Middle School**

It is the responsibility of this position to manage the School in the best interest of the students, consistent with College policy. This includes:

- Management of students' learning and wellbeing;
- Leading and nurturing the development of the Middle School leadership teams and managing staff who work in Middle School;
- Responsibility for control and management of Middle School budget;
- Management of relationships with parents and guardians of Middle School students;
- Chairing of various ad-hoc committees within the Middle School and at the request of the Principal.

## **3. Curriculum**

While curriculum planning is chiefly the responsibility of the Academic Directorate in conjunction with the Heads of Learning, it is the Head of Middle School who ensures that curriculum planning is consistent with the holistic development of students in Years 7 to 9 and that it is properly integrated in all the planned activities of the Middle School. This includes:

- Overseeing Parent/Teacher /Student Interviews;
- In conjunction with the Director of Academic Development and Middle School Team, review the Middle School Curriculum where appropriate.

## **4. Student Pastoral Care**

The Head of Middle School will have a philosophy of student wellbeing that is appropriate to the age of the students. The Head of Middle School will work closely with the Heads of Years, Deputy Heads of Year, mentors and teaching and support staff to provide the opportunities and guidance to assist each student in their development. Support staff include: School Counsellors, Head of Learning Support, Director of Pastoral Care, Chaplains and the College Nurse.

The Head of Middle School has responsibility for the development, care and age-appropriate discipline of students within the Middle School. Issues of serious concern are brought to the attention of the Principal to discuss further courses of action.

Other tasks include:

- In conjunction with the Director of Pastoral Care, establish future directions and priorities for student pastoral programs within Middle School;
- In conjunction with the Heads of Year, oversee the development and implementation of the Middle School Pastoral Development Program (PDP);
- Responsible for the Middle School Student Council, including the election process, cyclical meetings, as well as in the capacity of teacher advisor.

## **5. Public Presentation/Assemblies/Information nights for parents and students), includes but is not limited to the following:**

- The Head of Middle School will be responsible for leading the Middle School assemblies, for visitors to the assemblies, and for communication with Chaplains and other departments involved in assemblies such as Music, Theatre or Sport;
- Responsible for developing and leading various and multiple information evenings and public meetings for parents and students;
- Responsible for all aspects of the Middle School Celebration Evenings at the end of year for students, staff and parents.

## **6. Contribution to the successful management of the College (in conjunction with the other Heads of School), includes but is not limited to the following:**

- Contribution towards the College Calendar;
- Contribution to the College's management of scholarships;
- Contribution to various committees;
- Contribution to College Information Mornings.

## **7. Middle School Expeditions**

There are a number of expedition opportunities, including camps and the Year 9 Big Experience for students and staff in Middle School. Some are allocated specifically to the School, and others are departmental or special interest based and involves Middle School students. The Head of Middle School, in conjunction with relevant staff, will

- Oversee all aspects of student and staff recruitment to College based expeditions, including relevant staff training;
- Be the out of hours on call contact for expeditions across the calendar year;
- In conjunction with the Tour Leaders, oversee information evenings, itineraries, budget requirements, handovers between staff and student preparation;
- Ensure all College policies and protocols in relation to any expeditions are adhered to, including the management of risk assessments.

## **8. New student enrolments and student transitions:**

The Head of Middle School has an important role in the enrolment process and induction of new students to the College, as well in ensuring that there are good systems of support and processes to assist all students with their transition between sections of the College. This includes:

- Ensuring that the Middle School Administrator is aware of their responsibilities in the enrolment process and that effective and timely communication occurs between the office and Enrolments;
- Review all new students' files and participate in enrolment interviews;
- Provide thorough notes on each new student to the relevant Head of Year for wider dissemination as appropriate;
- In conjunction with other Heads of School and other key pastoral staff, oversee the transition programs and student handover processes as students move between sections of the College and ensure there is a full briefing on any students of concern or students with special needs as they transition.

## **9. Any other tasks as deemed appropriate**

### **PERSONAL SPECIFICATION**

Essential Criteria (skills, qualifications, knowledge and experience)

- Proven leadership skills in an educational environment;
- Commitment to academic excellence;
- Strong verbal and written communication skills;
- Strong relationship building skills;
- Proven history and success in change management;
- Judgement/problem solving skills;
- Collaborative team member;
- Ability to identify opportunities for enhancing enrolments;
- Experience in leading a large group of students, staff and parents in an innovative, challenging and inclusive manner;
- Commitment to valuing each student's individuality and providing an enabling educational environment in which talents may flourish and confidence increase;
- Demonstrated excellence in own teaching methods;
- Interest in and commitment to the role of technology in student learning;
- Knowledge and experience of specific curriculum and pedagogical approaches to the education of students at this age of schooling;
- An understanding of the particular affective developmental needs of students at this particular stage;
- An understanding of current educational issues at the local, national and international level;
- Experience with the implementation of innovative and educational programs.

## **CHILD SAFETY AND PROTECTION RESPONSIBILITIES**

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.

## **GENERAL RESPONSIBILITIES**

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all teachers provide a Victorian Institute of Teaching (VIT) registration before their position will be confirmed.

- The College:
  - is an equal opportunity employer;
  - complies with the requirements of the Privacy Act;
  - has a strong commitment to OH&S;
  - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
  - Communication – effective, helpful and positive;
  - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students);
  - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support;
  - Accountability – we do our work with honesty, integrity and enthusiasm;
  - Performance – we perform to the best of our ability;
  - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.