



**St Leonard's College**

An education for life.

# Teaching Staff Position Description

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<b>Position Title:</b>	Deputy Head of Years 5 and 6
<b>Dated:</b>	August 2021
<b>Reports To:</b>	Head of Years 5 and 6
<b>Prepared by:</b>	Head of Human Resources

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## Position Purpose

The Deputy Head of Years 5 and 6 works with the Head of Years 5 and 6 to ensure effective pastoral leadership and management of Years 5 and 6. This role provides greater certainty and continuity of the year level leadership in the absence of the Head of Years 5 and 6, whilst also providing invaluable professional learning experiences and the potential for leadership progression within the College.

## Position Status

The person in this role is a permanent full-time teacher but, as with all positions of responsibility, the Deputy Head of Years 5 and 6 is tenured for three years. The Deputy Head of Year 5 and 6 will be a member of the Years 5 and 6 Leadership Team, which includes the Head of Years 5 and 6 and the Years 5 and 6 Curriculum Coordinator.

The position attracts four (4) financial responsibility points and the teaching allocation for this role is approximately 20 x 80-minute periods per fortnightly cycle.

This person will be a Mentor in either Year 5 or Year 6.

## Duties and Essential Job Functions

The Deputy Head of Years 5 and 6 is expected to be an appropriate role model to colleagues, students and the wider school community. Duties will include:

- Develop and implement the pastoral program in conjunction with the Year 5 and 6 Mentors and the Head of Years 5 and 6, to ensure the pastoral program is rigorous, stimulating and relevant to the needs of students in Years 5 and 6.
- Provide ongoing oversight and support to those mentors whose communication with parents and approach to pastoral care need development.
- Use student data to support year level mentors in enhancing the academic development of students.
- Attend regular meetings with the Head of Years 5 and 6, including attendance at weekly Years 5 and 6 Leadership Team meetings.
- Assist the Head of Years 5 and 6 with the process of enrolling and transitioning new students into the year level and ensure follow up with both student and families about their transition.
- Present at information evenings as determined by the Head of Years 5 and 6.
- Guide College tours when available and make regular contributions to the College newsletter.
- Any other task as deemed appropriate.

## Skills and Attributes

- Proven experience in developing safe, supportive and confidence enhancing programs that encourage optimism and resilience
- Work closely with the Head of Year 5 and 6 and the Director of Wellbeing to develop programs that address the needs of children at this critical stage of their development and the transference from Primary to Secondary schooling.
- Discretion and confidentiality are essential attributes to this position
- Initiative and confidence to make contributions/suggestions
- Highly effective verbal and communication skills, using tact and diplomacy
- Critical thinking when problem solving
- Time management skills - able to work to deadlines and capable of directing others when necessary
- Ability to work under pressure and handle conflicting priorities
- Overall good interpersonal skills when working in a team environment

## 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 staff provide an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
  - is an equal opportunity employer
  - complies with the requirements of the Privacy Act
  - has a strong commitment to Health Safety and Wellbeing
  - 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.

## Child Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.