



<b>Position Title:</b>	<b>Head of Year</b>
<b>Prepared:</b>	<b>September 2021</b>
<b>Reports To:</b>	<b>Head of School</b>
<b>Prepared by:</b>	<b>Head of Human Resources</b>

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### Position Purpose

The Head of Year is a member of the Senior (years 10, 11, 12) or Middle (years 7, 8, 9) School pastoral team under the leadership of the Head of School. The team is made up of the Heads of Year, their respective deputies, the Counsellor and in Senior School the VCE Coordinator, the IB Diploma Coordinator and Head of Careers.

The Heads of Year are responsible for the general wellbeing of students in the year group. They are required to undertake the responsibility of academic rigour and pastoral care, including discipline.

### Position Status

The person in this role is a permanent full-time teacher but as with all positions of responsibilities the Head of Year is tenured for three years.

At the conclusion of the tenured period, the College reserves the right to readvertise the position of responsibility.

The position attracts twelve (12) responsibility points. The teaching load for this position is equivalent to 14 x 80min periods over a fortnightly cycle in a teaching area of expertise.

### General

The Head of Year is expected to be an appropriate role model to colleagues, students and the wider school community. This will include:

- Developing strong and enduring relationships with students, parents and staff
- Demonstrating the ability to work in close association with the Head of School and the Director of Pastoral Care to ensure the optimum culture and environment for wellbeing and achievement
- Demonstrating strong leadership to students and mentors to ensure that a consistent policy for student behaviour and discipline, dress, punctuality and consideration of others, exists across the year level in a way which is consistent with the policy of St Leonard's College
- Providing training and support for year level mentors so they can collect, analyse and follow up absentee information for students from school, classes, sport, etc.
- Developing and nurturing College spirit and a respect for our expectations, customs and traditions
- Providing support for teachers within the year level by encouraging positive staff/student relationships, helping to resolve situations involving conflict and offering advice on disciplinary matters where appropriate. This Includes a strong presence with a demonstrable ability to influence

those in their care and coordinating appropriate intervention for students whose attendance, academic progress or behaviour is a concern

- Working with mentors to ensure appropriate organisation and development of sound study habits for all students in the year level
- Ensuring mentors access and utilise student achievement data that reflects students' interests, strengths and weaknesses
- Induct new mentors into the program by providing information about administrative and pastoral responsibilities
- Ensuring mentors have established a strong and approachable relationship with parents, which includes a weekly oversight of mentor notes
- Ensure a smooth transition process of students into the year level, especially those new to the College and international students
- Encouraging a sense of ownership in the relevant School and ensuring that the area is an exciting and vibrant place, is well maintained and safe
- Liaising with, managing and be a role model to the Deputy Head of Year
- Holding regular meetings of the mentor staff to discuss issues concerning the year level and the students
- Read each student's mentor report at the end of each semester
- In conjunction with the Head of School assist with the year level information evening and any other specific year level related events
- Allowing inside areas to be used as a leisure space during recess and lunch times on days of particularly wet weather and supervise this area in conjunction with rostered duty staff
- Overseeing student leadership processes relevant to the year level
- Organising assemblies and chapel services that acknowledge the qualities and achievements that reflect the College values
- Liaising with the Head of Learning Support in the effective implementation of appropriate support for students with identified difficulties
- Attending weekly meetings of the relevant Middle or Senior School Leadership team
- Representing and promoting the College at functions such as information mornings for prospective parents and orientation days as required
- Providing appropriate communication so students have knowledge of opportunities offered through the curricular and cocurricular programs. This includes encouraging students to take opportunities offered in these programs
- Personal participation in the cocurricular program
- Showing a broad interest in the cocurricular engagement of the year level by attending sporting fixtures and performances where possible
- Any other duties as deemed appropriate for the role.

## Specifics to Each Year Level

### **Middle School**

#### *Head of Year 7*

- Organise and coordinate the year 7 orientation day at the start of the school year
- Coordinate and organise the year 7 transition days in August and November, or any other transition events

- Coordinate peer support
- Attend at least one of the year 7 camps at Camp Ibis and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for the year 7 Ibis camps
- Creating the year 7 area as an exciting and vibrant place
- Positive and proactive communication to students, staff and parents
- Creating a strong collaborative culture within the year 7 team.

### *Head of Year 8*

- In conjunction with Director of Learning Operations ensure the smooth running of the year 8 exams in semester two
- Attend at least one of the year 8 camps at Camp Ibis and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for the year 8 Ibis camps
- Work with the Warruwi program coordinator and the Head of Middle School to select students to be part of the program
- Coordinate the Warruwi program when their students visit the College.

The Head of Year 8/9 is done on rotation; that is, the Head of Year 8 one year and then the Head of Year 9 the alternate year.

### *Head of Year 9*

- In conjunction with Director of Learning Operations ensure the smooth running of the year 9 exams in semester one and two.
- In consultation with the Head of Year 10, ensure students transition successfully to Senior School
- Attend the year 9 outdoor education camp and, in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for this camp
- Middle School Council Leadership – work alongside the Head of Middle School to develop leaders in year 9 to ensure authentic leadership opportunities and experience
- Be an active participant in the Big Experience.

### **Senior School**

Taking responsibility, with the Senior School Leadership team, for Senior School activities and events including: Bangladesh Dinner, School Dance (Formal), Valedictory Dinner/Speech Night.

### *Head of Year 10*

- Transitioning, in consultation with the Head of Year 9, students to Senior School, especially those new to the College and international students
- Supporting the subjects' selection process, including working closely with parents and the Head of Careers and participating in events such as and Booth Night
- Ensuring that mentors have established a keen insight of the students in their group prior to the commencement of the year
- The Head of Year 10 will be involved in the organisation and preferred attendance in the Year 10 Hike
- Support the Head of Senior School in the organisation of Speech Night.

### *Head of Year 11*

- Ensure all new mentors have received and processed the data about each of their mentees and can demonstrate a strong insight of the appropriate choice of course VCE/IBDP
- Transition to VCE/IBDP for international students
- All areas of academic weakness appraised and addressed as soon as practical from the start of each semester
- The Head of year 11 will attend the Year 11 conference to Ormond College or similar
- Support the Head of Senior School in the organisation of Speech Night.

### *Head of Year 12*

- Ensure social climate appropriate
- Promote the skills and abilities to enable effective transition to a post-school environment
- Oversight of year 12 cocurricular obligations
- The Head of year 12 will attend the Year 11 conference to Ormond College or similar.

### *Overview of Teaching at The College*

All faculties consist of dedicated teams of professionals who promote individual growth in the academic understanding of their students. They work closely in teams to develop differentiated programs that provide support and extension where needed. A typical lesson will provide inspiration, rigour, and stimulate curiosity and critical thinking. St Leonard's College has a culture of academic excellence which is driven by its motivated staff and supported by students' involvement in other opportunities to supplement and extend their learning beyond the classroom.

The successful applicant will be passionate about teaching and learning and be able to inspire their students. They will know the current research on best pedagogical practices and be able to work in a team, share resources and ideas, and be able to communicate clearly with students and their parents. They will promote a growth mindset and focus on each student's learning pathway, having strategies to determine their entry level and assess what each student needs to do in order to display growth in the student's learning. They will be competent users of technology to support their organisational and pedagogical practices.

Teachers are expected to undertake supervisory duties which are allocated in a roster either before school, at recess, lunchtime or after school. They are also expected to be involved in cocurricular activities, which may reflect particular skills and interests or as designated by the College. Teachers also undertake pastoral care responsibility. With each of these tasks it is the practice of the College to share the responsibilities as evenly as possible amongst the teaching staff so that there is no unreasonable load on any member of staff.

All teachers are expected to attend staff meetings and other ad hoc meetings as arranged. It is also an expectation that all members of teaching staff attend the College's major functions throughout the year.

### *Other Functions & Responsibilities of a Teacher*

The responsibilities of a St Leonard's College teacher include, but are not limited to:

- Preparing and executing well-planned, academically rich, and innovative lessons
- Developing a stimulating learning environment by using a variety of styles and approaches to cater for individual learning needs
- Employing a variety of effective teaching strategies to effectively implement the curriculum

- Ensuring that classrooms are places where technology is seamlessly, yet actively, employed to assist in effective learning
- Reporting on academic achievement to parents via the Continuous Reporting system and make appropriate levels of contact with parents as necessary
- Developing learning relationships with students that assist in developing the confidence and learning of St Leonard's College students
- Giving appropriate time to the planning of lessons and collaboration with other teachers as part of teaching teams
- Actively contributing to a culture of teaching and learning where teachers learn with, and from, each other and actively inquire into effective pedagogical practice
- Engaging in active and continuous professional learning that is relevant to their area/subject discipline as well as concerns and debates in the education sphere more generally
- Being thoroughly versed in the policies of the College and abide by the policy directives
- Supporting Pastoral staff in ensuring that the expectations of student behaviour and dress are met
- Engaging with students in a variety of activities outside the classroom, including House and cocurricular activities.

Teachers at St Leonard's College are dynamic, enthusiastic professionals who are committed to:

- the development of learning and teaching programs with clearly defined outcomes
- the maintenance of effective assessment recording and reporting strategies
- the integration of ICT into teaching and learning in the classroom
- meeting all curriculum and assessment requirements
- engaging in cocurricular and pastoral programs of the College.

### 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 a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) 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.

## Child Protection and Safety 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.