



Teaching Staff

Position Description Position of Responsibility

Position Title:	Head of Year 7
Prepared:	August 2020
Reports To:	Head of Middle School
Prepared by:	Head of Human Resources

Position Purpose

The Head of Year 7 is a member of the Middle School pastoral team under the leadership of the Head of Middle School. The team is made up of the Heads of Year 7, 8 and 9, their respective deputies and the Middle Years Counsellor. The Heads of Year are responsible to the Head of School for the general wellbeing of students in the year group. They are required to undertake the responsibility of pastoral care, including discipline.

Position Status

This is a permanent full-time position, commencing at the start of the 2021 school year, Wednesday 20th January, the new staff induction day.

While the teaching position at the College is permanent, the role of Head of Year 7, as with all positions of responsibility, is tenured for three years and attracts a financial allowance. The teaching load for this position is equivalent to between 15 and 18 x 80min periods over a fortnightly cycle.

Essential key aspects of the role

- 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.

Specific to the position

- organise and coordinate the year 7 orientation day at the start of the school year;
- have a knowledge of the curriculum issues in Middle schooling (e.g. Middle Years Curriculum Review and Middle Years Theory);
- have a knowledge of social issues specific to this level of development (e.g. Personal Development, Middle Years etc);
- coordinate and organise the year 7 transition days in August and November, or any other transition events;
- coordinate peer support;
- liaise with, manage and be a role model to the Deputy Head of Year 7;
- work with year 7 mentors to ensure that a consistent policy for student behaviour and discipline, dress, punctuality and consideration of others, exists across this level in a way which is consistent with the policy of St Leonard's College;
- in conjunction with the Head of Middle School assist with the year 7 information evening;

- assist the Head of Middle School, when required, with interviews of prospective new Year 7 students;
- collaborate with the College Nurse to ensure the smooth running of immunisation days;
- liaise with the parents of the year 7 students to ensure any concerns are addressed promptly;
- ensure that the students in year 7 are nurtured, counselled and disciplined as appropriate;
- ensure that the year 7 area is maintained and used effectively, and students' work is appropriately displayed;
- procure and maintain sports equipment for student borrowing during recess and lunchtimes;
- allow the year 7 area 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 the duty staff;
- provide support for classroom and specialist 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;
- encourage cocurricular activities within the year level and participation in special events;
- attend at least one of the year 7 camps at Ibis;
- in consultation with the Head of Middle School take responsibility for the organisation of appropriate staff for the year 7 Ibis camps;
- induct new mentors into the year 7 program by providing information about administrative and pastoral responsibilities;
- hold regular meetings of the year 7 pastoral staff to discuss issues concerning the team and the students;
- attend weekly meetings of the Middle School pastoral team;
- read each student's mentor report at the end of each semester;
- represent and promote the school at such functions such as information mornings for prospective parents, information evenings, orientation days and year level dinners as required;
- monitor year 7 mentor three points of contact with parents;
- perform any other duties as deemed appropriate.

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

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 co-curricular 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 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 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 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