

## ROLE DESCRIPTION & EMPLOYEE SPECIFICATIONS

### Head of Senior Years

<b>Our Mission:</b>	With Christ at our centre we equip our students to become flourishing, knowledgeable and compassionate people who enrich the lives of others with a servant heart.
<b>Culture:</b>	The College fosters a culture that is community focussed, relational, nurturing, inclusive and gracious
<b>College Department:</b>	Senior Leadership
<b>Position title:</b>	Head of Senior Years
<b>Tenure</b>	5 Years, with an option to mutually extend following a review
<b>Time Allowance</b>	0.8FTE, plus 0.2 teaching
<b>Working Relationships:</b>	<ul style="list-style-type: none"> <li>• Responsible to the Principal through the Deputy Principal</li> <li>• Member of the Senior Leadership Team (SLT), Senior School Curriculum committee, Senior School Pastoral Care Committee (Chair), House Coordinators Committee (Chair) &amp; other teams as required</li> <li>• Working closely with the Head of Middle Years, IB Middle Years Programme Coordinator, Northern Territory Certificate of Education (NTCET) Coordinator, Learning Area Coordinators (LAC), Year 12 Coordinator and Director of Development</li> <li>• Professional interactions with all students, staff, parents, volunteers, visitors and suppliers of Good Shepherd Lutheran College.</li> </ul>
<b>Special Conditions:</b>	Negotiated Salary

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### Role Description

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#### Position Summary (summary of the position in relation to the College's goals)

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In addition to assigned teaching responsibilities and expectations as outlined in the Teacher role description, the Head of Senior Years plays a significant role in the leadership of Good Shepherd Lutheran College by working closely with members of the Senior Leadership Team to ensure that high quality care and learning is provided for all students at Good Shepherd Lutheran College, and that the educational programs and operations of the College realise its mission. They will be responsible for leading a team of educators to ensure that the Senior Years' program offers high quality learning experiences which are professionally delivered, and which meet the requirements of the International Baccalaureate and Northern Territory Certificate of Education, state and national education boards/authorities and Lutheran Education Australia, to enable all students to maximise their own individual learning achievement.

The Head of Senior Years is required to fulfil the mission of the College in developing students who are caring, compassionate and motivated to serve others with their strengths. They are required to be an innovative and passionate educator, with a strong commitment to the Christian faith, with a deep understanding of the psychological development of children to deliver programs which equip students to flourish.

The Head of Senior Years plays a significant role in the leadership of Good Shepherd Lutheran College through:

- Creating a strong culture in the Senior Years that exemplifies the College's mission and values
- Ensuring that high quality care and learning is provided for all students at Good Shepherd Lutheran College,
- Ensuring that the educational programs and operations of the College realise its mission,
- Leading a team of educators to ensure that the Senior Years' program offers high quality learning experiences which are professionally delivered, and which meet the requirements of the International Baccalaureate and Northern Territory Certificate of Education, state and national education boards/authorities and Lutheran Education Australia,
- Enabling all students to maximise their own individual learning achievement.

**The Head of Senior Years is responsible for:**

- Leading, modelling and developing a culture of grace in the Senior School community where the gospel of Jesus Christ informs all learning, relationships and activities
- Leading and working closely with Learning Area Coordinators to ensure curriculum development and co-curricular programs are appropriate to Senior Years' learners
- Supporting pedagogical practices with teachers in the Senior Years
- Leading House/Wellbeing leaders in utilising the College's Visible Wellbeing program to ensure the safety, health and wellbeing of students in the Senior Years
- Maintaining the highest standards of student engagement and presentation
- Ensuring student agency and voice through student leadership programs in the Senior Years
- Organising and overseeing the administration of the Senior School's daily operation
- Managing new students and families to the campus in partnership with the College Registrar
- Developing structures and processes to enable College and campus priorities to be achieved
- Liaising with the Deputy Principal in the management of staff performance
- Promotion of the school within the parent and wider community.

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## Extent of Authority

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### The Head of Senior Years:

- Assists in the leadership and management of the activities of students and teachers, in line with the College Mission statement, in the following areas – student safety and well-being, academic performance, classroom practice, administration, and budget and staff management
- Has a leading role in articulating the values and culture of the College
- Is responsible for the relationship and interaction of the students, staff and parents of the Senior School.
- Is involved in campus-wide initiatives, events and programs.
- Has a personal presence and communicates with students, staff and parents in a highly effective manner
- Works autonomously to deliver an appropriate and relevant instructional program, exercising discretion and judgement within specified guidelines and standards in order to meet the requirements of the role
- Acts as the College representative at professional networks such as LESNW and AISNT
- Is responsible for the safety, wellbeing, and academic progress of all students in their care.

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## Key Responsibility Areas (KRAs)

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### Strengthening Lutheran Identity

- Lead and promote the devotional life at House and Senior School assemblies
- Promote the use of symbols, visual displays and practices which convey a Christ-centred identity
- Develop a culture of grace in the Senior School community where the gospel of Jesus Christ informs all learning, relationships and activities
- Ensure that Christian Studies is an essential part of the curriculum and consistent with the policy of the Lutheran Church of Australia
- Lead and promote programs that reflect the needs of students in the Senior Years and foster student engagement
- Work in partnership with the College Pastor/Chaplain and local churches to promote and maintain opportunities for faith nurture of students, staff and parents.

### Excellence in Learning

#### Leading pedagogical practice

- Understand the theory and practice of contemporary leadership and apply that leadership to The Senior School improvement plan
- Support the implementation of innovative practices and emerging educational research relevant to students in the Senior Years

- Promote pedagogical practice that goes beyond content knowledge to develop character and learning dispositions and skills
- Support the MYP, NTCET, LACs and teaching staff in the development of teaching and learning strategies in the Senior Years, including integration and differentiation of the curriculum
- Support the MYP, NTCET and LACs monitoring the use of digital technologies to support teaching and learning in the Senior Years
- Together with NTCET, Learning Area and Year 12 Coordinator, oversee subject preferences and course counselling
- Oversee the Peer Support Program in conjunction with the Heads of Junior Schools and Head of Middle Years
- Oversee and monitor the learning outcomes of all students in the Senior Years in conjunction with MYP, NTCET, LAC, Year 12 Coordinator and House/Wellbeing Coordinators
- Work with the MYP, NTCET, LAC, Year 12 and House/Wellbeing Coordinators to acknowledge individual student achievements and determine academic prize winners and other relevant awards for students in the Senior Years
- Coordinate Teacher/Parent interview evenings and events where reporting to parents occurs
- Oversee House/Wellbeing Coordinators together with Deputy Principal and Head of Middle Years
- Contribute to the design and implementation of the Valedictory Service and other services and events for the Senior Years, together with Principal, College Pastor/Chaplain, Year 12 Coordinator and Direct Development, NTCET and LACs
- Monitor student attendance in Senior School
- Oversee student uniform expectations in Senior School
- Report abuse and neglect as required.

### **Student Leadership**

- Oversee development and promotion of student agency and leadership opportunities
- Have oversight of, and coordinate selection of College Captains and other student leaders in consultation with the Principal.

## **Ongoing Improvement and Innovation**

### **Inspiring and motivating others**

- Communicate the vision, mission values and approaches to learning of Good Shepherd Lutheran College
- Build commitment, confidence, shared understanding and enthusiasm about the vision, mission, values and approaches to learning of Good Shepherd Lutheran College
- Develop a culture of collaboration, reflection and feedback where creativity and innovation are encouraged with all members of the school community
- Recognise and celebrate the achievements of individuals and teams.

### **Understanding and leading change**

- Develop an understanding of the local context to inform change
- Use information about current educational developments, theories and practice to inform improvements
- Partner with a variety of internal and external stakeholders to promote and sustain the Senior Years program improvement
- Articulate to the campus community the reasons why any identified change is required and lead change with clear purpose and intent.

## **Leading Effective Organisation and Management**

### **Managing resources**

- Ensure effective management of the human, physical and financial resources in collaboration with the Director of Business Operations
- Understand relevant legal requirements, government accountability and compliance measures
- Utilise a range of technologies to manage the Senior Years program effectively in collaboration with the Manager of Information Technology
- Monitor and align budgets and resources with learning priorities and the strategic plan
- Evaluate the use, range and quality of resources to improve learning which reflect the school's learning principles.

### **Managing quality standards and accountability**

- Ensure that individual and team expectations and accountabilities are clearly defined, understood, agreed and met
- Work with staff to co-create, monitor and evaluate their performance goals based on Good Shepherd Lutheran College's approaches to learning
- Observe and evaluate teacher practice and highlight areas for improvement taking appropriate action in collaboration with the Deputy Principal when performance is unsatisfactory
- Implement an effective learning and assessment framework that uses data, bench-marking and observation to monitor progress of every student's learning
- Liaise with the Principal and Deputy Principal around the continuing professional learning of staff
- Operational management of Senior School, including Senior School Calendar events together with the Head of Middle Years and Deputy Principal
- Coordinate Senior School assemblies and chapels as required, in conjunction with the Deputy Principal and Head of Middle Years.

## Community Building

Interact personally with external stakeholders to understand the needs of the wider community, building positive and strategic partnerships within and beyond the community.

### Creating a culture of inclusion

- Recognise and appreciate the diverse cultures represented in the school and wider community
- Foster an understanding, appreciation and reconciliation with Indigenous cultures
- Develop strategies to ensure educational opportunity including counteracting discrimination and the impact of disadvantage
- Recognise and support the needs of students, families and carers
- Deal effectively with conflict and maintain positive relationships.

### Engaging with the community

- Understand the diverse interests of the Senior Years' program and the community it serves
- Know, understand and consider the social, political and local circumstances of the community
- Develop and maintain positive partnerships with students, families, carers and the wider community
- Invite and facilitate community participation in student learning
- Actively seek feedback from the Senior Years community
- Build networks with educators including schools within LESNW
- Foster parent involvement in College events including organising parent information evenings
- Regular promotion of Senior School activities via articles in College publications
- Attend functions where Senior students and their families are involved.

## Other Duties

- Comply with legislation and College policies, processes, and instructions, including those relating to child protection, non-discrimination, safety, duty of care, and privacy
- Undertake and comply with mandatory training and regulatory requirements as determined by the College
- Actively participate in faculty and school events and activities of the College as required
- Participate in performance reviews and assessments as required
- Take reasonable care of your own health and safety, and that of others, follow any reasonable instruction given by the College, and report any concern(s) which may give rise to danger, and/or any injury which may occur in the workplace
- Any other duties as required.

## Employee Specifications

In addition to the specifications as outlined in the Teacher role description, the employee will have:

### Educational Qualifications

- Post Graduate Studies in educational leadership, learning and/or curriculum design (highly desirable)
- Accreditation status as a Teacher, and Christian Teacher in Lutheran Schools (highly desirable)
- Active member of a relevant professional association or Senior Years related committees (highly desirable).

### Experience & Knowledge

- A good understanding of the principles of Lutheran education
- Strong understanding of, and experience in the application of Restorative Practices
- Demonstrated organisational and educational leadership with a record of success in achieving agreed goals in collaboration with others
- Demonstrated success in developing and implementing curriculum and pastoral care programs relevant to Senior Years students, and achieving objectives through structured planning processes
- Demonstrated success in modelling and promoting effective teaching, learning and assessment practices
- Demonstrated success in the appropriate application of digital technologies
- Significant understanding of current and emerging educational directions and their implications for schools
- Significant understanding of pedagogy which improves learning outcomes for secondary students, particularly within the Senior Years
- Significant understanding of IB Middle Years Programme (MYP), NTCET/SACE, Australian Curriculum, VET curriculum, and Senior Years assessment practices and procedures
- An understanding of current organisational, WHS and management practices appropriate to the position
- Demonstrated experience and ability working independently and as part of a team, developing, establishing, implementing, and monitoring learning and curriculum
- Demonstrated experience in effective leadership, administration, planning, and programming
- Demonstrated experience in establishing effective working relationships with staff, students and parents
- Experience in, and passionate about working with and supporting young people on their journey through secondary education, particularly with young adults in the Senior Years.

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## **Skills, Abilities & Aptitude**

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### **Essential**

- A personal commitment to the College Vision, Mission and Values underpinning the delivery of a Christian based education to students in the College community, demonstrating Christian integrity in all things
- A practising Christian with the ability to relate the Gospel message to his/her role within the College and encourage a spirit of Christian care amongst staff and students
- Proven capability to manage, monitor, mentor, and provide feedback and guidance to develop team members in the achievement of goals
- Significant ability to manage, and work as part of an effective team, initiating, and managing change
- Commitment to contributing and completing ongoing learning related to this role
- Ability to collaboratively negotiate budget requirements.



## PROFESSIONAL DEVELOPMENT AND REVIEW

Key Performance Indicators (KPI's) are used to assist in the measurement of performance, and to assist in identifying professional development opportunities. In addition to the KPI's outlined in the Teacher role description, the Head of Senior Years will be measured through:

KPI Area	Identified KPI
<b>Strengthening Lutheran Identity</b>	<ul style="list-style-type: none"> <li>• Ensures that devotional life within the Senior Years is nurtured and promoted through a variety of activities, programs, and events to foster student engagement, and develops students' Christian and community spirit</li> <li>• Develops a strong, positive culture and expectations reflecting the College's values amongst Senior Years students</li> <li>• Develops a culture of grace in the Senior School community, and especially used in a restorative way when relationships break down</li> <li>• Models the expected behaviours and professional expectations for Senior Leaders at Good Shepherd Lutheran College</li> <li>• Models the Christian ethos of the College, leading the support and encouragement for staff and students to engage with the values and mission of the College.</li> </ul>
<b>Excellence in Learning</b>	<ul style="list-style-type: none"> <li>• Actively supports the Middle Years Coordinator (MYP), NTCET Coordinator, Learning Area Coordinators and teaching staff in the development of innovative teaching and learning strategies, including the use of technology within the Senior Years</li> <li>• Oversees and monitors learning outcomes of all students in the Senior Years in conjunction with the Middle Years Programme Coordinator (MYP), NTCET Coordinator, Learning Area Coordinators, House/Wellbeing and Year 12 Coordinators</li> <li>• Works collaboratively across the College to design, implement, foster and oversee programs that encourage the development and wellbeing of students in the Senior Years</li> <li>• Works collaboratively to ensure the smooth transition of students from Middle Years to Senior Years</li> <li>• Works effectively with relevant staff across the College to ensure that Senior Years' students are appropriately supported through a number of mediums including Visible Wellbeing, Care group and House engagement, counselling, and Child Protection Practices.</li> </ul>

### **Ongoing Improvement and Innovation**

- Communicates the vision, mission values and approaches to learning of Good Shepherd Lutheran College
- Develops a culture of collaboration, reflection and feedback where creativity and innovation are encouraged with all members of the school community
- Recognises and celebrates the achievements of individuals and teams
- Uses information about current educational developments, theories and practice to inform improvements
- Partners with a variety of internal and external stakeholders to promote and sustain the Senior Years program improvement.

### **Leading effective Organisation and Management**

- Works collaboratively with the Senior Leadership Team and House/Wellbeing Coordinators to formulate and implement Senior Years programs, activities, and events that support successful student outcomes
- Provides a high level of operational management to support the smooth running of Senior Years programs, activities and events
- Works collaboratively with the Deputy Principal to oversee the management of staff in relation to pastoral care and learning for the Senior Years, and works to address any required performance development through coaching, mentoring, or escalation
- Provides appropriate feedback to colleagues, and responds appropriately to feedback given to them
- Seeks clarification and support for their ongoing development from the Principal and colleagues
- Actively supports and leads the professional development of teaching staff within Senior Years
- Ensure effective management of the human, physical and financial resources in collaboration with the Director of Business Operations
- Understand relevant legal requirements, government accountability and compliance measures
- Monitor and align budgets and resources with learning priorities and the strategic plan.

### **Community Building**

- Fosters relationships with parents/caregivers to ensure they are aware of their child's progress at the College, and promote parent/caregiver involvement, attendance, and support of College events
- Regularly communicates with parents/caregivers to ensure good understanding and support through the Senior Years.