DEPUTY PRINCIPAL AND HEAD OF SENIOR SCHOOL

Position Description

Position: Deputy Principal and Head of Senior School
Tenure: Five-year tenure, commencing January 2018
Time: Full-time – 1.0 FTE
Area of Responsibility: A member of the Senior Leadership Team with particular responsibility to deputise for the Principal.

Position Context

St John’s Grammar School is an ELC – Year 12, co-educational, Independent, Anglican School. The School’s location is in the Adelaide hills at Belair, South Australia. The student population is approximately 900 and the School employs approximately 80 teaching staff. St John’s Grammar is structured into four sub-schools: The Early Learning Centre (Montessori & Pre-School), Junior School (R – Year 6), Middle School (Years 7 – 9) and Senior School (Years 10 – 12).

Line Management

This position is responsible to:
- The Principal
- The Board in the absence of the Principal

Colleagues

The Senior Leadership Team includes the Principal, Director of the ELC, Head of Junior School, Deputy Head of Junior School, Head of Middle School, Head of Senior School, Director of Learning, HR Director and the Business Director.

The Student Welfare Executive team includes: four Heads of Senior School Houses, four Heads of Middle School Houses, School Counsellor, two School Chaplains, International Student Coordinator, Head of Health & Personal Development, Careers Counsellor and Head of Learning Support.

Position Location

The Deputy Principal and Head of Senior School position is located at the Secondary Campus on Gloucester Ave, Belair.
DUTIES AND RESPONSIBILITIES

The Deputy Principal has the following roles that cover the whole school:

- Deputise for the Principal as required.
- Influence the strategic direction of the school in collaboration with the Principal and the Board.
- Support the Senior Leadership Team in the implementation of the Board’s vision and strategic direction of the School.
- Assist the Principal in ensuring that the resources necessary for the achievement of agreed Board goals are available.
- Chair the Student Welfare Committee
- Support the development and maintenance of a best practice WHS culture within the workplace.

Responsibilities in conjunction with the Principal include:

- Optimising the cohesion of cross-campus initiatives and student leadership.
- Maintaining and enhancing the strong standards of academic excellence and the pursuit of learning.
- Building and maintaining a cooperative, collaborative and supportive atmosphere within the school staff and school community and between the School and its broader community.
- Maintaining an understanding of current educational curriculum and pedagogy across the whole school as well as being informed about possible changes to schooling, ensuring that students are prepared for their future.
- Other leadership roles as negotiated with the Principal.

The Head of Senior School has the following roles:

- Lead, manage and develop the Senior School to ensure that the specific needs of Senior School students are central to the practices and policies that are implemented.
- Lead the development of the School’s values and the achievement of its aims to maximise the potential and scholarship of each student and to support the development of social and personal responsibility in each student.
- Responsibility for the pastoral care and wellbeing of each Senior School student.
- Liaise with the Director of Learning to influence and implement a dynamic curriculum that engages Senior years students.
- Support the Director of Learning in working with Heads of Department to maximise the performance and impact of each key learning area.
- Build and nurture a strong school culture based on positivity, connectedness and respect.
Responsibilities include:

- Staying abreast of current developments in Senior Schooling, to strategically plan for and implement improvements in structures, policies, pedagogy and curriculum.
- Assisting with the identification and oversight of individual student learning plans.
- Leading the Senior School House staff and collaborate with the Head of Middle School, in the development of a House program.
- Leading and monitoring behaviour support strategies including bullying and harassment prevention and intervention in collaboration with the other Heads of Schools.
- Promoting Senior schooling and St John’s Grammar School.
- Playing a role in the appointment, induction, professional development and appraisal of teaching staff.
- Monitoring the reporting process for Senior School students.
- Creating and supporting student leadership positions and programs.
- Celebrating student achievements.
- Supporting the spiritual life of the School.
- Working collaboratively with the other Heads of Schools to facilitate smooth transitions between schools and the commencement of new students. This includes orientation programs and allocating students to Houses and Home Groups.
- Attending school functions to support the various programs of the School and to become well known to the School community.

PERSON SPECIFICATION:

- Experience in a senior leadership position or demonstrable potential to succeed in a senior leadership role.
- The ability to demonstrate spiritual leadership by example.
- A knowledge of, and experience in, financial management, strategic management, governance and marketing.
- A knowledge of, or willingness to acquire, an understanding of the legislation and policies of governments as they affect schools.
- Trained in media liaison or a willingness to undergo training.
- Experience in advocating strategies, which enhance the success of all students.
- An excellent teacher who is able to demonstrate engaging, deep learning experiences.
- Experience in working with students who have a variety of learning needs.
- Experience in embedding ICT in learning experiences.
- Exceptional interpersonal skills and the ability to relate to students, staff and parents.
- A person with a love of children, a child centred focus, and an ability to relate to all age groups.
- Comprehensive experience in building a connected school community, positive culture, student welfare and pastoral care.
- Leadership skills of a high order with demonstrated professionalism and probity and a proven ability to guide, mentor and develop people.
• The ability to enthuse others and to energise the School Leadership Team by marshalling professional expertise and contributing to a sense of purpose and direction.
• A team player and team developer who facilitates cooperation and partnerships through the nurturing of internal and external relationships.
• Excellent communication skills with the ability to harness information and opportunities.
• Displays qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian love.
• Values individual differences and diversity.
• A proven ability to work with a minimum of supervision and ensure closure and delivery on intended results.
• An ability to advocate on behalf of others; engages with measured risk and shows personal courage.
• Demonstrates self-awareness and a commitment to ongoing professional learning for self and staff.

Special Features of the Position

• Some out of hours work is an essential component of this role
• A teaching load of 0.4 FTE
• Extra-curricular duties as negotiated with the Principal

Salary, Terms and Conditions:

• As this position is a management position, an individual contract will be negotiated
• Six weeks annual leave
• An annual performance review
• An annual salary review will be subject to performance review, school business performance and market movements at the discretion of the School

The Application:

Applicants should provide an introductory letter of 1-2 pages and their Curriculum Vitae

C Bauer
Principal, St John’s Grammar School
8 May 2017