

Assistant Head of Senior School

Position Description



Normal Hours:	1.0 FTE (including teaching component of 0.62 FTE)
Classification:	POR Level 4, 3-year tenure
Area of Responsibility:	A member of the Secondary Executive with responsibility to lead the Senior School
Position Location:	Secondary School Campus, Gloucester Ave, Belair
Responsible to:	Head of Senior School

About St John's Grammar School

St John's Grammar School is an E – 12 Co-educational, Independent, Anglican School and is located in the hills at Belair, South Australia. St John's is structured into four sub-schools: The Early Learning Centre (3 and 4 Year Old Programs), Junior School (R-6), Middle School (Year 7-9) and Senior School (Year 10 – 12).

We offer a safe, nurturing, welcoming and positive environment for our students. Our long-term goal is to produce citizens who are articulate and confident young people with a social conscience, who can contribute to society and lead with tolerance and compassion for others as they live a thriving and meaningful life.

Position Objective

The Assistant Head of Senior School role will focus on campus leadership particularly in the area of House and pastoral life and culture/behaviour leadership. They will assist the Head of Senior School (HoSS) in the management and general operations of the Senior School. The Assistant HoSS will have a teaching load of 0.62.

Position Responsibilities

The Assistant Head of Senior School is responsible for:

Leadership and Management

- Lead and line manage the Senior School Heads of House, including chairing Senior School Heads of House meetings and co-chairing combined Heads of House meetings with the Assistant Head of Middle School.
- Support the Head of Senior School in the effective operation of the Senior School, including supervision programs, examinations, report proofing and other administrative requirements.
- Deputise for the Head of Senior School as required.
- Contribute to the appointment, induction, professional development and appraisal of teaching staff.
- Attend School functions and events to support the programs and life of the School and maintain a visible presence within the community.

Learning to Soar

- Build positive partnerships with students, staff and families to support student growth, wellbeing and engagement.
- Support and promote the spiritual life of the School.

Student Wellbeing, Pastoral Care and Behaviour

- Lead the day-to-day management of Senior Students, including attendance, punctuality, uniform standards, conduct, engagement in School Life, and the case management of complex student matters.
- Work collaboratively with the Head of Learning Support Senior School to support individual student needs and the implementation of Individual Student Plans (ISPs).
- Support Senior School Heads of House and teachers in student behaviour management, including working directly with students and families in escalated situations.
- In collaboration with the Assistant Head of Middle School, support the Head of Wellbeing in the coordination of the Wings Pastoral Program and Senior School wellbeing initiatives.
- Lead, monitor and evaluate behaviour support strategies and maintain accurate records and reporting processes to ensure a positive, safe and supportive student environment.
- Utilise student data to inform decision-making and continuous improvement of the Senior School student experience.

Student Leadership

- In collaboration with the Head of Senior School, lead student leadership programs, including the selection, induction, development and ongoing support of student leaders.
- Coordinate student leader involvement in School events, assemblies, publications and community activities, including contributions to The Eagle.
- Coordinate student participation in external leadership, service and award opportunities.
- Lead Senior School assemblies and promote student voice through leadership and presentation opportunities.

Student Transition

- Support the Head of Senior School with the transition and orientation of new students to the Senior School.
- Coordinate the allocation of students to Houses, Home Groups and lockers in collaboration with relevant staff.

Camps, Retreats and Student Events

- Lead the planning and administration the Senior School retreat in collaboration with the Outdoor Education Coordinator.
- Coordinate significant Senior School student events and Year 12 milestones, including activities such as Halfway Day, Dress-Up Day and other celebratory occasions.
- Coordinate student contributions to major events, including the Valedictory Eucharist Service, Graduation Dinner and Valedictory Ceremony, in collaboration with the Head of Senior School relevant staff.



Candidate Profile

Qualifications

- Relevant tertiary qualification; postgraduate qualifications in Wellbeing and/or Educational Leadership will be highly regarded
- Registered teacher status

Experience

- Experience in a senior leadership position or demonstrable potential to succeed in a senior leadership role.
- Demonstrated excellence in teaching, providing engaging, deep learning experiences for students.
- Experience in designing and implementation wellbeing and pastoral programs for students of all ages; including experience in measurement and data-supported decision making.
- Experience in embedding ICT in learning experiences.
- Comprehensive experience in building a connected school community, positive culture, and student welfare and pastoral care.
- A knowledge of, or willingness to acquire, an understanding of the legislation and policies of governments as they affect schools.

Skills and Abilities

- Exceptional interpersonal skills and the ability to relate to students, staff and parents.
- A person with a child centred focus, and an ability to relate to all age groups, with particular knowledge and skills of the Senior School students' needs
- 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 Executive teams 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.
- Display qualities of sincerity, integrity, confidentiality, empathy, wisdom, resilience and Christian values.
- Value 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; engage with measured risk and shows personal courage.
- Demonstrate self-awareness and a commitment to ongoing professional learning for self and staff.

Conditions of Employment

Work Health and Safety

- Support the development and maintenance of a best practice WHS culture within the workplace.
- Adhere to safe work practices and encourage staff, colleagues and others on the work site to adhere to safe work practices.

Legal and Policy Requirements

- Comply with all relevant policies and procedures.
- Improve systems of work and safe practices.
- Satisfy all position related employment requirements, including providing Registration details as required, completing medical assessments and police checks etc.
- Demonstrate commitment to the St John's Grammar School Code of Conduct.

Performance and Training

- Participate in relevant compliance and other work related training and professional development as required.
 - Participate in an annual review of performance in the role and review of this Position Description.
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Special Conditions

- Some out of hours work is an essential component of this role and extra-curricular activities will be required as negotiated with the Principal.

Tenure

- This position is tenured for 3 years with option for a second term renewal based on review.
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B Manifold

PRINCIPAL

St John's Grammar School

September 2026

