



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

HEAD OF SCHOOL

Title	Head of School
Classification	Full-time ongoing teaching position
Time Allowance	15 x 70-minute periods per 10-day cycle
Tenure	2 years (with possible further 3 years upon performance appraisal)
Report	Deputy Principal Student Wellbeing Vice Principal Strategic Development
Conditions	Catholic Education Multi Enterprise Agreement 2022
Membership	College Wellbeing Leadership Team Students in Focus Teams (Chair) Primary Links Pastoral Care Team Child Safety Team
Direct Reports	Year Level Leaders Homeroom Teachers Transition Coordinator House & Student Leadership Coordinator

Role Description

The Head of School (HOS) is responsible to the Deputy Principal Student Wellbeing for the duties outlined below in accordance with developed College policies and procedures. There are two positions for HOS within the College; one will oversee the Junior School students (Year 7 and 8), and the other will oversee the Senior School students (Year 9 and 10).

The responsibilities of the HOS are to work closely with the Year Level Leaders to ensure that all College processes and procedures are followed. The HOS will promote effective student management processes that encourage the social, academic and emotional development of students.

The role of the Head of School, consistent with the College Mission Statement, is to provide leadership in the personal development, pastoral care and behaviour management of junior/senior students and be guided by the College motto *Live Fully Act Justly*.

This leadership role will have an active relationship with Year Level Leaders. Further, interaction will take place with the Learning Diversity Team, the College Counselling Team, Learning & Teaching Team and the Faith & Mission Team. The Head of School is a member of the College Wellbeing Leadership Team and other College committees and teams as required by the Principal.

Regular Duties:

Management:

- Manage daily school operations
 - Ensuring start and end-of-day procedures are followed by all staff
 - Maintain care, tidiness, and usage of school facilities and resources
 - Following up staff supervision duties, including incidents that arise on the yard or in the classroom
- Take an active role in supporting the timely planning and preparation of all school events; incursions and excursions
- Support the Vice Principal Staff & Operations with facilitation of school evacuation plans
- Provide timely advice to the Vice Principal Staff & Operations in relation to yard duty areas and any issues arising with regard to supervision and student duty of care.

Students

Implement all College student wellbeing and pastoral care policies

- Attend to students' needs in cooperation with the Year Level Leaders, Learning Diversity Team, Counselling Team, Homeroom Teachers and subject teachers
- Develop, implement and monitor Student Management Plans
- Foster positive relationships with families by conducting Parent/Teacher/Student meetings
- Oversee School Promotion Policy processes, in cooperation with the Learning & Teaching Leadership Team
- Facilitate and oversee administration and processing of suspensions
- Support student entry and exit arrangements within the school in conjunction with the Deputy Principal Student Wellbeing, Vice Principal Staff & Operations and the College Registrar
- Oversee the monitoring and follow up of lateness, attendance and correct wearing of student uniform
- Oversee the arrangements for the Student Development Program, and assist with the delivery of the Project 9 Program
- Liaise with College Captains and Student Leaders and take an active role in Student Leadership and House initiatives
- Support and promote the College's co-curricular program
- Facilitate lunchtime and afterschool recalls

Student data

- Oversee and maintain student daily late and absence records
- Maintain appropriate record keeping and documentation on each student pertaining to any wellbeing matters e.g. uniform, communication with parents and behavioural concerns
- Actively follow up all student attendance discrepancies including providing regular reports and advice to the Deputy Principal Student Wellbeing

Staff

- Work collaboratively to update student wellbeing records, notes, and transition information on SEQTA
- Ensure compliance with the College's Staff Dress Code policy amongst other staff, reporting any issues to the Vice Principal Staff & Operations
- Support the Deputy Principal Student Wellbeing and relevant Learning Area Leaders with staff Annual Review Meetings
- Oversee and maintain staff attendance records for various events, reporting these to the Vice Principal Staff & Operations

Communication

- Chair Junior/Senior Student in Focus Team meetings which include
 - Year Level Leaders
 - The College Counselling Team
 - Learning Diversity Team
 - Community Liaison Officer
- Providing for other regular communications including staff briefings, a daily bulletin, contributing to the College Newsletter and the Yearbook
- Liaise with the other Head of School as required
- Mandatory reports to Child Protection, Police and referrals to Orange Door
- Implement, monitor and evaluate support programs, psychological referrals and liaise with external agencies
- In collaboration with the Deputy Principal Student Wellbeing respond to emerging wellbeing issues within the community

College Projects:

Student Orientation Program

In cooperation with the Deputy Principal Student Wellbeing, Year Level Leaders and Homeroom Teachers implement and oversee the start of year Student Orientation Program:

- Support all start up arrangements with the Transition Coordinator regarding new students
- Implement orientation program documentation

Examinations

In cooperation with the Vice Principal Staff & Operations, Deputy Principal Learning & Teaching and the Director of Student Pathways assist with arrangements:

- Mid-year and end of year College based examinations
- Year 7 & Year 9 NAPLAN testing

Transition programs

In cooperation with the Deputy Principal Learning & Teaching, Deputy Principal Student Wellbeing and the other Head of School implement the following student transition arrangements:

- Year 7 Orientation Program
- Year 7 Parent Information Nights
- Community and Partnership Day
- Feeder Primary School visits
- Year 9 to Year 10 subject selection
- Year 9 Course Advice Day
- Transitions between schools as required

Student Enrolment

In cooperation with the Vice Principal Staff & Operations, Deputy Principal Student Wellbeing and the College Registrar, oversee annual enrolment processes

- Interview prospective students
- Make recommendations to the Deputy Principal Student Wellbeing

End of Year arrangements

In cooperation with the Deputy Principal Student Wellbeing and Year Level Leaders implement School end of year arrangements

- Promotion Policy processes, including interviews and promotion letters
- End of Year Assemblies in cooperation with the Deputy Principal Student Wellbeing
- End of year celebrations

The position also includes other duties as outlined from time-to-time by the Principal.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Key Selection Criteria

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it.
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
3. An excellent knowledge and understanding of Catholic Education Commission Victoria and Melbourne Archdiocese of Catholic Schools (MACS) policies, programs and frameworks pertaining to Religious Education and Faith.
4. A commitment to ongoing professional development within the area of Faith and Mission.
5. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking, and innovation.
6. Excellent leadership, organisational and administrative skills.
7. Highly developed interpersonal and communication skills.
8. An ability to work collaboratively and facilitate dynamic teamwork.
9. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.