

## POSITION DESCRIPTION

<b>Title:</b>	Head of Secondary
<b>Reports to:</b>	Deputy Principal / Principal
<b>Direct reports to this role:</b>	House Coordinators and the Year 7/8 and 9/10 Coordinators
<b>Internal Liaisons:</b>	All Staff and Students
<b>External Liaisons:</b>	Parents
<b>Terms and Conditions:</b>	<i>Educational Services (Teachers) Award 2020</i> This role may have up to and including a 0.40 full-time equivalent timetabled class teaching component

### Geraldton Grammar School (GGS) Vision Statement

Geraldton Grammar School will provide outstanding education and a strong sense of community, cultivating people of integrity, independence of mind and a love of learning.

### Strategic Pillars

**Personalisation** - Ensure that our academic, co-curricular and wellbeing programs support and enable each member of a diverse student body to achieve their personal best

**Staff** - Attract, retain and develop talented staff who are aligned with the school's values and work hard to achieve the purpose and vision for Geraldton Grammar School

**Our School Our Future** - Plan for and maintain sustainable funding that allows us to invest in infrastructure and programs to achieve our goals

**Community** - Positively engage with our local community, educational partners, parents and alumni to encourage and foster mutual respect and valuable opportunities for cooperation

### Service and Values

- All responsibilities and activities are to be carried out in accordance with GGS ethos, values, and standards of behaviour as set down by the School and as amended from time to time
- It is expected that individuals will demonstrate and promote service excellence and support the School in its objectives at all times
- Participate in professional development activities conducted by GGS as required or directed.
- Support the Christian teachings and ethos of the School in the Anglican tradition

### Child Safety Commitment

All students who attend GGS have a right to feel and to be safe. The wellbeing and safety of all students in our care is our first priority and we have a zero tolerance to child abuse. The protection of students is the responsibility of everyone who is employed at or is engaged by GGS in child-connected work. To ensure the safety and best interests of all students, we take into account the needs of those with an Aboriginal or Torres Strait Islander heritage, those from culturally and/or linguistically diverse backgrounds and those with a disability.

### Staff Obligation to Child Safety

All staff at GGS take an active role and are well informed of their obligations in relation to Child Safety under Ministerial Order No. 870 Child Safe Standards. The GGS Child Safety Commitment is incorporated into the School's employment cycle from recruitment and reference checking to induction and a commitment to regular Professional Learning. All staff at GGS are required to sign a statement that they have read, understood and agree to abide by the GGS Child Safety Policies and the GGS Staff Code of Conduct.

## MAIN TASKS

### **Pastoral Care and Student Engagement (Academic)**

- Oversee the pastoral care of all students in the Secondary School with an emphasis on Year 11 and 12 students.
- Demonstrate care and concern for the spiritual, emotional, social and academic development of students in the Secondary School.
- Manage the welfare of students, including student behaviour and pastoral care issues.
- Ensure all students in the secondary school are abiding by the student code of conduct.
- Facilitate the delivery of the Safe Schools Curriculum for the Secondary School.
- Facilitate referrals to appropriate external agencies, the Student Wellbeing Officer and provide assistance to the year coordinators in these processes.
- Act as the secondary Work Health and Safety (WHS) representative for the Secondary School by attending and participating in all WHS meetings.
- Track, using SEQTA and other data sources, the engagement, academic achievement and social and emotional wellbeing of students in the Secondary School.
- Track Year 11 and 12 students progress with regard to WACE requirements.
- Prepare presentations to staff, stakeholders and Senior Leadership to drive and implement improvement in the Secondary School.
- Facilitate the planning and presentation of orientation programs for students, staff and parents with respect to the secondary school orientation and meet and greet events.
- Plan and prepare the Personal Development Program (PDP) for all students in Years 7 to 10, assisting the Year Coordinators in implementing the programs.
- Provide counselling to students changing enrolments, courses, pathways or entering the workforce.
- Maintain relationships with professional associations and external agencies (e.g. AISWA, SCSA, TISC, Central TAFE and a variety of universities including GUC, UWA (Aspire), Edith Cowan, Curtin, Murdoch and Notre Dame).
- Act as an integral part of the Senior Leadership Team, Inclusive Education Committee, Fundraising Committee, Work Health and Safety Committee, Student Wellbeing Committee, Heads of Learning Areas, and Uniform Committee.
- Attend appropriate professional development to support the role of Head of Secondary School.
- Ensure the immunisation program is maintained in the Secondary School in conjunction with the Year Coordinators.
- Manage attendance for students in the Secondary School Years 7 to 12, develop plans for disengaged students and school avoidance.
- Prepare a term-by-term assessment calendar for Years 7-10.
- Enact the Positive Behaviour Policy regarding detentions, suspensions and expulsions in consultation with the Deputy Principals and the Principal.

### **Leading the Management of the School (Administration)**

- Support the School in meeting all standards and other requirements for school registration as determined by the Minister for Education for all Independent Schools.
- Facilitate the pastoral care report process for Years 7 to 12.
- Oversee the service learning programs in Years 7 to 12.
- Oversee the smooth running of the Secondary School in consultation with the Principal.
- Coordinate and assist in the course selection and counselling for Year 10 students in conjunction with the Deputy Principals.
- Coordinate the Year 10 work experience program in conjunction with the PDP program and course selections.
- Coordination of Tertiary Institution Service Centre (TISC) requirements for tertiary bound students.
- Act as the Vocational Education and Training (VET) coordinator, implementing and managing the VET program including workplace learning and other Endorsed programs.
- Be the liaison officer with Central Regional TAFE, managing the VET student applications.
- Coordinate the process of election for Hub Captains and the Student Representative Council.
- Oversee the student leadership programs within the Secondary School.
- Promote external scholarships to Year 12 students.
- Coordinate Years 10 to 12 curriculum information communications including information evenings with parents, with consultation and support from the Deputy Principal.

- Assist the Deputy Principal in maintaining student enrolments, offerings, results, uploads to the SCSA management of data transfers.
- Assist the Deputy Principal in the organisation of NAPLAN and OLNA.
- Attend, prepare and/or chair staff meetings, as required in consultation with the Deputy Principals and the Principal.
- Organise and take responsibility for secondary school assemblies and events.
- Coordinate, manage and support of the camps program across the secondary school.
- Coordinate the Camps week program in the Secondary School.
- Oversee Home Room programs and Sport for years 7 to 12 students.
- Oversee and manage the House system in the Secondary School for House Captains and House Coordinators.
- Ensure all exchange students in the secondary school and all new students mid-year have appropriate orientation into the school environment.
- Ensure all documents and/or correspondence, related to the Head of Secondary School's position, are prepared and presented in a professional manner using the School's style guide for documents leaving the School.
- Promote, coordinate and/or assist with curriculum and co-curricular incursions and excursions in a timely manner, ensuring the approval processes and risk management processes are followed.
- Consult with the Principal on issues affecting the Secondary School, including the planning of buildings, staffing and resources, budget development, staff review and recruitment.
- Assist the Deputy Principals in the running of examinations in the Secondary School.
- Assist in the organisation of Secondary Presentation Day in conjunction with the Year Coordinators and the Deputy Principal.

### **Building productive relationships in the School Community**

- Serve as a good ambassador of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed, wearing appropriate professional attire and managing a positive reputation both in person and online.
- Role model positive behaviours for colleagues, students and parents.
- Provide opportunities for student achievement to be acknowledged publicly.
- Maintain professional confidentiality, particularly concerning information relating to staff and/or students.
- Enhance home and school partnerships by facilitating 2-way communication.
- Support the Deputy Principals with the 3-way interviews.
- Facilitate and/or organise, advertise and facilitate key events involving the Secondary School (Year 12 Leaders Induction Service, Senior Formal, Senior School Presentations, Meet and Greet program, Valedictory Day events).
- Work closely with the parents to enhance communication between the School and home.
- Compile reports and articles for publications.
- In collaboration with the Marketing and Communications Coordinator, promote the Secondary School with photographs, articles and promotions for the School's website, publications and social media accounts.
- Support School functions through attendance and meet and welcome parents to school events, as required.
- Support the Deputy Principals in maintaining feedback from staff to parents through SEQTA.

### **Workplace Health and Safety**

- Comply with the School's Workplace Health and Safety policy, safe work procedures, instructions and rules, particularly in the correct use of equipment.
- Identify any unsafe behaviour, or unsafe or unhealthy conditions, and report these to the Principal.
- Adopt risk management strategies to minimise risk of injury to people and property in the workplace.
- Be responsible for own health and safety and for the health and safety of others in the workplace who may be affected by your acts or omissions at work.
- Co-operate with the Principal or other person so far as is necessary to enable compliance with any requirements under the Work Health and Safety Act 2011.

**Other**

- Completion of other duties as directed by the Principal or Deputy Principal.

Geraldton Grammar School is an equal opportunity employer.

<b>REVIEWED BY:</b>	<b>DATE</b>
DLE/NFT - Draft	27/08/2018
SMT/NFT	16/09/2019
SMT/NFT	04/11/2020
NFT	26/10/2021