

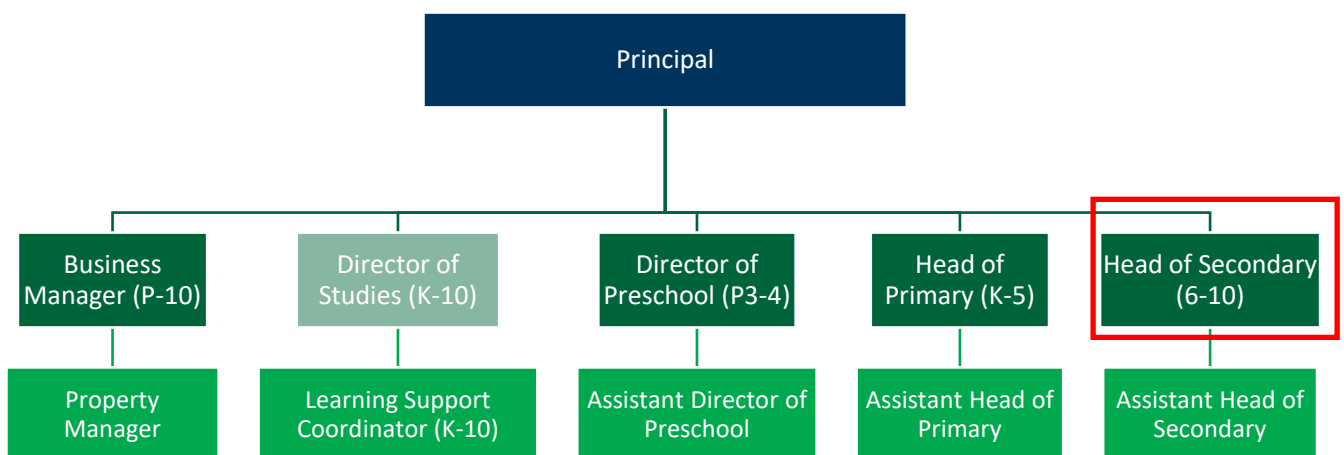


Emmanuel Christian School

POSITION DESCRIPTION

HEAD OF SECONDARY

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| Title | Head of Secondary School (Yr 6 – Yr 10) |
| Appointed by | The Principal |
| Responsible to | The Principal |
| Tenure | Position of Responsibility appointment of up to three (3) years |



Role in Management Structure

- The Principal has responsibility, by delegation of the Board, for all the operations of Emmaus Christian School, including the effectiveness of the educational practice and programs;
- The Head of Secondary assist the Principal in his/her role as part of the Emmaus Executive (Leadership Team);
- The **Head of Secondary** has specific responsibility for overseeing the regular/repetitive day-to-day activities of the Secondary School (Years 6-10);
- In conjunction with the Principal, the **Head of Secondary** ensures that the Secondary School is well administered and smoothly operated within the guidelines and policies set by the Board and Leadership Team.
- The **Head of Secondary** both assists & answers directly to the Principal;
- The **Head of Secondary** attends Leadership Team meetings at the direction of the Principal.
- The **Head of Secondary** oversees and is supported by the *Assistant Head of Secondary*.

Main Qualities and Objectives

The Head of Secondary is required to be:

- A senior leading teacher who is responsible for the day-to-day management of Secondary (6-10)
- An experienced practitioner who leads by example;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Faith) and be able to effectively implement such teaching practices;
- Able to provide a Godly example to staff and students through their teaching practice, manner, relationships and general lifestyle;
- Able to provide advice and ensure that appropriate and timely referrals occur in relation to discipline and welfare issues.
- Responsible for the implementation and monitoring of all Secondary curriculum and policy, and for providing advice in relation to the same if required (*however, the development of policy is primarily the responsibility of the Leadership Team*).

General Responsibilities

The Head of Secondary is required to:

- Attend to the regular/repetitive activities required to operate the Secondary School including Daily Organising (organising of relief and timetabling);
- Be primarily responsible for the Secondary School;
- Liaise and meet with other Heads of Schools as required;

- Organise and Chair all Secondary Staff Meetings; ensuring timely compilation of agendas and that appropriate minutes are taken and distributed;
- Be a 'Leading Teacher' – a quality teacher for other staff to refer to;
- Be responsible for overseeing Secondary specific administrative duties, including accountability and compliance requirements.
- such as risk assessments, term overviews, reporting etc.) Direct and oversee the Assistant Head of Secondary in the area assigned to the Assistant Head of Secondary (e.g. Pastoral Care, Curriculum, Middle School, Senior School, SRC, etc.)

Specific Areas of Responsibility

The following are the key areas of responsibility for the Head of Secondary and will form the basis of ongoing review.

General/Cultural

As a leading teacher, the Head of Secondary will assist in:

- Maintaining a God-honouring spiritual and emotional atmosphere and lines of communication amongst the staff, students, parents, and other management and staff;
- Ensuring established school philosophy, policies, goals and objectives are met;
- Providing advice to the Leadership Team when required regarding evaluation and improvement of Secondary policies, programs and practices;
- Such other duties as required by the Principal.

Management

Assist the Principal to manage all aspects of the Secondary's day-to-day operations by:

- Acting as the Principal's representative in Secondary;
- Acting as Emmaus Principal if/when required;
- Developing and maintaining effective channels of communication with the Principal other Heads of Schools, Business Manager, administration staff and other senior staff or Coordinators;
- See that all related duties and supervisions are carried out, ensuring the smooth day-to-day operation of Secondary;
- Being primarily responsible for organising Secondary specific events (and whole school events when required) at the discretion of the Principal and in partnership with Assistant Head of Secondary, other Coordinators etc. (for example, Assemblies, Information Evenings);
- Ensuring Duty of Care responsibilities are upheld, other safety regulations and policies are adhered to, and that relevant safety items are "standing items" on staff meeting agendas;
- Ensuring general complaints or disputes are referred to relevant staff or management as appropriate;
- Planning and facilitating staff meetings, in consultation with the Principal and Leadership Team;

- Reviewing and/or approving checklists and organisation of staff in relation to camps/excursions in accordance with school policy and process;
- Organising and managing the regular daily program, considering effects of camps and excursions, in conjunction with Admin Staff, to ensure that events are planned well in advance;
- Occasionally attending other meetings, where necessary, both during and after normal school hours or days;
- Giving advice to the Principal and/or Business Manager about budget issues or expenditure needs when required.

Staff

Assist the relevant Principal in the leadership and oversight of Secondary staff by:

- Providing educational leadership;
- Creating an environment that allows for individual initiative and open channels of communication;
- Liaising between staff and the Principal;
- Attending staff interviews;
- Being a mentor and advisor for staff;
- Upholding the dignity and authority of the position before staff, students, parents and the community;
- Being involved in forward planning of staffing requirements;
- Assisting the Principal with appraisal processes and advising of any issues;
- Working in conjunction with the Principal and Business Manager to ensure the satisfactory induction of all new staff;
- Ensuring that the Secondary inclusion in the Staff Handbook is accurate and up-to date;
- Suggesting appropriate Mentor-Mentee partnerships for new School Section staff;
- In consultation with the Principal, ensuring Secondary staff carry out their responsibilities and duties. (Staff Performance Management)

Students

Support, encourage and nurture students by:

- Consulting with, or referring to, giving advice and support to teachers and referring issues of student discipline up to the Principal or sideways to the Student Wellbeing Coordinator or Learning Support Coordinator Home Group/Core/Grade Teachers (as appropriate for the relevant Secondary);
- Conducting enrolment interviews with prospective students and families;
- Together with Assistant Head of Secondary administrating student assessments, student reports and Parent/Teacher Interviews and associated time lines.
- Being responsible, in conjunction with staff, for the administration of all new student inductions, including ensuring appropriate and timely information is given to teaching staff;
- Managing the logistics of Special Events and Days and Camps in partnership with Assistant Head of School and staff.

Community Partnerships

As a senior staff member, the Head of Secondary will be required to develop “community” in line with the School’s vision by assisting with:

- Fostering healthy school/parent and school/community relationships;
- Communication between school and parents and school and community;
- School marketing activities and events, including Secondary preparation for and attendance at School Orientation Days and Open Nights;
- Understanding and promoting concept of Christian Parent Controlled Schooling;
- Parent/teacher meetings and interviews as required;
- Developing a positive image of the School within the Emmaus community;
- Preparation and distribution of Secondary material in newsletters and local press;
- Receiving and promptly responding to incoming correspondence and telephone calls.

Student Safety

The following responsibilities, qualifications, experience and attributes relate specifically to our child safety priority:

Responsibilities

All classroom teaching staff are required to be familiar with:

- Emmaus Staff Handbook
- Emmaus Policies¹
- Reportable Conduct²
- Restrictive Practices³
- Data Breaches⁴

The Head of Secondary must be well informed of Child Protection and Safety with their legal obligations with respect to the reporting of child abuse.

The Head of Secondary must ensure regular raising of Secondary staff’s awareness of responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school’s Child Protection Officers.

The Head of Secondary will ensure awareness that classroom teaching staff are responsible to deliver curriculum in a manner which caters for students with varied cultural and linguistic background needs as well as disabilities and to talk positively and encouragingly about our differences.

¹ [See Emmaus Policy Register](#)

² [See Reportable Conduct Website](#)

³ [See Restrictive Practice Website](#)

⁴ [See Data Breaching Website](#)

Qualifications, Experience and Attributes

- Integrity, teachability, experience in management of staff
- Ability to build strong, positive working relationships
- Strong understanding of the secondary school environment and how teenagers learn
- Experience in working with children
- An understanding of appropriate behaviours when working with children.
- Display a high level of integrity and trust
- Ability to role model the school's values
- Ability to identify and minimise risks to child safety
- Ability to adapt curriculum delivery methods
- Relevant professional development in regard to child safety, cultural awareness and understanding students with disabilities desirable.

Standards of Performance

Performance will be measured using the Specific Areas of Responsibility, and will be determined against evidence of the following particular standards:

- Achievement of stated goals, aims and objectives;
- Christian character and tone of the Secondary;
- Staff and student morale;
- Level of Leadership Team satisfaction;
- Level of parental satisfaction;
- School/Community relationships;
- Level of awareness of, and adherence to, School policies and rules;
- Smooth day-to-day functioning of the Secondary;
- Organisation and supervision of personnel;
- Resolution of conflict situations;
- Personal delivery of professional educational experiences for students;
- Dignity of the position of Head of Secondary.

Authority

The Head of Secondary is granted authority by the Principal to:

- Act as Deputy Principal in the Principal's absence;
- Direct staff and students to meet all requirements of regulations and policy and to implement curriculum, policy and procedures as established by the Board and Leadership Team;
- Refer matters of non-compliance and other concerns or recommendations to the Business Manager and Principal.

Accountability

The Head of Secondary is directly responsible to the relevant Principal and as such will be accountable through:

- Both written and oral means to the Principal;
- Annual submission of specific goals for the coming year if required.

Teaching Load

The Head of Secondary will be required to teach as a minimum, one day per week

Other Conditions

In addition to the conditions and duties above:

- A Leadership Allowance will be granted, to be determined by the Principal at the start of each period of tenure;
- The Head of Secondary would usually be expected to be present at school from 8:30am until 4.30pm to ensure the availability needed to meet the requirements of the role;
- While standard school holiday provisions apply, occasionally the Head of Secondary may be required by the Principal to attend school within school holidays to fulfil leadership responsibilities (normally to be no more than four specific days of attendance per year).