

# Head of Secondary School Position Description

**2018**



## Background

As a Modern Orthodox Jewish school, Carmel provides learning environment with distinctive outcomes. Each student is supported and encouraged throughout their journey to fully understand who they are; what their values, history, place and purpose is, while simultaneously being equipped with an outstanding academic education. This combination uniquely prepares Carmel students for their pathway to future success and meaningful community contribution.

This is our motto faith and knowledge in practice.

Carmel School offers schooling from Kindergarten to Year 12, with a current student enrolment load of just under 500. This position oversees all students and staff from Years 7 -12, who make up the Secondary School. The Head of Secondary reports directly to the Carmel School Principal.

## Purpose

The Head of Secondary School, is responsible for upholding the aims and objectives of the School, and works cooperatively with the Principal to achieve these objectives. This role assists the Principal with the appointment and management of teaching staff, educational assistants and other support staff in the Secondary School. This role is also responsible for developing and maintaining effective communication and sound relationships with students, parents, the Jewish community and the wider community and will support, by attendance and participation, school activities as and when they arise. Importantly, this role oversees the Secondary School and the management of all the Secondary School Staff.



## General Duties

### Leadership & Strategy

- Working cooperatively with the Principal and School Executive to achieve the Mission and Aims of the School as determined by the Board;
- Reporting to the Principal on all matters from time to time as is reasonable and keeping the Principal fully informed of all developments relevant or material to the School's affairs as are within the scope of the Head of Secondary School's duties and responsibilities; and,
- This position carries a 0.2 FTE teaching load (approx. 1 class).

### Educational Leadership

- Providing clear and well-researched curriculum and pastoral leadership in the Secondary School, including the sound management of all Secondary School activities, consulting and delegating as appropriate;
- Developing and maintaining effective communication and sound relationships with students and parents in the Secondary School;
- Administering Year 7 to Year 12, including the daily program, management of staff, parental contact, behaviour management and pastoral care;
- Assisting in the creation and checking the book-lists for the Secondary School;
- Assisting the Principal by the provision of relevant Calendar dates for the School Calendar for the current year and for future bookings;
- Overall responsibility for the production of and return of all relevant Curriculum Council documents throughout the course of the year,
- Coordinating Curriculum Council Moderation visits;
- Responsibility for the overall implementation of the Courses of Study and the changes that will follow in terms of Reporting, etc;
- Liaising with parents or guardians of students regarding subject changes and then monitoring and approving student subject changes;
- Developing measures taken to improve the WACE Examination performance of all students in the Secondary School;
- Gathering data for the annual WACE Examination and Graduation Review; and,
- Overall supervision and reporting of the NAPLAN Testing procedures and other relevant competitions relating to the Secondary School.



## Pastoral Leadership

- Maintaining and promoting the cultural aims and purposes of the school;
- Coordinating Secondary School assemblies and involving the Secondary School student leaders;
- Oversee careers testing and guidance, including subject selection and post-school study options
- Maintaining the general discipline in the Secondary School through the thorough implementation of the Behaviour Management Policy and communicating with the appropriate parties as necessary to inform and assist students in need;
- Coordinating, in liaison with the Executive Staff, Secondary School Parent Information Evenings;
- Ensuring that the School's dress code and behavioural expectations are adhered to by students;
- Along with the Principal ensuring that behavioural and professional standards are adhered to by the staff;
- Allocating Houses for all Secondary students ensuring even distribution;
- Maintaining the locker system in the Secondary School;
- Overseeing the booking and details pertaining to the School Ball; and,
- Communicating with Participation Managers who can assist with 'disengaged students' or 'at risk' students.

## Staff Management and Development

- Managing staff professional learning in the Secondary School;
- Maintaining a close working relationship and team-building approach with the Head of Primary School and the Director of Jewish Studies;
- Recommending to the Principal the recruitment, management and termination of staff;
- Checking Teacher programs of teaching and assessment;
- Checking all relevant Report comments;
- Organising for Relief Teaching Staff or arranging internal relief when Secondary School staff members are absent and liaising with the Head of Primary School where necessary to avoid double bookings;
- Pre-servicing teachers – practicum organisation and cooperation with tertiary institutions; and,
- Holding Secondary School staff meetings and providing minutes of those meetings to the Principal and Executive.



- Assisting with the co-ordination of Workplace Learning and VET programs, work experience and the preparations necessary for such programs/work experience;
- Preparing and distributing information to all staff for new students commencing during the course of a school year;
- Ensuring that Secondary School staff programs of work have been submitted when requested and that they meet the required standard and adhere to the Curriculum Framework and Courses of Study requirements and Curriculum Council Syllabus requirements;
- Ensuring that all examination papers for mid-year, Mock WACE and end of year examinations are submitted on time, that they are error-free and ready for use, and that they are stored in a secure environment;
- Updating the Secondary School Staff Policy Folder for new and existing staff members;
- Undertaking performance appraisals of teaching and support staff in the Secondary School;
- Maintaining a well-balanced work ethic and collegial atmosphere amongst the staff and students of the Secondary School;
- Ensuring the general day to day management of the Secondary School staff is carried out including dealing with grievance issues, network meetings and professional development (in consultation with the Principal); and,
- Overseeing staff welfare.

## Administrative Leadership

- Assisting the Principal in the appointment and management of teaching staff, educational assistants and other support staff in the Secondary School;
- Supervising the work of the Secondary School teaching staff through the development of the duty roster, sub-school timetables, class lists and in general support of teachers in their roles;
- Creating and distributing the secondary school timetable;
- Reporting to the Principal on all matters relevant to the Secondary School;
- Attending School Executive Committee Meetings and any related meetings and relevant Professional Development Courses;
- Implementing and reviewing policies and procedures in the Secondary School,
- Monitoring, supervision of and completion of class rolls, student reports, teacher programmes/IEP's, assemblies, specialist staff, relief teachers, cover for staff leave and payroll advice;
- Providing Relief Teaching Staff details to the Accountant at the conclusion of each working week for the Payroll, which is done through MAZE;



- Recording lost DOTT for Secondary School staff when providing internal relief for colleagues, which is done through MAZE;
- Following due process for students leaving the School, including the preparation of Student Exit Forms;
- In consultation with the Principal, developing and updating of relevant sub-school staff handbooks, policies, booklists, school diaries, year book submissions and grant applications; and,
- In consultation with the CFO and Principal, managing budgetary requirements and requisitions within set budget figures.

## Representation and Promotion

- Organising and overseeing, in conjunction with the Principal, the running of any student orientation day;
- Supporting, wherever possible, by attendance and participation in School activities and out of school functions including Staff meetings, Executive Staff meetings, representation/meetings, staff and School committees, Graduations/valedictories as and when they arise;
- In conjunction with other relevant staff, increasing student numbers and conducting enrolment interviews and offers of places in Secondary School; and,
- Other duties as required by the Principal.