



## International School of Western Australia

### HEAD OF SECONDARY SCHOOL (Years 7 to 12) DUTY STATEMENT

**The Head of Secondary School (HOSS)** is a senior position of responsibility in the school and reports directly to the Principal. The HOSS will be expected to undertake a set of specialised duties in addition to other duties that may from time to time be requested by the Principal. The HOSS position does not include any direct teaching allocation. The HOSS is part of the Senior Management Team (SMT) and may deputise for the Principal when required.

#### **The HOSS will have:**

- Ability to provide curriculum leadership resulting in the achievement of quality learning outcomes for all students (required)
- Capacity to use strategic thinking and analytical skills to contribute to educational outcomes at the school level (required)
- Capacity to effectively manage human, financial and physical resources to deliver high quality outcomes (required)
- Demonstrated support for and the capacity to develop and maintain an organisational culture based on ethical professional and personal behaviours and corporate values (required)
- Strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community (required)
- Ability to communicate in a clear and timely manner (required)
- Ability to work quickly and effectively under pressure and to delegate responsibilities in a prudent manner (required)
- Outstanding organisational skills, including an ability to meet internal and external deadlines (required)
- Work collaboratively with other members of the SMT (required)

#### **The HOSS will model:**

- A deep commitment to the school's vision, purpose & values
- High standards of professional behaviour & personal presentation
- An excellent knowledge of general educational principles and of current pedagogy and developments in educational theory and practice
- High levels of knowledge, teaching ability and administrative competence in their teaching subject areas
- Competency in the use of information and communication technology
- Drive, energy, initiative and efficiency in undertaking duties

- Excellent interpersonal skills
- Well-developed leadership skills

## **GENERAL DUTIES**

The HOSS will be expected to provide leadership in the following areas:

- School Strategic Plan and Policy development
- Curriculum development and assessment procedures
- Scheduling and organising of NAPLAN/ACER tests and coordinating external examinations
- Reporting student achievement to parents
- Student/parent handbooks in collaboration with the Registrar
- Website updates in collaboration with the Marketing and Communications Officer
- Work collaboratively with the Registrar to facilitate school enrolments (including 1:1 meeting; trial days and focus group meetings)
- School timetabling
- Professional development of staff
- Pastoral care/well-being of students and staff
- Development of a sense of community among staff
- Maintenance of high standards of student uniform and behaviour
- Teacher relief
- Rostering and supervision of staff duties
- Participation in co-curricular activities and support of programme
- Maintaining good communication and fostering productive relationships between the school and parents
- Achievement of the stated vision, aims and goals of the school

## **SPECIFIC DUTIES**

The HOSS will:

- Provide clear and well-researched curriculum and pastoral/student well-being leadership in the Secondary School, including the effective management of all Secondary School activities, consulting and delegating as appropriate
- Assist the Principal in the appointment and management of teaching staff, educational assistants and other support staff in the Secondary School
- Supervise 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
- Report to the Principal on all matters from time to time as is reasonable and keep the Principal fully informed of all developments relevant or material to the school's affairs that are within the scope of the HOSS's duties and responsibilities
- As ISWA is a boutique size school, the staff including management often wear many hats. As such the HOSS will take on the role of AP Coordinator (US College Advanced Placement program), IBCP Coordinator (International Baccalaureate careers related program) and College and Careers Counsellor.

## **POLICY DEVELOPMENT**

- Implement and review policies and procedures in the Secondary School

## **CURRICULUM**

- Ensure that Secondary School Staff Teaching and Learning programmes, unit plan and lesson notebooks are updated on SEQTA, meet curriculum documents' standards and adhere to specific syllabus requirements
- Support curriculum leaders: MYP and DP Coordinators; AP Coordinator; ICT Integrators; co-curricular coordinator in the execution of their responsibilities

## **ASSESSMENT**

- Ensure that assessment programs are in accordance with the requirements of appropriate education authorities, marking and assessment takes place efficiently and effectively and all assessment data is accessible via SEQTA
- Ensure that teachers are fair and consistent in their assessment of student work, aiming to build student achievement and confidence through constructive feedback and transparent dialogue on SEQTA
- Organise all examination materials for NAPLAN and ensure accuracy and security of papers pre exam period
- Support NAPLAN Testing procedures and other relevant competitions relating to the Secondary School

## **REPORTING**

- Ensure that formal and informal reporting for each class being taught, in accordance with school policy, takes place in an efficient and effective manner and that all reports are accurate, realistic and constructive
- Provide students with formal transcripts/references / testimonials when required and centralise copies
- Ensure that parents are kept informed, at other than formal report time, whenever a student's progress or achievement is causing concern

## **TIMETABLING**

- Construct the timetable for the Secondary School using MAZE and SEQTA software
- Allocate students to classes
- Issue timetables to students and staff
- Keep the timetabling database up-to-date with new student entries
- Liaise with parents of students regarding class changes and monitor and approve student subject changes

## **PROFESSIONAL DEVELOPMENT**

- Manage staff professional development in the Secondary School and make appropriate professional development opportunities available to teachers
- Liaise with the Head of Primary in the scheduling and allocation of Monday staff meetings to ensure productive and constructive PD for secondary staff

- Remain abreast of latest educational developments and undertake formal professional development as/when appropriate to further the quality of teaching and learning at ISWA

## **STAFF**

- Oversee staff welfare
- Assist in the recruitment, management and termination of staff
- Undertake performance appraisals of teaching and support staff in the Secondary School
- Manage staff requests for absence
- Organise relief teaching staff or arranging internal relief when Secondary School staff members are absent
- Develop and maintain the Secondary staff duty roster
- Ensure that behavioural and professional standards are adhered to by Secondary staff
- Ensure that teachers contribute at least one hour per week to co-curricular activities and support the Co-Curricular Coordinator in equitable, positive representations of the programme

## **STUDENT WELL-BEING**

- Work with Homeroom and subject teachers via the Student Wellbeing processes to ensure pastoral support for all students
- Maintain regular, well informed communications with parent/guardians regarding pastoral issues
- Maintain the general discipline in the Secondary School through the thorough implementation of the Behaviour Management Policy and communicate with the appropriate parties as necessary to inform and support students in need
- Ensure that the school's dress code is adhered to by students

## **STUDENT ACTIVITIES & EVENTS**

- Organise and direct weekly Secondary School assemblies and nominated whole school events
- Organise and oversee annual events: Year 12 Graduation, and support extra events e.g. discos
- Coordinate and authorise necessary paperwork for annual camps/retreat, excursions and incursions

## **COMMUNICATION**

- Develop and maintain effective communication and sound relationships with students and parents in the Secondary School
- Ensure effective communication and collaboration among staff members
- Coordinate Secondary School Parent Information Evenings and Parent/Teacher Conferences (via online booking system)
- Publish articles pertaining to the Secondary School in the Bulletin and Yearbook
- Oversee the publication of articles by Secondary School Staff
- Oversee the communication between the school and parents in the Secondary School (e-mail; SEQTA and Bulletin)

## **ADMINISTRATION**

- In consultation with the Principal, develop and update school staff handbook, diaries, job descriptions
- Ensure that documentation relating to all relevant educational authorities is processed on time and appropriate records are kept
- Ensure that relevant ISWA administration requirements and procedures are followed
- Conduct Secondary School staff meetings and ensure that proceedings are documented
- Ensure that appropriate resources are developed/purchased and maintained in good order
- Ensure that appropriate records are kept in accordance with school policy
- Attend and participate in school activities and out of school functions including staff meetings, Senior Management meetings, representation/meetings, school committees, new enrolment meetings, Sundowner etc
- Deputise for the Principal when required
- Undertake other duties on occasions as requested by the Principal

## **HEALTH AND SAFETY**

- Demonstrate in daily activities a commitment to health and safety in the workplace by always performing tasks in the safest possible manner – safe for the individual, co-workers and students.
- Ensure at all times that you work in compliance with all laws, acts, regulations and internal policies outlined in all manuals and Handbooks, as updated from time to time.
- Report all hazards and incidents that the individual is party to, or observes, in the correct manner.
- When required or directed by ISWA, participate in any health and safety training.

## **KNOWLEDGE, SKILLS, EXPERIENCE AND ATTRIBUTES**

### **Essential**

- Working with Children and Police Clearance **mandatory**
- TRBWA registration and relevant teaching qualifications and experience
- Minimum of 10-15 years teaching experience and management / leadership experience
- Highly developed interpersonal and communication skills and ability to relate to a broad range of stakeholder groups
- Commitment and passion for the School
- Cultural fit to the School's ethos
- Well-developed administration skills
- Proven Technology skills

### **Desirable**

- Leadership or management qualifications and experience in a similar role
- Experience teaching in an IB School
- Proven academic student results

### **Leave (8 weeks):**

- Return to school prior to teaching staff at the beginning of each term (as agreed with the Principal) to work with the SMT and plan for the term ahead