

## HEAD OF SENIOR SUB-SCHOOL

- REPORTING TO:** Deputy principal
- APPOINTMENT:** Position of responsibility, full-time/ongoing
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

### ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is an early years to year 12, coeducational Christian college of approximately 820 students. We are one college with kindergarten and four sub-schools, Early Years, Junior Years, Middle Years and Senior Years.

The college is set in a beautiful rural area with spectacular views to the ranges. Plenty Valley Christian College is committed to developing high quality effective Christian education and is an active member of a national network of Christian schools in Australia known as Christian Education National. We are committed to the establishment of a close partnership with parents in the education of their children.

Our aim is to offer quality education with a fully integrated Christian worldview, develop a strong sense of community amongst the students, parents and staff with every staff member playing a role in the pastoral care of the students. We use the respected Arrowsmith Program.

### Employees

Staff at Plenty Valley Christian College are selected on the basis of outstanding professional and personal qualities. Expectations include:

- A minimum of four years tertiary training.
- Current Victorian Institute of Teaching registration.
- A clear sense of calling and desire to work with and teach students within a Christian school.
- A commitment to a relationship of faith and obedience to God that is lived out in both personal and communal aspects of life. This would be evidenced by a clear understanding and acceptance of the deity and redemptive work of Christ for them personally, commitment to private and corporate worship, prayer and Bible study and regular involvement with a Christian church community or fellowship group.
- The ability to model the values and character qualities of biblical Christianity in their personal life and within the college community as part of their professional duties.
- A demonstration of high standards of personal presentation, preparation, communication with other staff and parents, and respect for the ethos and protocols of the college.
- A strong commitment to developing and maintaining a Child Safe culture within the college.

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## Role Description

This position is a position of responsibility and as such has a component of teaching included in the role. The head of sub-school is responsible for developing and leading the sub-school team of staff, caring for students and developing a culture within that sub-school that promotes the values of the college and supports the developmental and academic needs of the students within. As part of the college leadership team and in collaboration with the college executive, the Head of sub-school will work with their assistant head/s and allocated staff, to deliver best practice in both wellbeing and learning through quality care curriculum and practice.

## Key Responsibilities

Work closely with the deputy principal with all aspects of the role.

### Leadership

- Support and promote the college vision, strategic framework and priorities.
- Promote an understanding of the sub-school as an integral part of the whole college.
- Participate in all aspects of the college senior leadership team, providing leadership and oversight for the college.
- Consistently articulate an integrated Biblical perspective of education and its centrality to the activities and specific needs of the sub-school.
- Coordinate activities in sub-school as directed by deputy principal.
- Coordinate sub-school staff meetings and assemblies.
- Coordinate and run leadership meetings for sub-school.
- Work closely with the deputy principal and other heads of sub-school to develop a consistent approach to wellbeing and pastoral care across the whole college.
- Share in the planning and implementation of whole school assemblies and chapel.
- Oversee the planning and delivery of year level camps.
- Ensure that relevant handbooks are kept up to date.

### Students

- Pastorally care for students, including following college discipline procedures and promotion of pastoral care programs.
- Communicate promptly and clearly with parents and guardians.
- Refer serious (or potentially serious) student behaviour and issues to the deputy principal and work together to address issues.
- Assist the deputy principal and other heads of sub-school to develop effective student transitions to and from the sub-school.
- Teach as required.

### Staff

- Pastorally care for staff allocated to the sub-school.
- Set, model and enforce professional standards among staff allocated to the sub-school.
- Refer staff to head of learning and teaching for professional development needs or pedagogical issues.
- Support homeroom and class teachers.
- Ensure that staff adequately maintain student academic and wellbeing records on SEQTA.

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- Make recommendations regarding staff leave.
- Make recommendations regarding yearly allocation of staff to sub-schools and year levels.
- Make recommendations regarding deployment of casual relief staff.

### General

- Assist with enrolment interviews as required.
- Communicate with parents as required.
- Other related duties as required by the Principal.

### Accountability and extend of authority

The heads of sub-school will work closely with and answer to the deputy principal and work closely with other heads of sub-school to develop a positive Christian education culture within the college.

Heads of sub-schools:

- work closely with and report to the deputy principal
- provide advice and support to the members of the senior leadership team and college executive
- lead and mentor their sub-school team
- liaise with external agencies and providers
- oversee sub-school budgets.

The appointee to the position of head of sub-school will be required to participate in an annual performance review program. An external performance review may be conducted at the request of the principal.

### Qualifications

Strong relevant academic qualifications from a recognised university, significant teaching experience and eligibility for registration with the Victorian Institute of Teaching.

### Knowledge, experience and skills

- Demonstrated high levels of organisation and administrative skills.
- A strong understanding of a Christian worldview on current educational practice as it relates to student wellbeing and learning.
- Strong knowledge of and proven skills in team building, management and communication.
- Experience in Christian education and integrating Christian perspectives into all of school life.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the college.
- Demonstrated skill in identifying and implementing improvement and change.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Well-developed research, writing and computer skills with the ability to format and present information accurately, quickly and logically.
- Outstanding ability in classroom teaching.

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- Demonstrated understanding of the various stages of child development.
- Demonstrated understanding and practice of proactive wellbeing strategies.

### Committees and meetings

The head of sub-school is expected to attend:

- Whole staff meetings.
- Sub-school staff meetings.
- College senior leadership team meetings.
- Whole college and other assemblies.
- Parent information nights, open days and college promotional events.
- College student celebrations and performances.
- Other meetings and committees as required.
- Some leadership development and planning in non-term time.

### Compliance responsibilities

All staff are required to comply with all college policies, procedures and requirements for:

- risk management
- occupational health and safety
- equal opportunity
- ChildSafe code of conduct
- dress code.

### Interpersonal skills

- Punctuality.
- Relate well with staff, students, parents and visitors.
- Flexibility and commitment to teamwork and collaboration.
- Interact and communicate with people on all levels and maintain a high degree of confidentiality and trustworthiness.

### Special requirements:

The nature of this position is such that the head of sub-school may at times be required to be available outside the 'normal' school hours, is required to participate fully in the life of the college, to attend meetings and make presentations when necessary.

The terms, conditions and other obligations of your employment are covered under the Plenty Valley Christian College Enterprise Agreement 2020.

Position description



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## POSITION ACCEPTANCE:

I accept the position description as stated above, and that it may need amending and updating periodically due to changes in responsibilities and organisational requirements. Changes to position descriptions will be in accordance with the position classification and consistent with the purpose for which the position was established.

### Incumbent:

Name

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Signature

\_\_\_\_\_

Date

\_\_/\_\_/\_\_\_\_

### Manager

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Date

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