

## Position description

# HEAD OF SUB SCHOOL



- REPORTING TO:** Deputy Principal
- APPOINTMENT:** Fixed Term Position of Responsibility
- CLASSIFICATION:** PVCC Enterprise Agreement 2020

## ABOUT THE COLLEGE

Plenty Valley Christian College (PVCC) is a kindergarten to Year 12, co-educational Christian College of approximately 870 students. We are one College with five Sub Schools: Kindergarten, Early Years, Junior Years, Middle Years and Senior Years.

The College is set in a magnificent 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. PVCC offers the respected Arrowsmith Program.

## EMPLOYEES

Staff at PVCC are selected on the basis of outstanding professional and personal qualities. Expectations include:

- Appropriate qualifications, training and experience for their role
- Participate in, and be willing to lead, Christian devotions for whole staff meetings
- A clear sense of calling and desire to work with and teach students within a Christian school
- 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 commitment to ongoing development and maintenance of a Child Safe culture within the College

## THE ROLE

The Head of Sub School is responsible for leading initiatives in their Sub School, 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 be proactive in working with their Assistant Head/s and allocated staff, to deliver best practice in both wellbeing and learning through quality care, curriculum and practice.

*This position is a Position of Responsibility and, as such, has a component of teaching included in the role.*

# HEAD OF SUB SCHOOL

## POSITION OBJECTIVES

To provide a high standard of service at Plenty Valley Christian College in accordance with College policies and procedures. As part of the Leadership team, and members of a Christian learning community, the Head of Sub School plays a pivotal role in providing leadership in a manner that is consistent with the values of the College and Biblical principles.

## RESPONSIBILITIES:

- Modelling Christian leadership and promoting the College and Christian education
- Provide a child safe environment in accordance with the child safe standards and obligations
- Maintain high standards of professional communication with all stakeholders
- Work closely with the Deputy Principal with all aspects of the role
- 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

## Specific Duties

### 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 and run 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 chapels
- 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 with them 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

# HEAD OF SUB SCHOOL

## 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 Assistant Principal, 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
- 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
- Participate in an annual Professional Learning Cycle

## Committees & 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

## 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
- participate fully in the life of the College
- attend meetings
- make presentations when necessary

## **ORGANISATIONAL RELATIONSHIPS AND EXTENT OF AUTHORITY**

The Head of Sub School works closely with, and answers to, the Deputy Principal and works closely with other Heads of Sub School to develop and implement a positive Christian education culture within the College. The Head of Sub School has the authority to take such action as is necessary to ensure the health and safety of students are maintained within the College grounds and on approved activities outside the College. The Head of Sub School may be responsible for making recommendations to the Principal on matters relevant to the operation of the group in which they are working.

# HEAD OF SUB SCHOOL

## ESSENTIAL SKILLS AND COMPETENCIES – KEY SELECTION CRITERIA

### Essential requirements

- Supportive member of College spiritual life, including active participation in and occasional leading of, Christian devotions
- Exemplary display of Christian ethics and activity
- Good understanding of, and commitment to, the vision and philosophy of the College
- Hold a current VIT Registration

### Specialist skills and knowledge

- Strong relevant academic qualifications from a recognised university, significant teaching experience and eligibility for registration with the Victorian Institute of Teaching
- Ongoing commitment to understanding pedagogical frameworks underpinning their discipline
- 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
- Well-developed research, writing and computer skills with the ability to format and present information accurately, quickly and logically
- Outstanding ability in classroom teaching
- Demonstrated understanding of the various stages of child development
- Demonstrated understanding and practice of proactive wellbeing strategies

### Interpersonal skills

- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College
- Punctuality
- Flexibility and commitment to teamwork and collaboration
- Interact with people on all levels and maintain a high degree of confidentiality and trustworthiness
- Well-developed self-motivation skills and initiative
- 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

## HEAD OF SUB SCHOOL

### COMPLIANCE RESPONSIBILITIES

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

**Risk management** – report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.

**Occupational health and safety** – take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.

**Equal opportunity** – undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.

**Code of conduct and dress code** – comply with all standards.

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

*This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. The Position Description is subject to review and modification in response to the strategic direction of the College, and the development of the skills and knowledge of the position.*

Position description

# HEAD OF SUB SCHOOL



## 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.

### Employee:

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_

### Manager

**Name** \_\_\_\_\_

**Signature** \_\_\_\_\_ **Date** \_\_/\_\_/\_\_\_\_

.