



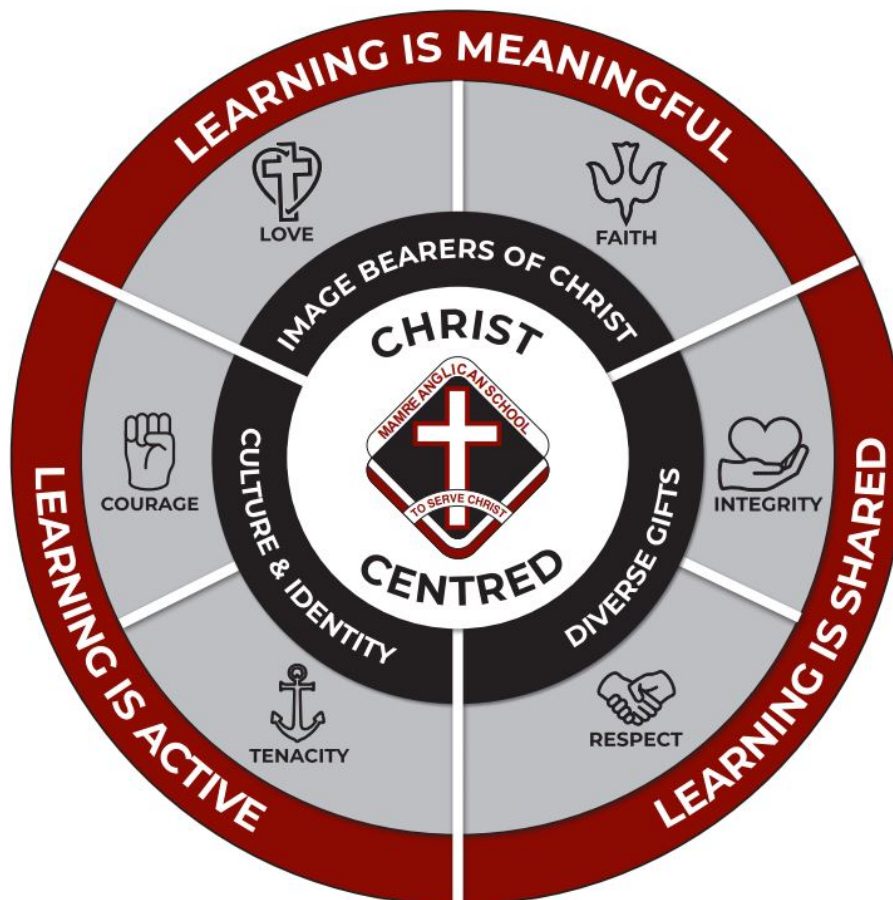
# MAMRE ANGLICAN SCHOOL

## HEAD OF SENIOR SCHOOL

### DIRECTOR OF STUDIES

#### Purpose

The Head of Senior School is responsible to the Principal and shares in the leadership of Mamre Anglican School by working collaboratively and creatively with the leadership team. As a member of the Executive Team, and in alignment with the Mission of The Anglican Schools Corporation, the Head of Senior School supports the Principal by ensuring Mamre Anglican School is clear in its Christian identity and develops into a centre of academic excellence. The Head of Senior School exercises this responsibility by ensuring the Senior School delivers high quality, relevant and real world learning which is embedded in the Christian world view. This position is responsible for the management and facilitation of curriculum in the Senior School. This role also oversees the Dean of Students who is responsible for the pastoral care and discipline of students in the Senior School. The Head of Senior School facilitates the design, development and maintenance of a flexible curriculum across all key learning areas in alignment with the Mamre Teaching and Learning Framework:



## Requirements of the Role

- A strong commitment to the Christian faith in practice and lifestyle, witness and modelling
- Demonstrated record of leading learning underpinned by contemporary learning theory and practice
- A relational approach to team building through collaboration and critical thinking
- Demonstrated commitment to ongoing professional learning
- Fostering an innovative teacher mindset which supports student-centred approaches to learning
- Effective use of data to facilitate learning which meets each student at their point of challenge
- Coach and lead teachers as action researchers for the purpose of improving student learning outcomes
- Supporting and training teachers in the use of digital technology to enhance the learning experience
- Ability to build capacity in Senior School Heads of Faculty, Year Coordinators, and classroom teachers to develop student centred approaches to learning
- Extensive knowledge of NESA curriculum requirements to ensure school compliance
- Experience with NESA Schools Online is desirable

## Functions of the Role

The Head of Senior School will contribute to a learning environment which nurtures and grows faith-filled, curious children to become creative and critical thinking young adults. As a senior leader, the Head of Senior School assists the Principal to:

### EDUCATIVE AND PASTORAL LEADERSHIP

- Establish and grow the Christian culture of the community by building cohesive relationships with the school chaplain, staff, families, and the wider community
- Assist the Director of Teaching and Learning in leading learning by applying research, theory and practice to the local context
- Model best practice teaching and learning
- Develop and maintain a culture which supports imagination, creativity and innovation
- Facilitate collaboratively as part of an educational team for the provision of a quality learning environment and curriculum
- Oversee the academic, pastoral, co-curricular and spiritual growth of Senior School students.
- Liaise with staff, students and parents to support student learning and resolve any difficulties that may arise in the Senior School

### ORGANISATIONAL LEADERSHIP

- Establish, monitor and evaluate curriculum policies, practices and systems to ensure the smooth running of the academic program in the Senior School
- Implement and oversee assessment, examination and reporting policies and procedures 7-12
- Develop agendas, chair and keep suitable records of regular Heads of Faculty, and Senior School meetings
- Oversee the implementation and compliance of all NESA, and ASC policies and requirements 7-12
- Enter and manage student data onto NESA Schools Online, ensuring deadlines are met
- Oversee the Heads of Faculty
- Contribute to and undertake professional learning
- Communicate regular updates to parents about events in the Senior School

- Coordinate assemblies, presentation days, and parent information evenings including evenings such as subject selection evenings and Year 7 Information Evening
- Contribute to the planning of staff professional development days
- Update the community via the school newsletter
- Oversee the transition and orientation of students from Junior School to Senior School
- Oversee Parent/Teacher Interview Evenings
- Work alongside the Den of Students and report to the Principal serious student welfare matters
- Develop and regularly update Staff and Parent Handbooks, i.e. Senior School Policies and Procedures, Parent Information Handbook
- Prepare and compile the yearly calendar for Senior School in collaboration with the Dean of Students, including the design and distribution of the School Diary
- Manage the Senior School budget within the guidelines provided by the Principal and Administrator
- Prepare lessons for and teach the number of periods per week as designated by the school's curriculum (0.4 FTE teaching load)

#### STAFF AND COMMUNITY LEADERSHIP

- Contribute to and undertake professional learning
- Collaborate with the executive team to achieve the mission of Mamre Anglican School
- Forge meaningful partnerships with local educational institutions, universities, professional educational associations and relevant groups in the community
- Encourage community involvement in school activities and the active participation of parents, students and staff at school events
- Assist the Principal with staff management, and decisions regarding staffing
- Participate in Senior School enrolment interviews with the Principal or conduct interviews in her absence.
- Participate in the interview process for new staff appointments and assist with new staff orientation
- Participate in staff meetings and staff professional development activities
- Attend all important school events and provide assistance to the Principal as required
- Attend all staff devotions and lead as required

#### STRATEGIC LEADERSHIP

- In collaboration with the Executive Team, develop and implement an effective professional learning framework to ensure the development and retention of quality staff
- Contribute to the strategic planning and direction of Mamre Anglican School as a member of the Executive Team
- Participate as a member of the School Executive and other relevant sub-committees
- Continually evaluate the learning environment by regularly visiting classrooms of the Senior School, thereby building a culture of trust and confidentiality amongst staff that allows for the improvement of teaching and classroom management strategies
- Provide collegial and confidential environment for staff members who wish to discuss aspects of their working conditions and to assist them in accessing appropriate counselling when necessary
- Ensure that issues that arise between staff are managed in a professional, timely and just manner which recognises the intrinsic dignity of each

- Work with the Principal, Director of Operations and Administrator in matters pertaining to Industrial Relations
- Work with the Principal, Director of Teaching and Learning and Head of Junior School in matters pertaining to Teaching and Learning Framework implementation
- Act, as required, in the position of School Principal during periods of leave or absence
- Engage in other duties as directed by the Principal