



**St Margaret's  
Berwick Grammar**  
VIRTUTE ET LABORE

## St Margaret's Berwick Grammar

### Position Description

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Title:	Head of Senior College
Campus:	Berwick and Officer
Reports to:	Deputy Head of Senior School: Academic and Vice Principal
Tenure:	3 years (with an annual review)
Responsibility allowance:	Level 4 and approximately 0.4 time allowance

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*This organisation has zero tolerance for child abuse.*

*This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability.*

*This organisation promotes the safety and wellbeing of children from culturally and/or linguistically diverse backgrounds and encourages applications from people from culturally and/or linguistically diverse background.*

***All potential employees will be required to comply with the School's Child Safe Policy, Child Safety Code of Conduct and Child Protection, Mandatory Reporting and Reportable Conduct Policy.***

The Australian Professional Standards for Teachers make explicit the elements of high quality teaching and learning and, along with the Australian Charter for the Professional Learning of Teachers and School Leaders, and the Australian Teacher Performance and Development Framework work to promote the learning and development of Australia's teachers.

<https://www.aitsl.edu.au/standards>

#### **Primary purpose**

The Head of Senior College is directly accountable to the Deputy Head of Senior School: Academic and Vice Principal and is entrusted with the overall responsibility for managing student outcomes and success across the VCE at St Margaret's Berwick Grammar. Through leadership and collaborative approaches work with all staff, students and families to enable all students to access outstanding learning opportunities, outcomes and results throughout their VCE journey.

#### **Roles, Responsibilities and Accountabilities**

- Leads the implementation of a consistent and high standard of teaching and learning specifically focussed on the needs of the VCE program.

- Monitor assessment data and other evidence of learning and in collaboration with VCE teachers use this information to initiate strategies that support VCE students to manage workloads, encourage wellbeing and achieve their personal best
- Coordinate and manage the SAC calendar and assessment conditions and communicate VCAA policies and procedures to students, staff and parents through updates to the School's VCE Handbook and related policies.
- Along with members of the Academic Leadership team monitor progress and provide guidance and advice for students and families about subject selection and progress to ensure success in the VCE.
- Lead initiatives and programs to ensure the VCE program promotes excellence, including the Senior College Seminar, Year 12 Leadership camp, Guest speakers and Assemblies.
- Manage and coordinate internal and external examinations including the GAT, VCAA/VCE external assessments and Year 10 and 11 internal exams.
- Along with the Academic programs Administrator has a responsibility for the implementation of all VCAA compliance requirements, student records and paper work communication with teachers regarding results and subject audits
- Is cognisant of current developments in VCE programs and curriculum development and regularly informs the community of these developments.
- Has a key responsibility for developing a culture of effective teaching by designing, monitoring and managing the quality of teaching and learning across all VCE subjects.
- Sets high expectations, along with the Academic Leadership team, for all academic programs, processes and policies
- Sets high standards of staff behaviour and attendance, encouraging active engagement and contribution to the School and educational landscape.
- Enables new teaching staff to transition into the School particularly with VCE processes and teaching programs.

The Head of Senior College is a member of the Senior School Academic Leadership Team and as such also has responsibilities as a leader across SMBG to:

#### **Plan for and implement effective teaching and learning**

- Demonstrate exemplary practice, high expectations and lead colleagues to encourage students to pursue challenging goals in all aspects of their education.
- Exhibit exemplary practice and lead colleagues to plan, implement and review the effectiveness of their learning and teaching programs to develop students' knowledge, understanding and skills.
- Has an understanding of project management skills that maximise engagement and contribution of colleagues.
- Work with colleagues to review, modify and expand their repertoire of teaching strategies to enable students to use knowledge, skills, problem solving and critical and creative thinking.
- Model exemplary skills and lead colleagues in selecting, creating and evaluating resources, including ICT, for application by teachers within or beyond the School.
- Demonstrate and lead by example including verbal and non-verbal communication using collaborative strategies and contextual knowledge to support students' understanding, engagement and achievement.

- Conduct regular reviews of teaching and learning programs using multiple sources of evidence including: student assessment data, curriculum documents, teaching practices and feedback from parents/ carers, students and colleagues.

#### **Create and maintain supportive and safe learning environments**

- Initiate strategies and lead colleagues to implement effective classroom management and promote student responsibility for learning.
- Assist with the evaluation of the effectiveness of student wellbeing policies and safe working practices using current school and/or system, curriculum and legislative requirements and assist colleagues to update their practices.

#### **Assess, provide feedback and report on student learning**

- Assist with the evaluation of school assessment policies and strategies to support colleagues with: using assessment data to diagnose learning needs, complying with curriculum, system and/or school assessment requirements and using a range of assessment strategies.
- Model exemplary practice and initiate programs to support colleagues in applying a range of timely, effective and appropriate feedback strategies.
- Coordinate student performance and program evaluation using internal and external student assessment data to improve teaching practice.

#### **Engage in professional learning**

- Use comprehensive knowledge of the Australian Professional Standards for Teachers to plan and lead the development of professional learning policies and programs that address the professional learning needs of colleagues and pre-service teachers.

#### **Engage professionally with colleagues, parents/carers and the community**

- Model exemplary ethical behaviour and exercise informed judgements in all professional dealings with students, colleagues and the community.
- Initiate, develop and implement relevant policies and processes to support colleagues' compliance with and understanding of existing and new legislative, administrative, organisational and professional responsibilities.
- Identify, initiate and build on opportunities that engage parents/carers in both the progress of their children's learning and in the educational priorities of the School.

#### **Teaching and Learning practices and programs**

- Monitor and review the development and implementation of learning programs across the school to ensure consistency and excellence in teaching and learning in line with the School's Strategic Plan.
- Provide leadership, feedback and advice to Leaders of Learning (LLs) regarding learning program approaches, consistency and application.

#### **Administration and marketing**

- Participate in information sessions and open days to ensure understanding of School programs and objectives.
- Explore community seminar opportunities that engage and excite our local and broader community.

#### **Meetings**

Attendance and contribution to meetings as required by the Principal. These may include but are not limited to:

- School Council
- Senior Executive
- Senior School Academic Team

- Senior School Leadership Team
- Wellbeing staff
- Leaders of Learning
- Staff meetings and briefings
- Parent meetings
- Community meetings

#### **Skills, experience and key competencies**

- Shows commitment to the School's philosophy, values, policies and procedures.
- Provides inspirational leadership to the staff and students.
- Is experienced in whole school change management.
- Has experience in data analysis.
- Is innovative and can see possibilities for collaboration that have not previously existed.
- A professional attitude, dedication and commitment to the conduct and completion of duties and responsibilities of the position.
- Demonstrates excellent interpersonal skills to enable effective communication at all levels.
- Demonstrates an ability to work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the School leadership teams.
- Ability to balance short term priorities with longer term plans and requirements.
- Ability to respond appropriately under times of great demand.
- Demonstrates an ability to develop excellent relationships and liaise professionally with staff, students and parents.
- Is experienced in dealing appropriately with highly confidential and sensitive information.
- An ability to build positive and enduring rapport with people and display enthusiasm and desire to positively promote the School and its students, parents, staff, achievements and programs.
- Believes themselves to be an active and engaged global citizen.

Other duties from time-to-time as may be required by the Principal.