



St Margaret's Berwick Grammar

VIRTUTE ET LABORE

Position Description

Title:	Head of Students
Campus:	Officer
Reports to:	Vice Principal and Deputy Head Senior School: Students/Operations
Tenure:	3 years (with an annual review)
Responsibility allowance:	Level 6

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.

Together with the other members of the leadership team, the Head of Senior Students is responsible for leading and implementing the School's Strategic Plan and ensuring that the relationships within the School are consistent with the ethos of St Margaret's Berwick Grammar.

An element of the role is to inform future directions of the School in relation to innovative programs and operations that reflect the School's role as a leader in education, with a focus on the 4 A's and 4 F's. This role also has a key responsibility for developing a positive culture of Courage, Curiosity, Character and Respect in our community.

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.

Focus:

The Head of Students – Officer/Berwick plays a pivotal role in ensuring the School's Vision, and Values are upheld, fostering a dynamic and inclusive culture that prioritises student growth, staff

collaboration, and parent engagement. Reporting to and supporting the Vice Principals, the Head of Students provides strategic leadership of their students and campus while overseeing its daily operations, in partnership with the Deputy Head of Senior School (Students & Operations). Together, they ensure the seamless coordination of logistics, operations, and significant events, creating an environment where every student is known, valued, and supported.

As a key leader within the Senior School Leadership Team, the Head of Students leads and manages the Heads of House team, strengthening the school's wellbeing structures; and contributes to Campus and School-wide initiatives, implementing policies and programs that enhance student outcomes and staff effectiveness. With a commitment to excellence, care, and collaboration, the Head of Students ensures that every student is thriving within our inclusive community where students are empowered to achieve their full potential.

Position in Context

St Margaret's Berwick Grammar's unique educational model is comprised of:

- A coeducational Early Learning Centre (ELC) to Year 6 at the Berwick Campus
- Single gender from Years 7 – 12:
 - girls at the Berwick Campus
 - boys at the Officer Campus

The Senior School Leadership Team comprises Vice Principals, Deputy Heads of Senior School (Academics and Students/Operations) and Heads of Senior Students (Officer and Berwick).

The Head of Students:

- In collaboration with the Senior School Leadership, lead and embed the School's vision, strategic priorities and values across the school.
- Liaises and plans regularly with the Head of Senior Students at the other campus with a particular focus on embedding the Positive Humanity program.
- Lead, develop and plan for the wellbeing programs with a culture of improvement that sets high expectations for all staff and fosters exceptional outcomes for students.
- Provide leadership and direction to the Heads of House and Mentor staff across the campus with a focus on building strong relationships within each House.
- Create and support meaningful student leadership opportunities, actively guiding and empowering appointed student leaders.
- Support the student recognition and awards programs, setting goals and maintaining record keeping.
- Ensure student voice is actively sought, respected, and integrated as appropriate into decision making and contributes to shaping culture of the school.
- Collaborate with relevant staff to ensure the school event calendar is balanced, engaging and student centered with high levels of student engagement.
- Is responsible for the safety and wellbeing of all students and, along with the Heads of House is responsible for maximizing communication between School and families.
- Is cognizant of current developments in education and regularly informs the community of these developments, especially those relating to the wellbeing of young people.
- Sets high expectations for the whole school through careful collaborative planning, monitoring and reviewing the effectiveness of safety and wellbeing programs.

- Is responsible for contributing to whole school policies regarding safety and wellbeing of children.
- Sets high standards of student behavior, appearance and attendance, encouraging active engagement and a strong student voice.
- Lead and manage change of school initiatives and projects as required, including organization of international / domestic student experience tours.
- Engage in professional learning opportunities beyond the school to enhance expertise and contribute to broader educational networks.

Symbolic Leadership

- Contribute to the organization, coordination, and preparation for Campus based activities, Senior school Formal and Presentation Ball and Year 12 functions including final celebrations and Valedictory Dinner.
- Planning of Assemblies, Positive Humanity program, House and mentor activities.
- Coordinate and lead parent engagement in wellbeing programs.

Staff

- Along with the Director of Staff Learning, be responsible for annual staff reviews for staff with a Wellbeing Position of Responsibility.
- Develop and nurture a high performing team.

Overseeing Daily Organisation including:

- Along with the School Leadership Team, plan staff meetings and relevant staff learning opportunities.
- Communication of organizational, safety and wellbeing decisions with parents in a timely manner, in partnership with the other campus.

Teaching

- The Head of Students must lead through their actions, and will have an active role within the classroom teaching program.

Meetings and Events

- Attendance at gatherings as required. These may include:
 - Senior School Leadership Team Meetings
 - Academic tracking Meetings and House Leadership meetings as required
 - Staff Meetings
 - Parent Meetings
 - Meetings/Events as specified by the Principal

Enrolments

- Promotion of the School to maximise enrolments.
- Conduct and participate in information sessions for families of prospective students.
- Interview prospective students and families to determine courses/programs.
- Active marketing.

Budgets

- Annual review and organisation of all relevant budgets in consultation with the Director of Business Operations.

Public Representative of the School

- In conjunction with the Principal, and Vice Principals, the Head of Students will act as a public representative of the School.

Skills, experience and key competencies

- Commitment to the School's philosophy, values, policies and procedures with particular focus on the School's Child Safe Policy, Child Safety Code of Conduct and Child Protection, Mandatory Reporting and Reportable Conduct Policy.
- Providing inspirational leadership to the staff, students and the profession.
- A professional attitude, dedication and commitment to the conduct and completion of duties and responsibilities of the position.
- Demonstrate excellent interpersonal skills to enable effective communication at all levels.
- Demonstrated ability to work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the school.
- Ability to balance short term priorities with longer term plans and requirements.
- Ability to respond appropriately under times of great demand.
- Demonstrated ability to develop excellent relationships and liaise professionally with staff, students and parents.
- Demonstrated experience in dealing appropriately with highly confidential and sensitive information.
- The ability to build positive and enduring rapport with people and display enthusiasm and desire to positively promote the School and its student, parents, staff, achievements and programs.
- Ensure all information regarding students and families is current.
- Along with relevant staff, effectively manage transition and orientation of new students at all levels.
- Oversee, with curriculum staff, the selection and provision of student academic and other awards.
- Along with relevant staff, maintain oversight of the safety and wellbeing of students on all camps, trips, tours and exchanges.
- Approve the final writing and proofreading of testimonials/reports.

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