



POSITION DETAILS

Position Title:	DEPUTY HEAD OF SENIOR COLLEGE
Award:	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement
Department:	Senior College Years 10 to 12
Work arrangement:	Full time/permanent
Allowance:	Leadership Allowance 3
Date Established:	November 2018
Date Updated:	March 2024
Reports to:	Head of Senior College
Direct Reports:	Nil
Position Holder:	Vacant

KEY OBJECTIVE(S)

The Senior College comprises Years 10 to 12 with approximately 350 students and offers a broad suite of curricular and co-curricular offerings. Within a supportive, structured environment, the emphasis is on developing the whole person who is well supported to flourish throughout their adolescent years and who is well prepared for the world that lies beyond school.

The key objective of this role is to provide educational and pastoral leadership of students, in collaboration with the Senior College Wellbeing team of Senior College House Coordinators, school psychologists, Roll Call teachers, Dean of Senior Studies and Head of Senior College. This role encompasses key leadership, management and development responsibilities. The Deputy Head of Senior College will develop and maintain effective operational procedures and contribute to a range of programs related to student wellbeing policies and practices.

Compliance with all Child Protection directives.

CHILD SAFE STATEMENT

“Central Coast Grammar School (CCGS) is committed to the safety, protection, and wellbeing of all our students and children involved in activities at CCGS. The School requires all prospective school staff to contribute to creating a culture of child safety and wellbeing and be committed to protecting students from abuse or harm in the school environment.”

CONFIDENTIALITY

This position will come across confidential information. Therefore, a confidentiality agreement is required.

COMMUNICATION

Internal	Headmaster, Deputy Headmaster, Executive, Teaching and Support & Operational staff (<i>including direct reports</i>) and students
External	Third party providers, suppliers, visitors, visiting students



KEY ACCOUNTABILITIES

Wellbeing

- Demonstrate and follow fair and constructive student management and wellbeing procedures
- Lead the maintenance and development of appropriate tone, discipline and morale in the Senior College
- Develop student leadership training programs and include regular meetings with School and House student leaders
- Oversee the implementation of an appropriate discipline policy in the Senior College that aligns with School Values and policies
- Address parent/student concerns in consultation with Head of Senior College
- Investigate breaches of discipline by Senior College students and respond to discipline problems
- In conjunction with Senior College House Coordinators, liaise with parents re wellbeing concerns
- Develop specific programs and initiatives to support the wellbeing of visiting International Senior College students
- In conjunction with Dean of Senior Studies, meet with Head of Learning Support to support students with special needs
- Meet with the Deputy Headmaster, School Psychologists, Senior College House Coordinators and Dean of Senior Studies and other support staff on welfare issues

Development

- Support and regularly evaluate existing wellbeing policies and programs, ensuring programs are relevant, supportive of school strategic intentions and whole school and Senior College goals
- Develop Wellbeing Programs in Senior College in conjunction with the Director of Wellbeing – Senior School and Head of Senior College, that address changing issues that are age appropriate to Senior College Students and their development
- Assume responsibility for improving the efficiency of oversight (of students and roll call teachers) whilst driving the strategic direction of Wellbeing through the House system in Senior College
- Support the development of a formal, centralised approach to Community Service and Service learning that engages all students in a meaningful manner
- Develop and drive an evidence based, targeted response to behavioural issues, running alongside regular parent forums to reinforce the school's position
- Develop and manage a formal, ongoing and visible orientation and induction program for students new to Senior College to ensure their seamless transition into a new environment
- Create, communicate and coordinate a thoughtful, responsive and effective approach to Student Discipline in the Senior College
- In consultation with the Senior College House Coordinators and Head of Senior College, help enhance, embed and lead a formal program of Student Leadership in the Senior College
- Encourage staff professional learning on wellbeing issues and, as appropriate, in conjunction with Deputy Head Middle School - arrange information sharing and collaboration to strengthen whole school approach where appropriate



Administration

- Plan and manage Senior School Assemblies in conjunction with the Deputy Head of Middle School.
- Arrange allocation of student lockers, upkeep and security
- Oversee the implementation of the assessment/examination timetables with well communicated supervision rosters in collaboration with Heads of Department
- Communicate with HODs regarding examination requirements, examination resourcing and checking of examination resources
- Maintain a thorough monitoring system addressing student absence, meeting with students and families regarding Attendance Improvement Plans when required

House Matters

- Meet regularly with Senior College House Coordinators to enable clear oversight of Senior College student matters
- Coordinate the Senior College Wellbeing meeting each fortnight, planning agendas, circulating minutes and follow through on issues arising
- Clearly define the expectations of Senior College House Coordinators and Roll Call Tutors.
- Assist in the recruitment of new Senior College House Coordinators
- Assist in coordinating and selecting the Student Exchange Program candidates in conjunction with the International Programs Coordinator
- Provide ongoing induction/support for new Senior College House Coordinators and Roll Call Tutors
- Provide/seek appropriate professional development opportunities for Senior College House Coordinators and Roll Call Tutors, and coordinate the use of allocated meeting and professional development sessions
- Liaise with the Deputy Head of Middle School where appropriate on cross-sectional student matters
- Determine calendar dates and coordinate significant Senior College events
- Oversee the effective and timely follow up of student absences by Senior College House Coordinators

Daily Organisation

- Respond to problems involving property
- Oversee yard duty and Prefect duties
- Manage daily school routines in Senior College
- Oversee the effective use of TASS/MyCCGS absence recording by subject teachers

Special Functions

- Responsibility for organising school functions in the Senior College, such as camps, transition programs, service, Year 12 programs and other student development experiences on and off the campus.



Student Leadership

- In conjunction with Head of Senior College, Dean of Senior Studies, Deputy Headmaster and Headmaster, interview and select Student Leaders
- In conjunction with Senior College House Coordinators, provide appropriate on-going training for Head Prefects, House Captains and Prefects
- Assist Senior College House Coordinators in maximising the leadership experience and ongoing contribution of Head Prefects and House Captains
- Monitor performance and needs of Students Leaders and respond accordingly
- Research and consider student leadership programs

Additional Responsibilities

- Undertake a teaching load deemed appropriate by the Headmaster
- Deputise for the Head of Senior College in their absence or when requested
- Other responsibilities as deemed appropriate by Head of Senior College and/or Deputy Headmaster/Headmaster
- Compliance with all child protection requirements
- Other tasks as required

WORK HEALTH AND SAFETY

- Follow rules, instructions and safe work procedures
- Use equipment and substances only in accordance with manufacturers instructions and training
- Wear and use protective equipment and clothing provided in the correct manner
- Report any hazards or safety issues identified in the workplace to the Property Manager, or the Business Manager
- Participate in the Central Coast Grammar School Work Health and Safety (WH&S) consultation process by discussing WHS issues with the Property Manager, Facilities & Services Coordinator, Business Manager and the WH&S Committee members
- Observe all the rules, policies and procedures at all times to ensure a safe and healthy workplace for yourself and others
- Provide for personal safety and the safety of others by ensuring that all plant and equipment, protective and first aid and emergency equipment is not altered or interfered with e.g. removal of safety guards or devices or first aid or safety equipment

SPECIAL CONDITIONS

- Physical demands in the role may include: lifting, movement, travel, talking, seeing/inspecting, standing/sitting
- Environmental conditions may include climate/ temperature, lighting, noise, hazards, ventilation, indoor/outdoor, separate office/open plan, etc.
- May need to be available outside of normal work hours



PERSON SPECIFICATION

EDUCATION/MEMBERSHIPS

- Tertiary qualifications in Teaching is essential
- NSW Education Standards Authority (NESA) Accreditation
- Working With Children Check

The Deputy Head Senior College will be:

- a member of the School Leadership Team
- a member of the Senior College Wellbeing Team

EXPERIENCE

- A strong empathy with the Senior College's key philosophies and priorities
- Extensive hands-on experience in complex student welfare issues
- Strong problem solving and conflict resolution skills and the ability to remain calm and focused in dealing with disputes and problems
- Strong skills in working collaboratively with staff, families, and students
- An exemplar in the classroom and a positive role model to students and staff alike
- Excellent verbal and written communications skills
- Excellent organizational skills
- Takes initiative to find solutions in conjunction with the Head of Senior College
- A polished presenter when it comes to addressing student, parent and staff groups

ABILITY

- Competently operate machinery and equipment as applicable to the role
- Demonstrated knowledge of WHS principles and practices to ensure work is conducted in a safe manner
- Strong digital literacy skills



SPECIAL REQUIREMENTS

- Effective communication skills (both oral and written) and the ability to communicate positively at all levels across the School
- Good organisational and time management skills
- Ability to use initiative and adapt to various situations in a timely manner
- Excellent listening skills.
- Ability to work as part of a team.

Signed:

Deputy Head of Senior College

Date

Janine Comber – Head of Senior College

Date

Steven Bennett – Deputy Headmaster

Date

Please return signed document to Human Resources