



Position Description:

Head of Secondary

v001
June 2022

Our Vision

A leading, truly Christ-Centred school community, where students learn to love God, pursue excellence and flourish to reach their full potential.

Our Mission

Devonport Christian School is a Christ-centred school community that develops students through high quality, holistic education.

Our Values

At Devonport Christian School we value...

1. Christ-centredness – in our character and all we do.

"And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him." Colossians 3:17

2. Holistic Education – enabling children to develop physically, socially, emotionally, academically and spiritually.

"Love the Lord your God with all your heart and with all your soul and with all your mind and with all strength ... Love your neighbour as yourself." Mark 12: 30, 31

3. Excellence – doing our best in all things.

"Whatever you do, work at it with all your heart, as working for the Lord." Colossians 3:23

4. Family Partnerships – working with and supporting care-givers in their role as the child's primary educator.

"Bring them (your children) up in the training and instruction of the Lord." Ephesians 6:4

5. Authentic community – serving and supporting all members of our school.

"Clothe yourselves with compassion, kindness, humility, gentleness and patience. Bear with each other and forgive one another and over all these virtues put on love." Colossians 3:12 – 14

6. Godly Leadership – through all levels of the school.

"Each one should use whatever gifts he has received to serve others, faithfully administering God's grace in its various forms." 1 Peter 4:10



Our Goals

Devonport Christian School seeks to:

- Foster a Christ-centred culture as the foundation of all we do, applying a Christian worldview and acknowledging Jesus is Lord of all.
- Provide high quality holistic education with an expectation that each student will achieve their personal best and develop to their fullest potential.
- Build strong partnerships with families to assist them with their biblical responsibility as the primary educators of the child.
- Have strong, united leadership to ensure effective management, financial sustainability and the implementation of a clear vision, providing the best possible environment for student development.
- Plan for, and actively pursue, sustainable growth in student numbers while remaining true to our core values.
- Pioneer and launch a secondary school to provide current families with a continuation of their children's learning experience from primary into secondary that encompass' both excellence and a young person's identity and purpose in Christ.



Devonport Christian School Head of Secondary

Under the leadership of the Principal, this new Head of Secondary position has been formed to help develop and lead a strong Christian educational culture as Devonport Christian School expands into secondary schooling in 2023, subject to registration approval. Two Year 7 classes are anticipated in 2023 and the school intends to progress to Year 10 by 2026. The Head of Secondary will be committed to the school's Christian ethos and values and possess excellent skills in leadership and management. The Head of Secondary will provide support to the Principal as a member of the executive leadership team.

The **Head of Secondary** is responsible to the Principal for the planning, organisation, operations and culture of the secondary school and will advise the Principal in respect to current and future secondary needs. They will:

- Provide leadership, vision and direction
- Be committed to positive community connection and pastoral care
- Bring sound educational knowledge and up-to-date practices
- Promote a coherent and positive culture within the community
- Have a vital role in improving educational outcomes
- Develop and maintain quality of teaching and learning
- Nurture positive relationships between students, staff, the community and stakeholders
- Influence and lead the team in enhancing student engagement, achievement, faith and wellbeing

The **Head of Secondary** will have a teaching component and increasing periods of release time per week as the secondary school expands. The role is a Principal-appointed position and is on a three-year tenure.

THE PERSON

The **Head of Secondary** will:

- Have a demonstrated commitment to the Lordship of Christ in all areas of life.
- Have a willingness to subscribe to the school's educational purposes as outlined in the DCS **'Statement of Faith'**.
- Be able to demonstrate an understanding of and commitment to the achievement of the school's vision, mission, values, strategic plan and educational direction.
- Have the appropriate educational qualifications.
- Be committed to the development of Christian perspectives and foundations throughout the curriculum.
- Have proven leadership skills and experience in a secondary school.
- Have sensitivity in personal relationships.
- Have an excellent personal reputation as an educator.
- Have a sound knowledge of educational trends, research, practices and policies in primary and secondary education.
- Have high competence in data analysis to improve teaching practice and student outcomes.
- Be able to successfully lead collaborative learning teams.
- Demonstrate a continual willingness and desire to learn as an innovative educator.
- Engage and connect with adolescents and have a desire to know and understand each individual student in their care.

KEY ACCOUNTABILITIES

The Head of Secondary (HoS) is accountable to the Principal. Each year **the HoS** will develop goals which are discussed and approved by the Principal in December of the preceding year.

At the end of each year a review meeting will be held with the Principal based on the approved goals. This review will help inform the following year's goals.

At the end of the third year there will be a review of the HoS's performance and this will help determine the school's intention in terms of a new tenure.

KEY RESPONSIBILITIES

The Head of Secondary responsibilities will include:

- ✓ The responsibility for all secondary school activities, operations and learning.
- ✓ Shared direction of the Year 7 to Year 10 curriculum of the school, to ensure effective teaching which meets national and state requirements.
- ✓ Oversight of the leadership and management of secondary years, including teaching and learning.
- ✓ Having a shared vision, passion and heart for DCS culture, supporting the Principal.
- ✓ Being innovative and reflective of practice in line with DCS culture and positive relationships.
- ✓ Shared partnership on the leadership of the curriculum direction, provision, delivery and documentation in conjunction with the Principal, Director of Learning and Teaching, Learning Team Leaders and other leadership members.
- ✓ Setting and maintaining the culture for Christian education within and through the curriculum, in line with the Christian ethos of Devonport Christian School.
- ✓ Maintaining, growing and nurturing a positive learning and faith culture in the school.
- ✓ Coordinating the disciplinary needs of the secondary school, reporting and communicating to the Principal. Continually communicating and working in partnership with the Principal and other leaders to ensure clarity and consistency relating to behavioural matters and with individual parents of students.
- ✓ Reporting regularly to the Principal on matters of student welfare and support.
- ✓ Coaching and being available to support teachers and staff in their teaching practice
- ✓ Coordinating and managing situations that have a negative impact on student culture and behaviours, including coaching staff responses in line with our Christian restorative processes.
 - ✓ Working to enhance engagement and effectiveness of collaborative teams with Learning Team Leaders, Senior Management, and the Executive team, to continually build the teams' capacities to implement evidence-based teaching and learning in the school.
 - ✓ Communicating and liaising with parents (through courses, training sessions and requested meetings).
 - ✓ Sharing in the setting of teacher goals and providing vision and planning of professional learning to enhance teacher practice and improve student outcomes.
 - ✓ Commitment to learning excellence and to the strategic goal of allowing all students to achieve high levels of learning growth and develop to their fullest potential.

- ✓ Work with Director of Learning and Teaching with administration and operations on learning in school – e.g. assessments (NAPLAN), competitions, curriculum sessions, information evenings, training of parents, teaching and learning admin.
- ✓ Use knowledge of leadership frameworks, protocols and strategy to reflect on the school's current practices and collaboratively design effective change processes in line with the school's mission, vision, values and goals.
- ✓ Deputizing in the absence of the Principal with other senior management, executives and team leaders.

KEY RELATIONSHIPS

The Head of Secondary will need to develop and maintain key relationship with the following:

- Principal
- Director of Learning and Teaching
- Other Heads of Schools / Departments
- Learning Team Leaders
- Head of Students and Learning Systems
- Head of Administration (School Executive Officer)
- Head of Student Services Support - Student Support Co-ordinator
- Classroom teachers in Year 5 – Year 10
- Specialist Teachers
- Learning Support Services team
- Parents and community members

REMUNERATION

1. A middle management entry salary scale.
2. The **Head of Secondary** will also be allocated release time from teaching duties to plan, prepare, collaborate and coach. This time will be allocated annually.
3. The role will be reviewed annually.

APPLICATION PROCESS

Interested and qualified applicants should include:

- A brief covering letter
- Your current CV
- An overview of your faith journey and experience in respect of the leadership qualities and responsibilities that are required of the position
- Names of three referees (two professional and one pastoral)

Please send applications to the CEN Consultancies Administrator, Melinda Storm at consultancy@cen.edu.au

Applications will be received until COB Friday 1 July 2022.