

## JDF for Head of Secondary (7 to 12)

### Our Mission and Vision

Foundation Christian College provides a Christian Education for all students from Kindergarten to Year 12. *'Our mission is to provide a Christ-centered Education in a caring community and to equip students for the 21st Century.'*

### Our School motto is:

"Jesus Christ, our sure foundation."

### Position Title

Head of Secondary (7 to 12)

### Line Manager/Accountability

The Head of Secondary (7-12) **reports to** the Principal as their Line Manager.

- Principal

The Head of Secondary (7-12) **liaises with** the following Exec Team and College Leadership team members according to the area they are working in:

- Head of Primary
- Business Manager
- Teaching & Learning Specialist (K-12)

The Head Secondary (7-12) is **responsible for** the Secondary Leadership team consisting of:

- Secondary Curriculum Coordinator
- Heads of Learning Areas (7-12)
- Secondary Pastoral Care Coordinator

### Scope of the Position

*The Head of Secondary has the overall leadership responsibility for all Secondary School Staff including Coordinators and Support Staff. The Head of Secondary is accountable to the Principal in all areas of responsibility associated with the day to day operation of the Secondary School as follows:*

## **Areas of Responsibilities & Specific Duties**

### **1. STAFFING**

***The Head of Secondary is responsible for the following in relation to staffing.***

- Providing leadership for staff deployed to the Secondary School.
- Providing specific leadership for the Curriculum Coordinator of Secondary and the Heads of Learning Areas.
- Coordinating and chairing staff meetings and information meetings for staff involved in the delivery of Secondary School courses.
- Ensuring that best practice teaching procedures are researched and followed.
- Inducting and mentoring new staff members to the Secondary School.
- Ensuring that minutes for staff meetings are recorded and keeping the Principal apprised of specific issues pertaining to the operation of the Secondary School.
- Assisting the Principal in the selection and deployment of staff allocated to the Secondary School.
- Conducting the evaluation and appraisal of Secondary School teaching staff in accordance with AITSL requirements or its equivalent.
- Coordinating and monitoring teaching staff professional development.
- Monitoring and keeping the Principal apprised of staff pastoral care needs.

### **2. POLICY AND CURRICULUM**

***The Head of Secondary is accountable to the Principal for:***

- Implementing and developing the curriculum within the Secondary School.
- Monitoring teaching work programs and assessment records.
- Promoting and explaining curriculum options and providing information resources to parents and students in the Secondary School.
- Providing staff with information and support with regard to assessment, recording and reporting procedures related to the Secondary School curriculum.
- Assisting the Principal with the development and implementation of procedural policy.
- Monitoring the implementation and adherence to College procedural policy by College Staff as it applies in the Secondary School.
- Reporting to the Principal on the implementation of the College Strategic Plan and assisting the Principal to determine priorities for future planning.

### 3. FINANCIAL MANAGEMENT

***The Head of Secondary is required to manage area budgets within the constraints of the annual budget and is required to:***

- Submit draft cash flow budgets to the Principal for consideration during the preparation of the annual College Budget.
- Maintain Budget expenditure within the cash-flow of the annual budget approved by the College Board in October each year.
- Approve all staff purchase requests for teaching staff and refer the same to the College Business Office.

### 4. GOVERNMENT ACCOUNTABILITY

***The Principal is the Approved Authority for the College and is therefore accountable to all government agencies on behalf of the College community. All Communication or dealings with government instrumentalities must therefore be approved by the Principal. The Head of Secondary does not have authority to make commitments on behalf of the College nor submit reports without the Principal's approval and signature. However, duties in this regard include:***

- Preparation of applications for grant monies specifically related to the operation of the Secondary School in conjunction with the Business Manager.
- Completion of accountability requirements for Government instrumentalities as required.
- The monitoring and reporting of student progress and the coordination and implementation of testing requirements. (NAPLAN etc.)
- Assisting the Principal and Business Manager with investigation and research in relation to expanding and developing the Secondary School facilities and program and the funding of these developments.

### 5. COLLEGE ADMINISTRATION

***The Head of Secondary is responsible for ensuring that the management and administration of Secondary School affairs is conducted in a manner that is consistent with Biblical Principles:***

- Attend to the operational, staff and student administration requirements of the Secondary School and ensure these processes are conducted in an appropriate manner.

- Accept responsibility for the management and direction of administration staff responsible to the Secondary School.
- Approve applications for excursions and incursions ensuring they are appropriate and meet College policy requirements.

## **6. ACADEMIC STANDARDS**

***The Head of Secondary is responsible for monitoring academic standards in the Secondary School:***

- Ensuring that all students are working to their full potential using their God-given talents.
- Monitoring work standards across the Secondary School and ensuring teaching staff conduct regular, effective assessments and keep efficient records of student progress.
- Ensuring that reporting procedures are completed correctly and in a timely manner by Secondary teaching staff.
- Ensuring that external testing procedures and requirements are met.
- Ensuring that staff adhere to testing and assessment standards as outlined in the College's Assessment policy.

## **7. COMMUNICATION**

***With respect to interactions with parents of students within the College, the Head of Secondary has a responsibility to ensure that appropriate and adequate information is provided by the College in regard to College programs and procedures. Equally, that all contact with parents is appropriate and conducted in a professional manner.***

- Monitoring all communication with the parent and wider community including sighting and editing all written communication to parents prepared by staff and forwarding copies to the Principal, Reception and Student Services staff.
- Assuming responsibility for contact with parents in matters relating to the Secondary School.
- Keeping parents informed of matters pertaining to the operation of the Secondary School which relate to student academic programs, pastoral care needs, assessment outcomes, reporting and general College information.
- Maintaining adequate records of all parent/school interactions.

## 8. PASTORAL CARE

***The Head of Secondary maintains overall responsibility for the welfare and wellbeing of students in the Secondary School and keeping the Principal informed of relevant developments:***

- Provide pastoral support to Secondary School students in relation to course-related and personal matters.
- Liaise with the Principal and Chaplain on pastoral care issues concerning students.
- Organise Secondary School graduation and end of year functions.
- Attend to all matters of student discipline and the implementation of the behaviour management policy by staff.
- Promote and develop a student leadership-training program within the Secondary School.