



Walford

Position Description

Assistant Head of Secondary School

POSITION TITLE	Assistant Head of Secondary School (Years 7-12)
STATUS	Tenured leadership position (5 years) Commencing January 2025 0.4 FTE time release Band 2 Level 2
REPORTING TO	Head of Secondary School (Years 7-12)
MEMBER OF	Co-curricular Committee
CHAIR OF	Heads of House Meetings Middle School Committee Student Wellbeing Committee
LINE MANAGER OF	Secondary School Mentors Heads of House Head of Wellbeing (7-12)

Role Description

The Assistant Head of Secondary School is an outstanding teacher, pastoral caregiver and school leader who is committed to the pastoral care and wellbeing of students in secondary schooling.

The Assistant Head of Secondary School assists the Head of Secondary School in the management and organisation of the Walford's Middle (7-9) and Senior (10-12) Schools for students in Years 7-12. This includes operations, reporting, student wellbeing, pastoral care, communications with families, students and staff, and co-curricular activities. The role requires a consultative, compassionate, proactive approach to working with students, parents/caregivers, and a range of School staff.

The Assistant Head of Secondary School reports to and works in collaboration with the Head of Secondary School. They liaise closely with, and line manage Year 7-12 Mentors, Heads of House and the Head of Wellbeing (7-12).

RESPONSIBILITIES

General

- Support the Anglican ethos of the School.

- Live the School values of Courage, Commitment, Community and Growth.
- Comply with School policies and procedures, and the School's commitment to child safety.
- Be an active member of relevant professional organisations and engage in relevant professional learning.
- Support the School's mission to develop compassionate and courageous women who live lives of meaning, purpose and principle; and its vision to be a flourishing, connected learning community that enables each student to achieve her best, her way.
- Teach in the Secondary school (0.6 FTE equivalent).

Secondary School operations

- Assist with coordination and organisation of sub-school assemblies, parent information evenings and events, including the induction of student leaders, Year 12 Formal, Year 12 graduation events and the Special Awards Ceremony.
- Assist with careers and subject selection events and processes for students in Years 7-12. Assist with the Subject Counselling process.
- Assist with the organisation of camps, outdoor education curriculum and the Duke of Edinburgh award for secondary students.
- Work with the Learning Inclusion staff to ensure students' diverse learning needs are met.

Student Wellbeing

- Be the first port of call for behavioural issues that cannot be resolved by the teacher, Mentor or Head of House.
- Address Level 1 student behaviour and oversee lunchtime detentions.
- Assist with maintaining the highest standards of student attendance and behaviour in Years 7-12, including monitoring, reviewing and implementing behaviour policies and procedures, and taking required action to proactively address these factors when necessary.
- Oversee peer mentoring for students in the Secondary School.
- Work with the Head of Secondary School in the case management of students with wellbeing concerns, including developing Wellbeing Plans in conjunction with students, staff, families and external care providers, where relevant.
- Coach and support Year 7-12 Mentors in their role.
- Develop student leadership capacity and Chair the Middle School Committee.

Staff and Relationships

- Line manage Year 7-12 Mentors, Heads of House and the Head of Wellbeing (7-12).
- Support staff working in the sub-school through coaching, mentoring, managing, and creating a culture of high support and continuous improvement.

Communications and Community

- Facilitate and initiate key communications with School families.
- Establish positive relationships with parents/caregivers and work with them for the benefit of students and the School.
- Contribute to communications such as written publications and speaking at School events.
- Build a strong professional reputation among peers and in the wider community.
- Promote the School in the broader community and represent the School in the education sector.

Working Hours

This role will require attendance at meetings and events on evenings and weekends, as required.

Qualifications And Experience

Essential

- University qualifications in teaching, education and/or leadership.
- Extensive school leadership experience, including leading student learning and wellbeing, with a focus on secondary schooling and girls' education.
- Proven experience in leading successful and innovative initiatives.
- Significant experience leading staff.
- South Australian Teacher Registration.
- Working with Children Check (WWCC).
- Responding to Risks of Harm, Abuse and Neglect (Fundamentals and Masterclass).

Desirable

- Experience using Canvas, Synergetic and Microsoft Office.

Personal Attributes

- A consultative, compassionate approach to leading and working with others.
- The capacity to think strategically and innovatively.
- Superior verbal and written communication skills.
- Meticulous attention to detail.
- Superior organisational skills.
- Experience communicating with a wide range of community members and stakeholders.
- The ability to work within and promote a positive team environment, and to mentor and coach staff through cultural change.
- Excellent problem-solving skills.
- Composure under pressure.
- Warmth, empathy and good humour.

Acknowledgement

This Position Description has been developed to indicate the general nature and level of work performed by employees within this role. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities and requirements of employees assigned to the role. Staff may also be required to perform any other duties that they may be directed to perform which could be reasonably considered relevant to the position.