

## DEPUTY HEAD OF SENIOR SCHOOL – SYSTEMS

### POSITION DESCRIPTION

|                          |                                                                                                                                                                                                                                                                                                                                                                                      |
|--------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>REPORTS TO</b>        | Head of Senior School                                                                                                                                                                                                                                                                                                                                                                |
| <b>DIRECT REPORTS</b>    | Senior School Staff in the context of organising excursions or camps<br>Cocurricular Leaders                                                                                                                                                                                                                                                                                         |
| <b>KEY RELATIONSHIPS</b> | Other Deputy Heads of Senior School<br>Senior School Teaching staff<br>Senior School Office staff<br>Students<br>Parents<br>Casual Relief Teachers                                                                                                                                                                                                                                   |
| <b>PURPOSE</b>           | This is a key leadership role within Senior School. As well as working as part of the Senior School Leadership Team to ensure all aspects of the School's Mission and Vision are realised, the primary purpose of this role is to lead people and processes to ensure the smooth running of Senior School and to promote a culture of continuous improvement for staff and students. |
| <b>ENVIRONMENT</b>       | This position includes a teaching load of between .4 and .5FTE which will be negotiated each year. This is a permanent full time leadership position                                                                                                                                                                                                                                 |

### KEY AREAS OF RESPONSIBILITY

#### SYSTEMS LEADERSHIP

- Lead and implement systems and processes that cultivate an environment in which people feel safe and supported and as a result, support the realisation of the School's Mission.
- Manage Daily Organisation including: the management of absences; allocation of staff to excursions and special events and recruitment, induction and development of CRTs
- Oversee allocation of staff to cocurricular programs
- Be the key liaison in for set up of and communication to staff and students about arrangements for Senior School events.
- Lead and manage risk management in relation to all Senior School events (including meeting with each camp coordinator before planning commences) and build a culture of confidence and care within this context
- Attend all risk management meetings for Senior School camps and events
- Coordinate and communicate reporting timelines in Senior School in consultation with the Deputy Head of Senior School – Curriculum and Digital Learning
- Develop examination timetables (including VCE practice examinations, internal subject examinations, NAPLAN and Academic Assessment Services testing) and coordinate special arrangements for students.
- Manage the Academic Bridging and consequences supervision processes.
- Coordinate Distance Education students.
- Coordinate Learning Conferences and the bookings of them via PTO

- Assist with the use of internal assessment data to ascertain prizes for ceremonies at the end of each year.
- Coordinate placement of teacher candidates to ensure the school has access to excellent graduates.
- Oversee induction of teacher candidates and manage them during placements.
- Be a key support to the Head of Senior School in the administration of any systems.
- Represent Senior School on the OH&S Committee

## STAFF LEADERSHIP

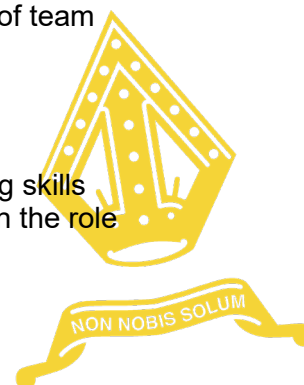
- Deliver professional learning and induction for new Senior School staff in relation to Daily Organisation, reporting and risk management.
- Lead daily Senior School briefings in relation to organisation and events.

## GENERAL LEADERSHIP RESPONSIBILITIES

- Lead and foster a positive culture in Senior School staff and students that aligns with the School's mission, vision and values.
- Assist in development of reporting timeline and meeting schedules.
- Lead daily Senior School briefings as required.
- Attend Senior School events as negotiated with the Head of Senior School.
- Assist with the development of teacher practice as required, including being an Instructional Coach to at least one staff member per term.
- Participate in the staff feedback and recognition process as directed.
- Support and participate in Senior School recruitment processes as required.
- Monitor and manage relevant budgets.
- Other duties as directed by the Head of Senior School

## VALUES AND BEHAVIOURS

| Category          | Expected behaviours                                                                                                                                                                                                   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Values            | Demonstrates personal integrity and strong work ethic<br>Behaviour demonstrates a team approach<br>Is open to new ideas and opportunities                                                                             |
| Communication     | Communicates effectively, especially with adults                                                                                                                                                                      |
| School standards  | Always focused on the needs of the School<br>Always respectful of others<br>Adds value to the team and the School<br>Complies with all school policies                                                                |
| Business outcomes | Looks ahead and anticipates new directions<br>Understands how teams work and utilises the skills of team members                                                                                                      |
| Productivity      | Self driven and displays personal effectiveness<br>Manages stressful situations well<br>Displays sound problem solving and decision making skills<br>Possesses technical skills required to be proficient in the role |



Shows critical reflection on own work

### **Continuous improvement**

Reviews performance data to identify areas for improvement  
Considers the bigger picture when thinking about a problem  
Understands and adjusts to change

### **Planning**

Demonstrates organisational skills  
Develops project plans with clear process and outcome

## **LEADERSHIP QUALITIES**

- Integrity – Honest, ethical and consistent in actions and decisions
- Vision – Has a clear direction for the future
- Empathy – Understands and considers the feelings and perspectives of others
- Accountability – Takes responsibility for actions and decisions
- Communication – Clearly and effectively conveys ideas, actively listens to and encourages feedback
- Decisiveness – Makes timely and well considered decisions, even when under pressure
- Resilience – Stays strong and composed through set backs and challenges
- Confidence – Believes in themselves and their team
- Empowerment – Trusts and encourages others to grow and take initiative
- Humility – Willing to admit mistakes, learn from others and share credit
- Inspiration – Motivates and energises others towards shared goals
- Strategic Thinking – Sees the big picture and plans effectively for the long term
- Emotional Intelligence – Manages own emotions and builds strong interpersonal relationships

## **TECHNICAL KNOWLEDGE AND JOB SPECIFIC SKILLS**

- At least 2 years' experience in a position of leadership within a school
- An understanding of the Lowther Hall context
- An appropriate undergraduate study/qualification
- Proven record as an outstanding practitioner
- Demonstrated capacity to manage a system or process
- Confidence and capacity working with timetables or schedules (familiarity with Timetabling programs is an advantage)
- A current and appropriate VIT Registration
- An understanding of child safe standards
- Current Level 2 First Aid and CPR Certificate – with a commitment to on-going training
- Current National Criminal History Record Check
- Current anaphylaxis management qualification
- Current asthma management qualification

## **PERSONAL ATTRIBUTES**

- Sound judgement with regards to people and situations
- Deep confidence and experience in aligning systems and people.



- Deep confidence and experience in leading people and culture
- Willingness to support the school values
- Organisation and attention to detail
- Time management and prioritising ability
- Initiative and resourcefulness
- Outcomes focus
- Thrives in a problem solving environment
- Team orientation
- Kind, friendly and supportive to parents, staff and students
- Decision making within level of authority
- Flexibility and 'can do' attitude

**This role is ideal for someone with the following strengths/characteristics:**

- Organised
- Patient
- Unruffled
- Calm
- Supportive
- Diplomatic
- Analytical
- Facilitator
- Problem solver
- Open to feedback and mentoring

