POSITION DESCRIPTION

***Title:*** Head of Grammar School

Member of the School Executive

***Reports to:*** Principal/CEO

***Salary Package and Conditions:*** NSW Independent Schools NSW/ACT Standards Model, Multi Enterprise Agreement - Leadership Level 4.

This position is tenured for 5 years, renewable by mutual agreement.

***Hours:*** School hours and considerable out of hours and non-term time involvement in various school activities

***Performance Review:*** This Position Description and the NESA Standards are to be used as a framework for performance review.

***Liaison with:***

1. The School Executive (Principal, Deputy Principal, Head of Teaching and Learning, Business Manager, Head of Girls College and Head of Junior School).
2. Admissions Office
3. Stage and / or Year Coordinators
4. Form Teachers
5. School Counsellors
6. Parents
7. Students

***Philosophy:***

The care of and interest in the individual student is one of the most important aspect that differentiates Pittwater House from other education institutions. Differentiating between the sexes and maximising the pedagogical needs of each gender is a core aim of Pittwater House Schooling.

Honesty and integrity are the first of the Pittwater House Core Values and need to be reflected in staff attitude towards all areas of the school. Confidentiality of records and information, both personal and corporate, is of paramount importance. In all dealings with parents, students, staff and members of the public your approach needs to reflect the high standard and reputation of the School and your actions need to be in accordance with relevant laws.

***Essential Criteria***

1. Demonstrated knowledge and experience in a leadership role in boys education.
2. High level of interpersonal and communication skills.
3. Appropriate qualifications in education with a preference for or working toward a post graduate qualification in educational leadership.
4. Demonstrated ability to work as part of a team.
5. Experience in a middle management role as, for example, a Head of Year or sub-School or Curriculum leadership position.
6. Be eligible to teach in NSW and meet all NESA requirements and Standards.
7. Maintain a valid NSW Working with Children’s Check.

***Personal Requirements/Competencies***

1. A dynamic practitioner who demonstrates initiative and flexibility.
2. A team player who has a demonstrated track record in collaborative work practices
3. Display qualities of trust and respect, integrity, confidentiality and empathy
4. The use of professional judgement in maximising outcomes for the students in our care

***Specific responsibilities***

***Strategic***

* Working with the Executive team to refine and develop the School’s strategic plan for ‘Boys Education’.
* Working with the Executive team to implement the School’s strategic plan for teaching and learning.
* Working closely with the Executive team to develop and implement the Master Plan.
* Work on a strategy to develop the leadership capabilities of the Grammar Stage Leaders and Form Teacher team.

***Leadership***

* Develop a culture within the Boys’ Grammar School which communicates to each individual boy that he is important and cared about.
* Oversee the academic, social, emotional and physical well-being and development of each member of the Grammar School.
* Build and maintain a team of Stage Leaders and Form Teachers with clear goals and procedures for the pastoral and academic care, management and discipline of students, so as to strive to assist each student to realise their potential in academic, social, co-curricular and personal domains. In addition, developing a positive culture across the Stage.
* Lead and collaborate with teachers to facilitate personal academic excellence being achieved by each student and assist teachers in collaboration with the Faculty Heads, who are having difficulties with particular classes or students.
* Use available behavioural data and statistics to track student progress.
* Provide resources and consultancy to staff to assist them in their pastoral role to ensure students’ academic and social needs are being met and high standards of student behaviour are being maintained.
* Oversee and develop special programs in the Boys’ Grammar that clearly differentiate the educational experience and recognise the unique requirements of boys’ education.
* Take appropriate measures to promote the development of positive relationships between boys and between boys and staff; and between boys and members of the Girls’ College.
* Work with staff to ensure all information and data concerning each member of the Grammar school is documented and conveyed to all relevant personnel including working with the School Counsellors, the Careers Counsellor and the Deputy Principal to oversee subject selection and change of subject procedure and communication to all parties.
* Provide professional development to staff on relevant issues.
* Be alert to emerging needs and trends within the provision of pastoral care of the secondary school community and suggesting appropriate strategies to address same.
* Provide support, information and resources to parents with concerns about their children’s academic progress and personal and social development.
* Oversee communication to parents of the Grammar school students.
* Oversee the Assembly and pastoral program in liaison with the Head of the Girls’ College and the Deputy Principal.
* Lead and manage student leadership of the Grammar school.
* Being involved in Parent Information Evenings as required.
* Provide a visible presence and support at Grammar school activities and functions, including extra and co-curricular activities.
* Maintain a strong presence in all aspects of school activity which involves the Grammar Students.

***Management and Operations***

* Attract new enrolments to the school by promoting the school in the community.
* Sustain enrolment numbers by ensuring the retention of existing students in the Grammar School and ensuring the transition of students into the Grammar School from the Junior School.
* Monitor and manage the pastoral budget as it relates to the Grammar School.
* Ensure the smooth running of the Grammar School including oversight of events and activities.
* In conjunction with other relevant staff, manage the well-being of the Grammar School staff.
* Support the Heads of Faculty and take an active role within the Curriculum Committee, supporting the work of the Deputy Principal.
* Assist with the enrolment interviews and induction of students from Years 7 to 12.
* Support the enrolment team with School tours and other prospective and new student events
* Assist with the recruitment and induction of staff into pastoral positions.
* Manage student reward and discipline procedures and structures in the Grammar School.

***Meetings***

* Executive Meetings
* Staff meetings
* Faculty Coordinators Meetings
* Professional Development Meetings
* Subject Faculty Meetings
* Student leadership Meetings
* Other committees, the foci of which pertain to the position

***Teaching and Learning***

A Pittwater House teacher will create a learning environment that is engaging, promotes and recognises excellence and differentiates for the needs of all students. They will:

1. Have qualification in education and be registered and comply with NESA requirements
2. Have academic mastery of the subject content they teach
3. Have proven skills in programming, lesson planning, assessment and reporting strategies
4. Be reflective teachers, continually looking for feedback and learning opportunities
5. Embrace the use of relevant resources and strategies to improve student agency, engagement, differentiation and learning
6. Recognise the importance of providing differentiated content, assessment and learning strategies in all classes
7. Be skilled in classroom management and administration
8. Understand the need to provide effective feedback to students in order to improve their understanding and learning
9. Maintain effective communication with colleagues, Heads of School and parents
10. Be an active user of the schools e-learning platform to support learning and communication
11. Assess and return work promptly to students with adequate feedback
12. Be available for faculty and staff professional learning, before and after school, where required
13. Serve as good ambassadors of the School. This includes conducting oneself in accordance with the professional standards of the School, including being well-groomed and wearing appropriate professional attire
14. Take an active interest in the general life of the School - supporting policies, procedures, aims and objectives in order to facilitate the day-to-day operation of, and promote a high quality of education within, the School
15. Maintain professional confidentiality concerning information about staff and/or students and their families.
16. Act as a member of a team, developing and supporting the philosophy and ethos of the team
17. Ensure that all documents are prepared and presented in accordance with the School’s Style Guide
18. Attend and participate in assemblies

***Other***

* The position requires the incumbent to be available at rostered periods within term breaks.
* Teach a minimum load in an area of specialisation.
* Support, by attendance, the members of the Grammar School in their co-curricular activities, including the Outdoor Education program.
* Other duties as directed by the Principal.

3rd September 2019