



Faith Lutheran College, Redlands

Faith in Christ ... prepared for life.

Mission Statement

Faith Lutheran College is committed to providing quality learning opportunities while nurturing the development of all students in a Christ-centred community.

HEAD OF SECONDARY SCHOOL - ROLE DESCRIPTOR

Position

The Head of Secondary School is part of the Faith Lutheran College Senior Leadership Team (SALT) and will work under the direction and leadership of the Principal. The Head of Secondary School shall deputise in the Principal's absence in the Secondary School. Normally, the Head of Secondary School will take responsibility for the internal operation of the Secondary School and will take a major role for the spiritual and educational leadership in that section of the College.

Person Description

Personal Attributes

- A committed and practicing Christian (preferably an active communicant member of the Lutheran Church of Australia) who will unswervingly support the Lutheran ethos of the College.
- Possessing excellent communication skills, with the ability to develop and maintain effective relationships at all levels.
- A 'team oriented' educator.
- Willing and able to embrace the challenges of a changing educational context.
- Reliable, trustworthy and professionally discreet.
- Professional in their approach to teaching, personal presentation and conduct.
- Demonstrating the "servant nature" of Christ in their relationships.

Qualifications and Experience

- Teacher registered in Queensland (or able to obtain registration).
- Preferably a post-graduate qualification in Lutheran education or if not, then willingness to undertake study as required under the staffing policy of Lutheran Education Australia.
- Be able to demonstrate the qualifications, knowledge, experience, skills, energy, capacity and Christian Faith to lead the Secondary School in a visionary manner.
- A proven track record in the area of educational leadership, preferably, but not limited to the Years 7 - 12 area of Education.

1 The Head of Secondary School shall:-

- 1.1 Assume the Principal's role in the Secondary School for temporary absence, and if necessary, his/her duties during longer absences.
- 1.2 Be responsible for the general organisation and day to day running of the Secondary School Campus.
- 1.3 Be active in seeking the welfare and progress of the school community.
- 1.4 Have access to documents and records and discreetly use them when necessary.
- 1.5 Attend meetings pertaining to the Secondary School deputising for the Principal in his absence.
- 1.6 Be responsible for supervision of Secondary School staff including areas such as programming, curriculum development, student book work, student behaviour management, and pastoral care.
- 1.7 Be part of the College Senior Administration Leadership Team (SALT).
- 1.8 Work in close liaison with the other Head of School to maintain unity and cooperation, working towards our Whole College Mission through their work in the Secondary School.

2 Procedures: The Head of Secondary School's responsibilities include, but are not limited to:

- 2.1 Curriculum development with Dean of Studies.
- 2.2 Matters related to employees – as designated by the Principal.
- 2.3 Organisation of teaching staff.
- 2.4 Classroom control and management.
- 2.5 Teachers' programs, timetables and roll books with Dean of Studies.
- 2.6 Educational standards.
- 2.7 Behaviour Management and Pastoral care of students.
- 2.8 Parent involvement.
- 2.9 Secondary School Staff (Teaching and Non-teaching) Professional Development.
- 2.10 Relief teachers – sick leave and professional development Secondary School.
- 2.11 Staff morale and personal needs.
- 2.12 Support of staff with students and parents.
- 2.13 Co-ordinate pre-service teachers involved in practical teaching.
 - 2.13.1 Negotiate and arrange Faculty Supervisors
 - 2.13.2 Liaise with University placement officers.
 - 2.13.3 Complete and submit College and Supervisor documentation to Universities.
 - 2.13.4 Arrange – deliver a Pre Service Information and Administration session with block placement.
- 2.14 Assist the Principal with student enrolment interviews.
- 2.15 With the Principal oversee the setting up and organisation of the co-curricular program in the Secondary School.

3 Curriculum

- 3.1 Coordination of curriculum developments with Dean of Studies.
 - 3.1.1 Management of teacher planning: Yearly; Term/Semester; Unit; and Daily.
- 3.2 Dissemination of information for curriculum and professional development.
- 3.3 Reporting – policy (with Principal & staff) and facilitation of process.

4 Teaching and Supervision

- 4.1 The role of the Head of Secondary School may include a class teaching load.
- 4.2 The Head of Secondary School will be expected to:
 - 4.2.1 Take some playground / yard duties;
 - 4.2.2 From time to time cover for teachers as they attend short meetings with parents, other teachers, or professionals (Speech therapists, curriculum advisors etc) in the course of their work or emergency situations.

5 Administration

- 5.1 Staffing – involvement in Job Descriptions, advertising, interview panel for Teaching and Non-teaching staff.
- 5.2 Secondary School Staff Meeting agendas (with the Principal)
- 5.3 Newsletter – contribute to the newsletter with Secondary School news.
- 5.4 Attend Meetings:
 - 5.4.1 Relevant College Council sub-committees.
 - 5.4.2 College Council, P&FA, (as requested).
 - 5.4.3 Curriculum Professional Development
 - 5.4.4 Relevant Secondary School meetings on a system level (LQ, LEQ, AISQ, etc)
 - 5.4.5 Other professional meetings
 - 5.4.6 Secondary School Publications and College magazine oversight in collaboration with the Principal

6 Management

- 6.1 Have oversight of the organisation for:
 - 6.1.1 Secondary School House Sporting, Cultural Competitions and Awards program.
- 6.2 Timetabling including:
 - 6.2.1 Specialist teachers.
 - 6.2.2 Teacher Aide timetabling.
- 6.3 Rosters:

- 6.3.1 Morning short devotions.
- 6.3.2 Playground duties.
- 6.3.3 Staffroom, daily notices, morning briefing and devotions.
- 6.3.4 Assembly.
- 6.3.5 Day to Day.
- 6.4 Calendar – Secondary School Yearly, Semester & Term.
- 6.5 Budgeting: have input into Budget decisions for Secondary School and supervision of the Secondary School Budget.
- 6.6 Secondary Relief / Supply staff and liaise with Business Manager.
- 6.7 Camps & Excursions:
 - 6.7.1 Consult on planning with teachers and DOS.
 - 6.7.2 Ensure all requirements covered for booking finance, information giving, permission notes etc.
- 6.8 Academic Competitions and testing – Coordinate & consult with Dean of Studies– including:
 - 6.8.1 UNSW.
 - 6.8.2 Maths Challenge
 - 6.8.3 NAPLAN
 - 6.8.4 Others as negotiated.
- 6.9 Reporting to Parents including Coordination of Report Card Process in consultation with the Principal.
 - 6.9.1 Arrange timetables, setup, organisation and information distribution of Partnership Meetings.
- 6.10 Secondary School Professional Development.
 - 6.10.1 Budget.
 - 6.10.2 Records.
 - 6.10.3 Bookings.

7 Pastoral Care

- 7.1 Supporting staff and students with behaviour management issues.
- 7.2 Liaison with parents re-child concerns.
- 7.3 Liaise with Counsellor concerning Secondary School Students.

8 Students

- 8.1 Allocation of classes (with Principal & teachers).
- 8.2 Allocation of House groups with the Enrolment Registrar.
- 8.3 End of semester and year Award Coordinator, ceremonies, end of year Worship and Presentations.
- 8.4 Co-ordinate the development of student leadership in the Secondary School including House, Sport and Cultural Captains, and other leadership positions.

9 General Duties

- 9.1.1 Organise and arrange ANZAC Services both at the College and student attendance in Brisbane.
- 9.1.2 Organise and coordinate special events eg: Encounter Day, Open Day, Photos Days, Japanese student homestays.
- 9.2 Warden – Evacuation and Lockdown events.
- 9.3 Arrange Lockdown – Evacuation drills with Fire Safety Advisor.
- 9.4 Carry out other duties that may be assigned from time to time by the Principal.

10 Service

- 10.1 Assist with the service learning program for Secondary School.
- 10.2 Assist with the coordination of the service learning calendar across the campus in consultation with Senior Administration across the College.