



Head of School – Junior and Senior

Title	Head of School – Junior School Head of School – Senior School
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 4
Time Release	20 x 70-minute periods (Junior School) 15 x 70-minute periods (Senior School in 2027; then 20 x Periods 2028 & 2029)
Category	Teaching Staff
Key Reports	Deputy Principal Student Engagement
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Student Engagement Leadership Team Student in Focus Teams (Chair) Student Learning Team Ignite Team Primary Links (Junior) Child Safety Team

Purpose of the Position

The Head of School (HOS) is responsible to the Deputy Principal Student Engagement for the duties outlined below in accordance with developed College policies and procedures. There are two positions for HOS within the College; one will oversee the Junior School students (Year 7, 8 and 9), and the other will oversee the Senior School students (Year 10, 11 and 12). This position description applies to both roles, with year-level-specific responsibilities noted where relevant.

Working closely with Year Level Leaders, the HOS provides strategic and pastoral leadership for their sub-school, ensuring consistent application of College processes and promoting effective student management practices that support the social, academic, emotional and spiritual development of every student.

Further, interaction will take place with the Learning Diversity Team, the College Counselling Team, the Learning & Teaching Team and Staff and Operations. The HOS is a key member of the College Student Engagement Leadership Team and other College committees and teams as required by the Principal.

As a member of the College staff, the Head of School will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Head of School will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of 'Live Fully Act Justly'.



Key Contacts

- Vice Principal Strategic Development
- Vice Principal Staff and Operations
- Year Level Leaders
- Deputy Principal Learning and Teaching
- Deputy Principal Catholic Identity and Mission
- Director of Learning Diversity
- Director of Curriculum and Pedagogy
- Director of Senior Pathways
- Director of Student Programs
- VCE Coordinator
- Applied Learning Coordinator
- Service Learning Coordinator
- Teaching Staff
- College Counselling Team
- Community Liaison Officer

Key Roles and Responsibilities

The Head of School provides leadership for the academic, pastoral, and wellbeing programs within their designated sub-school area. Working collaboratively with Year Level Leaders, teaching staff, students, and families, the Head of School fosters a positive and inclusive College environment that supports student growth, engagement, and achievement.

The Head of School will:

Strategic Leadership

- contribute to the development and implementation of the College's School Improvement Plan
- represent the sub-school in College leadership planning and decision-making forums
- promote a culture of continuous improvement, innovation and reflective practice

Student Wellbeing and Engagement

- lead the pastoral care and wellbeing strategy for the sub-school, working in partnership with Year Level Leaders and Teaching staff
- attend to students' needs in cooperation with the Learning Diversity Team, College Counselling Team and Teaching staff
- develop, implement and monitor individual Student Plans (e.g. Safety Plans, Student Engagement Plans), including referrals to and liaison with external agencies
- foster positive partnerships with families, including conducting Student Support Group meetings
- chair fortnightly Student Engagement Team (SET) meetings, collaborating with the Learning Diversity Team and Counselling Team to address student wellbeing concerns
- in collaboration with the Deputy Principal Student Engagement, respond to emerging student wellbeing and child safety issues within the community



- support the Crisis Response Team in critical incidents, including planning and feedback on critical responses

Behaviour, Conduct and Attendance

- oversee standards of student conduct, behaviour, uniform, punctuality and attendance, with the support of Year Level Leaders
- manage the administration and processing of suspensions and in-house supervision
- facilitate lunchtime and afterschool recalls as part of the yard duty allocation
- actively follow up student attendance discrepancies and provide regular reports and advice to the Deputy Principal Student Engagement

Data, Reporting and Accountability

- monitor student progress using SEQTA (College's Learning Management System) and other data sources, and implement Student Engagement Plans where required
- maintain accurate and confidential records of wellbeing matters on SEQTA, including communication with parents, behavioural concerns and transition information
- analyse and report on sub-school data (attendance, behaviour, wellbeing trends) to the Deputy Principal Student Engagement and broader leadership team on an agreed cycle

Staff Leadership and Development

- lead the respective Year Level Leaders and Homeroom Teacher team (Junior or Senior school), providing direct support and development
- model and develop wellbeing practice across the College, including facilitating professional learning programs
- support the Deputy Principal Student Engagement with staff Annual Review Meetings
- ensure compliance with the College's Staff Dress Code policy and report issues to the Vice Principal Staff & Operations

Daily Management

- manage daily school operations within the sub-school, including start and end-of-day procedures
- ensure daily checklist is completed by Year Level Leaders
- oversee the care and use of school facilities and resources within the sub-school
- role model a consistent leadership presence each day, monitoring student arrival, locker areas and punctuality to class
- provide timely advice to the Vice Principal Staff & Operations on yard duty areas and follow up any supervision and duty of care issues
- support the Vice Principal Staff & Operations with school evacuation plans
- assist with arrangements for examinations and NAPLAN testing
- support the planning and preparation of all school events, incursions and excursions, including matters related to student attendance in conjunction with the Vice Principal Staff and Operations
- maintain staff attendance records for sub-school meetings and report to the Professional Learning Coordinator



Transitions and Enrolment

- Junior HOS to support the College transition program and in conjunction with the Year Level Leaders facilitate primary school visits, transition events and attend Primary Links meeting
- Junior HOS to lead the transition processes relevant to Year 6 to 7 transition including overseeing the primary school transition data
- Junior HOS to support the organisation of the Community and Partnership Day, Year 7 Orientation Day, Welcome Days and Year 7 Parent Information Night
- Senior HOS in conjunction with the Director of Student Pathways, VCE Coordinator and Applied Learning Coordinator to collaborate and support student pathway options
- in cooperation with the Deputy Principal Student Engagement and the College Registrar, support annual enrolment processes and interview prospective students

Student Leadership and Programs

- liaise with College Captains and Student Leaders
- take an active role in Student Leadership and House initiatives

Communications

- liaise with other Head of School as required
- provide regular communications including staff briefings, daily bulletin items, and contributions to the College Newsletter and Yearbook
- oversee communication to Child Protection, Orange Door, Police etc
- follow up with MACs SWISS (Student Wellbeing Information Support Service) line to report any child safety concerns in a timely manner
- implement, monitor and evaluate support programs, psychological referrals and liaise with external agencies where necessary

College Program and Events

- oversee the arrangement of College programs relevant to the sub-school eg. Ignite Program and Project 9
- support and promote the College's co-curricular program
- in cooperation with the Deputy Principal Student Engagement support key sub-school events including, but not limited to:
 - College Assemblies,
 - Parent Information Nights
 - Community and Partnership Day
 - Feeder Primary School Visits
 - Year 10 Formal
 - Year 12 Graduation Events
 - Family Forums
 - End-of-year Celebrations



Compliance and Child Safety

- maintain legal obligations in relation to child safety, mandatory reporting and reportable conduct, with the support of the Deputy Principal Student Engagement
- ensure sub-school practices comply with Ministerial Order 1359 (Child Safe Standards) and the College's Child Safe Policy and Code of Conduct
- other duties as directed from time to time by the Deputy Principal Student Engagement and Principal.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)
- Mental Health First Aid certification (or willingness to obtain)

Experience, Knowledge and Skills

- Experience in mentoring and role modelling leadership skills to Year Level Leaders
- High level responsiveness and organisational skills in addressing student issues
- Demonstrate ability in managing events, timelines and communication processes
- Demonstrate the ability to maintain consistent record keeping when it comes to student management
- Utilise student wellbeing data to drive initiative and change
- Knowledge of evidence-based strategies that support Student Wellbeing
- Strong understanding of the social, emotional, and academic challenges associated with secondary school students
- Excellent interpersonal and communication skills to engage effectively with students, families and external stakeholders
- Strong teamwork skills, with the ability to work across leadership teams, including the College Counselling Team, Learning Diversity, Learning and Teaching, the School Improvement Team and Staff and Operations
- Demonstrated commitment and knowledge of child safety policies and processes

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven Child Safe Standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment



- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*.
2. A clear vision for the development of student wellbeing, engagement and pastoral care in line with the MACS Vision for Engagement
3. An ability to work collaboratively and facilitate dynamic teamwork.
4. Demonstrated capacity to lead and develop a team of middle leaders (Year Level Leaders)
5. Excellent interpersonal, communication and conflict resolution skills, including with students, staff, families and external agencies.
6. Strong analytical skills, including the ability to use student and other data to inform decision-making and improvement planning.
7. Proven success as an exemplary teacher.

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.