



SUNSHINE COAST
GRAMMAR SCHOOL

POSITION DESCRIPTION

HEAD OF SECONDARY SCHOOL Years 7-12

Position Objective

The Head of Secondary School is an integral member of the Principal's Executive team and is responsible to the Principal for the leadership, organisation and management of the Secondary School.

This Executive tenured position requires close proactive liaison with the Head of the Primary School, Business Manager, Chaplain and the secondary team. Therefore, the Head of Secondary School is required to lead teams, consult widely and also make decisive decisions. A purposeful focus and drive is essential to lead the Secondary School plan, implement and review programs, opportunities and initiatives that support continued whole school improvement. The incumbent will model professional, courteous and Christian leadership, underscored by a high degree of effective judgement, initiative, emotional intelligence and confidentiality.

The key responsibilities may be modified from time to time to ensure the Secondary School is agile, adaptable and responsive to contemporary educational agendas and initiatives pertinent to Sunshine Coast Grammar School.

Key Responsibilities / Duties

Without limiting responsibilities, the key responsibilities include:

Leadership

The Head of Secondary School will demonstrate personal and professional credibility in the immediate and broader community and gain commitment and co-operation to a shared sense of vision and achievement of through:

- excellent academic results;
- a clearly articulated philosophy of education and vision for the future;
- role modelling professionalism as a leader of others;
- effective communication skills and being highly articulate;
- ability to operate on a multi-task level;
- effective collaborative skills in team building and development;
- a commitment to the PMSA character and vision of the School;
- ability to lead, delegate and mentor secondary school leaders and aspirant leaders
- delegating for the Principal

Planning and Implementation

The Head of Secondary School will have demonstrated organising, prioritising, monitoring and administrative skills, which also include:

- planning for student outcomes that best support student interests, passions and future goals;
- proactively revising plans based on robust feedback from data driven results;

GRAMMAR
A School of the Presbyterian and Methodist Schools Association

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- Leading, delegating and overseeing all secondary programs and opportunities
- Overseeing Secondary School events.

Professional Knowledge and Information

The Head of Secondary School is expected to possess the following:

Professional experiences

- a proven record of leadership in other educational settings;
- held a senior position in a school;
- a demonstrated history of leading students and staff to achieve high performance results.

Technical and functional expertise

- must have a thorough understanding of pedagogy and current teaching practices;
- must be an exemplary and inspirational teacher in their own right
- demonstrated experience of utilising student data to drive forward student growth
- proven record of leading teaching and learning
- ability to monitor results through accurate and effective assessment;
- experience/understanding of independent Christian schools;
- a thorough understanding of quality systems management in schools;
- excellent understanding and knowledge of school systems;
- participates in the co-curricular life of a school.

Qualifications

- a relevant degree/tertiary qualification;
- a current teacher's registration;
- leadership qualifications and professional development in leadership courses.

Community and People Focus

The Head of Secondary School plays a key role in marketing the school and works closely with the Registrar to conduct enrolment interviews. Within the community they will promote Grammar as the school of first choice in the community. The Head of Secondary School is supported by, and responsible for the Secondary Leadership Team, all secondary school staff (including teachers and staff supporting the secondary school programs).

The successful applicant will have expertise in:

- building healthy collaborative working relationships;
- the promotion of a culture of continued growth and developing self and others – staff and students
- oversight of the student wellbeing programs of Secondary School students, student behaviour, dress and discipline and oversight of Secondary School student attendance;
- regular, accurate and effective communication of student concerns to parents and teaching staff; and vice versa;
- regular and effective communication with all members of the community to promote Grammar and the secondary school

Quality, Innovation and Improvement

The Head of Secondary School will have a passion for continuous improvement and they must be able to:

- critically evaluate problems, their reasons and consequences;
- initiate programs for continuous improvement after robust review, evaluation and risk assessment, within the parameters of the Grammar strategic plan;
- implement and monitor student achievement and endeavour data, and proactively monitor continuous improvement;

- possess knowledge and experience in change management skills;
- demonstrate excellent conflict resolution and negotiation skills

Personal Attributes

- honesty, integrity, confidentiality;
- an appreciation of the importance of loyalty and supportiveness;
- energy and drive and demonstrated diligence for results;
- the quality of being a team player with a positive attitude;
- ability to motivate and influence a team;
- an understanding of the critical issues in education today;
- knowledge and processes of a strategic thinker;
- a commitment to hard work and completion of tasks under pressure;
- ability to manage self when faced with multi-faceted challenges in a complex role.

Reporting Relationship

The Head of Secondary School is responsible to the Principal.

Occupational Health and Safety

Staff employed with the Presbyterian and Methodist Schools' Association – Sunshine Coast Grammar School, have responsibilities relating to Occupational Health and Safety which require staff to recognise and support all of the School's Workplace Health and Safety Manuals, Policies, and Procedures, in addition to taking reasonable care to ensure the health and safety of yourself, and others at the workplace.

The PMSA is an equal opportunity Employer

March 2013

The Presbyterian & Methodist Schools' Association – Sunshine Coast Grammar School reserves the right to amend this Position Description at its discretion in accordance with any legislative and/or operational requirements.