



St Peter's College

**ST PETER'S COLLEGE
HEAD OF SENIOR SCHOOL
JOB & PERSON SPECIFICATION
JULY 2010**



JOB SPECIFICATION

POSITION:	Head of Senior School
STATUS:	Full time, permanent
AREA OF APPOINTMENT:	Senior School
REPORTS TO:	Headmaster
IMMEDIATE COLLEAGUES:	Senior Leadership Team Senior School Management Team Senior School staff
KEY RELATIONSHIPS:	As above, and Students Parents St Peter's Community

Position context

Founded in 1847, St Peter's College is an Anglican boys' school located adjacent to the CBD of Adelaide. With an enrolment of 1,250 students from Early Learning Centre to Year 12, the School caters for a wide range of student backgrounds and abilities. The School has an excellent reputation for both academic and co-curricular excellence.

Key purpose

Supporting the Headmaster in his work and as a member of the Senior Leadership Team and supporting team members in their work, the Head of Senior School provides leadership and vision for the delivery of education of the highest standard and will be committed to the ongoing development and wellbeing of the Senior School students, teachers and staff. The position will also provide instructional and strategic leadership in delivering educational outcomes.

The role of the Head of Senior School is to support the daily organisation and operations of the Senior School (Years 8 to 12) at St Peter's College. This includes the pastoral, administrative and co-curricular life of the School connected with Years 8 to 12 students, staff, parents and any links with the wider community.

The role of the Head of Senior School is also primarily a role of building positive relationships amongst staff, students and families, i.e. assisting, advising, supporting, directing and problem solving. This role also includes areas requiring direct oversight and decisive decision making in the management of the Senior School, as well as focusing on positive collaborative interaction with members of the School community.



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Key responsibilities

- provide leadership and vision for the future direction and development of the Senior School;
- ensure each boy receives an excellent education;
- oversee the Pastoral, Administrative and Co-curricular programs of the Senior School;
- be responsible for the day to day running of the Senior School as part of the wider School community;
- be responsible for the pastoral needs of students within the Senior School;
- serve as a member of the Senior Leadership Team of St Peter's College.

Specific Duties

Provide leadership and vision for the future direction and development of the Senior School

- lead and inspire staff to provide the very best education for each boy;
- in conjunction with the Headmaster, articulate a clear vision and direction for the Senior School;
- be a leading learner and ensure all Senior School staff are committed to ongoing learning through the provision of targeted professional development;
- ensure the Senior School continues to be a centre of excellence in education;
- support the school's values, and ensure that all aspects of the School's operations are consistent with and supportive of those values.

Ensure each boy receives an excellent education

- through excellence in teaching;
- through the provision of very good communication with parents;
- through differentiated curriculum,
- through outstanding pastoral care of each boy.

Leadership of Pastoral Care in the Senior School

- monitor the pastoral needs of students in the Senior School, in conjunction with Senior School Heads of House, House Mentors and Classroom Teachers;
- co-ordinate and actively support the Heads of House with their delegated responsibility for pastoral care and discipline;
- advise, guide, counsel and provide social, emotional and spiritual support for all students in the Senior School;



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Leadership of Pastoral Care in the Senior School (cont.)

- communicate the behavioural expectations of the Senior School to students on a regular basis;
- assist with the issues of student discipline;
- manage the implementation of the Student Protection Policy in the Senior School;
- support the School Chaplain in his work meeting the spiritual needs of staff, parents and students;
- undertake an ongoing review of current approaches to pastoral care with the view to enhance and improving current practices and approaches.

Leadership of the Co-curricular program in the Senior School

- liaise with the Director of Co-curricular, Director of Music and Head of Arts on a regular basis to ensure the effective operation of the co-curricular program;
- have oversight of the Director of Co-curricular to ensure the quality of coaching of sporting teams and the co-curricular activities are of the highest order;

Be responsible for the day to day running of the Senior School as part of a wider School community

- manage Senior School administration and general organisation of the Senior School;
- manage all aspects of Senior School Staff and staffing requirements in conjunction with the Director of Teaching and Learning and the Director of Human Resources;
- oversee the effective management and placement of temporary relief teachers;
- oversee the effective conduct of excursions and camps;
- organise year level parent teacher interview meetings;
- co-ordinate Senior School Musters and other significant school events;
- co-ordinate the master calendar and ensure the daily and weekly routine is maintained;
- facilitate and develop communication with relevant bodies/groups about all issues and needs of the Senior School;
- assist the Headmaster in preparing policy documents for the effective management of the School;
- ensure policies are consistent throughout the Senior School and that they are consistent with the School's values;
- ensure the implementation of all School Policies;
- prepare and manage relevant budgets;
- attend Senior School Friends of Saints Meetings;
- assist with admissions (through the Admissions Manager) and promotions;



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Be responsible for the day to day running of the Senior School as part of a wider School community (cont.)

- communicate with parents in relation to Senior School issues;
- assist in the complaints handling procedures of the School and where necessary bring this to the attention of appropriate personnel;
- ensure a high level of maintenance and security in the facilities used within the Senior School in cooperation with the Property Manager and relevant staff;
- ensure that the Senior School is a safe environment as per relevant policies, procedures and in consultation with the HR & OHS&W Coordinator.

Liaise with the Head of Junior School

- enhance the School's approach to the middle years of schooling and forge strong working relationships between the Senior and Junior Schools;
- ensure there is a successful transition of boys moving from Year 7 in the Junior School through to Year 8 in the Senior School;
- in conjunction with the Head of Junior School, ensure there is a coordinated approach to Outdoor Education across the School.

Serve as a member of the Senior Leadership Team at St Peter's College

- contribute to whole of School Planning and Strategic Direction;
- assist in the development and review of policies and procedures relevant to Senior School and whole of School;
- oversee the appointment, management and performance of Senior School staff in conjunction with the Director of Human Resources, Director of Teaching and Learning and the Headmaster;
- in conjunction with the Director of Human Resources and the Director of Teaching and Learning contribute to the planning of staffing and workforce needs of the Senior School.

Student Leadership

- be responsible for promoting student leadership, exchanges and mentoring programs;
- organise and ratify the election of Prefects, the School Captain and School Vice Captain;
- identify and provide leadership opportunities for School Prefects;
- liaise with School Captain and Vice Captain via a regular weekly meeting;
- oversee the management and co-ordination of student exchanges.



PERSON SPECIFICATION

Qualifications, skills and experience

Essential

- be an outstanding teacher;
- have extensive leadership experience and a recognised teaching / educational / leadership qualification;
- have an extensive understanding of the education of boys;
- have demonstrated through professional experience qualities of leadership, communication skills, community, school relations and school improvement;
- be vitally concerned about the needs and well being of students;
- proven ability to mentor staff, deliver professional development and manage organisational change;
- be able to communicate sensitively and confidently with staff, parents and students;
- outstanding organisational, planning and time management capabilities;
- excellent communication, representation and interpersonal skills;
- well developed financial management and budgeting skills;
- strong facilitation, mediation, conflict/dispute resolution skills;
- well developed team building and coaching abilities.

Personal Qualities:

Essential:

- passion for education of boys together with the drive, energy and determination to strive for success within the School;
- demonstrate a strong commitment to the ethos of an Anglican school;
- open and inclusive approach to communication and engagement;
- ability to quickly build rapport and develop enduring working relationships based on honesty, integrity and trust;
- able to demonstrate high levels of personal initiative and responsibility;
- ability to maintain confidentiality and sensitivity and maintain exceptional professionalism at all times;
- able to adapt to a new and changing environment;
- resilience and determination;
- warmth and good humour.



HOW TO APPLY

Applications should be forwarded to Andrew Reed by e-mail to 12925@hender.com.au

Telephone enquiries are welcome and may be directed to Andrew on (08) 8100 8836 or Gill Manser on (08) 8100 8825.

Please Note

Your application will be automatically acknowledged by a return e-mail.