



# Head of Middle School

## *Role Description*

5<sup>th</sup> September 2017

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<b>Position</b>	Head of Middle School
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<b>Commencement</b>	2018
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<b>Tenure</b>	3 Years, Full-Time, Fixed Term Contract Commencing Term 1, 2018
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<b>Responsible to</b>	Principal
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<b>Salary &amp; Allowance</b>	As per Lutheran Education South Eastern Region Multi Enterprise Agreement 2014 and the National Employment Standards
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<b>Position Summary</b>	<p>The Head of Middle school leads the Middle School to provide high quality Christian education in the Lutheran tradition. They assume responsibility for all organisational and managerial matters of the Middle School including leading teaching and learning, curriculum and student wellbeing.</p> <p>The Head of Middle School is responsible for ensuring the Middle School meets Strategic Goals as set out in the College's strategic plan.</p>
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# Position Responsibilities

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## General

- To assist the Principal in fulfilling the aims and purposes of the College, and to support and maintain the philosophy and ethos of the College.
- To cooperate fully with the Principal and other members of the staff, in particular work closely with the Head of Senior School, Head of Junior School, College Pastor and Business Manager
- Develop and maintain an ethos and identity for the Middle School reflecting the College Mission Statement, general aims and also Middle School practice that is informed by contemporary research
- Develop the structures of the Middle School and ensure that they meet the needs of the students and staff
- Review and implement a range of student based policies linked in with whole College priorities

## Behaviour Management

- Be responsible for all student behaviour management processes in Middle School
- Consult with Pastoral Care Teachers, Wellbeing Leader and Learning Support staff on specific student behavioural incidents and issues and be responsible for the coordination of the counselling process
- Support Middle School teachers with classroom and behaviour management strategies
- Coordinate communication with parents and arrange conciliation meetings as appropriate
- Act as an intermediary for staff, student, parent harassment complaints and liaise appropriately with staff, students and parents

## Curriculum

- Be responsible for the implementation of the Middle School Curriculum in conjunction with the Middle School Curriculum Leader
- Oversee the specific requirements and performance of Middle School students in the academic program
- Responsible for the Middle School Course Selection process
- Communicate with parents in relation to student course selection



### **Staff and Leadership**

- Lead staff to ensure that an appropriate Middle School philosophy is developed, shared and implemented throughout the programs associated with Middle School
- Organise meetings with teachers of Middle School as required to review policies and practices
- Liaise with key staff in relation to the specific requirements and performance of Middle School students in the academic program
- Oversee and support the work of Pastoral Care teachers in relation to fostering and maintaining student standards in routine matters
- Organise regular meetings with Middle School staff to discuss Pastoral Care and Curriculum issues
- Work in conjunction with the Principal on issues related to staff performance or conduct
- Work in conjunction with the Principal, with the selection of staff for Middle School
- Review new publications and bring details to the attention of staff as appropriate

### **Students**

- Develop flexible structures, processes and programs which will enhance responsibility and personal growth of Middle School students
- Be involved in the enrolment of new students in conjunction with the Principal
- Place students in Pastoral Care classes
- Be responsible for the orientation of new students
- Through the aid of Administration Support, maintain records, rolls and files for students in Middle School
- Ensure excellent academic progress and suitable pathways for all Middle School students
- Be responsible for the development and implementation of a study skills program
- Be responsible for the organisation of and attendance at Parent Teacher Interviews and meetings for students in Middle School.
- Be responsible for the organisation of orientation entries for new students and other specific year level functions for Middle School students
- Coordinate Sub-School Assemblies and information evenings as required



### **Pastoral Care**

- In consultation with the Middle School Pastoral Care Teachers, Year Level Coordinators and Welfare Team, develop pastoral care practices appropriate to the needs of Middle School students
- Support Middle School teachers with the delivery of the Pastoral Care Program

### **Teaching**

- Registered to teach in Victoria or eligible to receive Teacher Registration from the Victorian Institute of Teaching (VIT)
- Teach within the Middle School years
- Be a teacher of excellence and expect to teach in his/her field
- Deliver curriculum that suits the learning needs of students with a range of learning styles and abilities
- Demonstrate experience in and vision for delivery of curriculum in the specific teaching areas of the position
- Demonstrate sound pedagogical skills through the use of student centred and inclusive learning methodologies and assessment tasks
- Integrate the use of information and communication technologies in student learning tasks
- Be confident in the use of Information and Communication Technology in professional documentation
- Demonstrate sound organisation, administration and record keeping skills

### **Administration**

- Be responsible for the Middle School Budget
- Oversee the organisation of camps and excursions related to the Middle School
- Liaise with the Principal, Business Manager in relation to College facilities
- Plan, organise and implement the Middle School Timetable and related structures / procedures, including Exam Timetable in consultation with the College timetabler
- In conjunction with the Principal, oversee the Middle School Scholarships program
- Oversee surveys, research projects, etc. involving students of Middle School
- Assist the Principal / Head of Senior School in the update of and the organisation for the Student Handbook and Student Diary



- Coordinate Course Selection Books
- Contribute to the College Newsletter

#### **Professional Responsibilities**

- Monitor, evaluate, record and report on the learning progress of individual students by effectively using the established assessment and reporting processes
- Participate in co and extra-curricular activities as required
- Be involved in the Professional Development program of the College
- Assume Pastoral Care class duties and yard duties as required
- Ensure compliance with all OHSW policies
- Be conversant with and promote the various policies of the College
- Coordinate as required, mentoring of provisionally registered teachers and student teacher placements

#### **Education and Knowledge**

- Christian ethos which provides the foundation for policies and practices in Lutheran Schools
- Academic qualifications suitable for the position
- Demonstrated experience in leadership
- Have appropriate Theological Training or be working toward accreditation
- Have a knowledge of and a commitment to the Middle Philosophy and best practice applications

#### **Personal Qualities**

- Show a willingness to support and promote the Christian aims of the College
- Demonstrate a strong commitment to Lutheran Schools
- Have an ability to work in a team environment and work collaboratively with colleagues
- Have the ability to develop effective working relationships with students and parents
- Display personal qualities that will enhance the standing of the Middle School in the community
- Have well-developed oral and written communication skills

#### **Other**



- Attend Professional Development workshops and seminars that will assist in successfully meeting the objectives of this role
- Deputise for the Principal as required, including appropriate meetings and forums
- Participate in and represent the College in professional groups Victoria and beyond
- Perform other duties as required by the Principal from time to time
- Out of school hours' duties will be required from time to time in order to fulfil the responsibilities of the position – this may include meetings during 'non-term time'