Position Description

Position: Head of Senior School

Position Allocation: Full Time
Reports to: Principal
Date: Commencing 2017

Background
Cornish College opened in 2012 as the Uniting Church’s newest coeducational school. Located on 42 hectares of parkland in Bangholme next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, the College offers programs from ELC to Year 12. Enrolments are growing at Cornish College with 615 students from ELC to Year 12 in 2016 and projected growth into 2017 of 690. The ELC program which is based upon the Reggio Emilia approach and the International Baccalaureate Primary Years Programme runs from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept driven inquiry-based program in the secondary sections of the College.

The College is committed to the safety and wellbeing of all children and all staff are expected to observe the College Code of Conduct.

We take an holistic approach to the educational program which centres around a unique model of teaching and learning based upon the notion of educating for a sustainable future. With a strong emphasis on respecting the multiple intelligences, the College strives to see all young people thriving in the areas in which they have a special aptitude. In line with this thinking the College offers vibrant programs across the curriculum including Visual and Performing Arts, Sport and student leadership.

Working relationships:
- Principal
- Deputy Principal
- VCE Coordinator
- Careers Teacher
- Business Manager
- Chaplain
- Operations Manager
- Head of Early Learning Centre
- Head of Primary Years and PYP Co-ordinator
- Head of Middle Years
- Registrar
- Community Relations Manager
- Teachers
- School Counsellors

The Position:
As the leader of the Senior Year’s section of the school, this position is responsible for the effective leadership of students, teachers and the key point of contact for parents. The Head of Senior School works closely on a day to day basis with the Deputy Principal, VCE Coordinator and Form Teachers.

Executive Team member
- Embed an organisational culture of child safety
- Ensure that College policies are understood and applied by teachers, students, parents and volunteers
- Promote the College’s educational philosophy and commitment to sustainability
- Represent Cornish College as required and promote the school at such functions as information mornings for prospective parents, information evenings, orientation days and school events as required
- Actively communicate with and enable collaboration between teachers, other staff and outside personnel in the development and delivery of College programs
- Participate in whole school projects
Curriculum and student learning

- Model excellence in teaching consistent with the College’s educational philosophy
- Work with the secondary staff to implement best pedagogical practice
- Oversee the academic care and wellbeing of all students in the Senior School
- Ensure that reporting to parents is organised effectively
- Encourage a sense of ownership in the school and ensure that learning areas and common spaces are well maintained, exciting and vibrant places, with examples of students’ work made visible
- Ensure that teaching and learning strategies meet the needs of all students, including those with special needs
- Teach an allotment of classes
- Have a knowledge of the curriculum issues in Senior Schooling.
- Maintain an active involvement in different year level activities to facilitate and encourage links between programs.
- Liaise with external educational agencies to establish additional or alternative learning pathways for senior students
- Liaise with VCE Coordinator to ensure the appropriate administration of the VCE.
- Monitor the development and implementation of both the Work Experience and Careers programs for Senior students
- Have an understanding of social issues specific to this level of development
- Liaise with the Deputy Principal to:
  - organise Information Evenings and orientation sessions for the transition from Middle Years to Senior School and into the VCE.
  - Organise curriculum planning for the Years 10-12 team
  - Ensure the provision of materials and resources to support student learning
  - Review all excursions and whole team activities for the year levels and coordinate arrangements
  - Develop curriculum statements and practice
  - Communicate with staff in relation to curriculum content, documentation and teaching methods
  - Ensure the curriculum in the Senior School is regularly reviewed, documented and in line with the Victorian Curriculum.
  - Develop Scope and Sequence documents
  - Formulate essential agreements for assessment
  - Inform staff of staff professional development opportunities and encourage equitable participation of all
  - Make recommendations regarding internal and external professional learning opportunities

Student Wellbeing

- Develop wellbeing programs appropriate to the needs of Senior School students
- Working with Years 10 to 12 class teachers to ensure that a consistent policy for student behaviour and discipline, dress, punctuality and consideration of others, exists across these year levels in a way which is consistent with the policy of Cornish College.
- Encourage positive staff/student relationships and effective conflict resolution through restorative practices
- Organise regular student welfare/pastoral meetings with the Counsellor
- Conduct sessions for parents on matters of interest relating to students
- Actively encourage co-curricular activities and be responsible for the participation of Middle Years students in special whole school events

Administration

- Manage the organisation of the Years 10 to 12 combined activities including formals and valedictories
- Work with the Senior School team to ensure that Curriculum Guides are prepared and published to the College’s website and available for distribution at information evenings.
- Coordinate recurrent and capital budget requests to reflect school target areas
- Communicate effectively with parents of Senior School students via a range of means
- Ensure that class lists for the following year are prepared
- With the Director of PE/Sport organise Years 10-12 House meetings and, in conjunction with the Chaplain, the chapel services.
- Organise the election of School captains all other leadership positions across the Senior School.
Enrolments and Transition

- Undertake interviews and assessment of applications for enrolment into the Senior School
- Actively participate in the promotion of the school including school tours and open school sessions
- Liaise with the Head of Middle School to ensure that appropriate documentation of student progress is passed between levels in the Middle School through to Year 12

Occupational Health & Safety

All employees must:
- Take reasonable care of their own and others’ safety during the performance of work
- Cooperate with Cornish College initiatives to fulfil legal obligations and improve safety.

Key Position Requirements:
- An understanding of the developmental needs of children from 16-18 years
- An understanding of best practice pedagogy and an ability to articulate and lead others in this
- An ability to facilitate change
- Extensive classroom experience in a secondary school coupled with exceptional capability and credibility as a teacher
- Ability to communicate effectively with all stakeholders in the Cornish College community
- Ability to identify excellence and areas for development in professional practice and work collaboratively in developing skills and capability in others
- Experience in the planning and delivery of effective professional learning activities
- A high level of organisation, planning and administrative skills
- Ability to work effectively with a range of people
- Empathetic, supportive and able to demonstrate inspired leadership
- Ability to use initiative, be decisive and authoritative
- Able to exercise sound judgment in making recommendations
- A commitment to the philosophy of Cornish College and the ethos of a Uniting Church School.

Applicants should note:
- Cornish College staff are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the College that staff will work collaboratively to share responsibilities as evenly as possible.
- All staff are expected to observe the College Code of Conduct and must be able to demonstrate an understanding of appropriate behaviours when engaging with children.
- The College is committed to an active partnership with parents and parent expertise is used to enhance the educational program wherever possible.
- All staff are expected to attend staff meetings as arranged.
- There is also an expectation that all members of staff will attend the major school functions of the year.
- All staff are expected to be supportive of the Christian ethos of the College as would be expected of a Uniting Church School.

Conditions of Employment:
Staff at Cornish College are employed in accordance with the terms and conditions of the Cornish College Agreement 2015.

The position of Head of Senior School is a permanent full time position and attracts a responsibility allowance of eight responsibility points with each responsibility point being equal to $1200.00 per annum. A time allowance of 32 periods (40 minutes per period) per cycle will apply.

Concluding Remarks:
This position description should not be seen as limiting and may be altered to meet the needs of the College at any time.