



KING'S COLLEGE
Christian Education Kindergarten to Year 12

Assistant Head of Senior School Role Description

Position	Assistant Head of Senior School (Years 7-12)
Time Allowance	0.4 FTE
Monetary Allowance	\$6880 pa
Appointment Period	3 Years
Reports to	Head of Senior School
Supervises	Teaching and non-teaching staff within the Senior School

Duties

The Assistant Head of Senior School supports the Head of Senior School in their role. The following list can be regarded as examples of the duties undertaken by this position:

- Assist with the efficient daily operations of the Senior School
- Assist with the delivery of an appropriate and high-quality curriculum program that meets the developmental needs of students within their stage of development
- Lead the integration of a Christian worldview as part of the Australian Curriculum
- Responsibility for the development of Christian teaching content and the integration of a Biblical worldview into the College's educational program in the team being led
- Keep up to date with educational theory and practice, especially in relation to pedagogy and learning strategies relevant to students' developmental stage, and monitor changes that may impact on the College
- Performance management of teachers and support staff in the sub-school
- Ensure high standards of student and staff dress and grooming
- Support with student management within the sub-school and ensure approaches to discipline are consistent with College policy
- Resolution of tensions and conflict within your area of responsibility
- Assist in the selection, modification and implementation of best practice programs, methodologies and strategies in relation to teaching, learning, assessment and reporting.
- Maintain a significant classroom presence and assist with curriculum implementation, adapting instructional materials and incorporating best practice approaches.

- Ensuring timely communication and liaison with parents in relation to student learning
- Help facilitate regular sub-school meetings
- Promote academic rigour, scholarship and academic endeavour
- Provide input to an effective professional learning programme for staff
- Ensure the maintenance of appropriate student academic records
- Building of commitment and collaborative effort
- Celebration of outcomes
- Fostering family confidence in all aspects of King's College
- Act as a positive role model for students
- Be actively involved in the life of the College
- Fill in for the Head of Senior School as required.
- Other duties consistent with the total operations of the College as requested by the Principal.