

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

POSITION DESCRIPTION

~ HEAD OF SCHOOL ~

Title	Head of School
Appointed by	The Executive Principal
Responsible to	The Executive Principal through the relevant Principal
Tenure	Position of Responsibility appointment - 3 years

Role in Management Structure

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha) and Principal (Traralgon) assist the Executive Principal in his/her role as part of the Executive Leadership Team (ELT);
- The **Head of School** (Junior, Middle or Senior School) has specific responsibility for overseeing the regular/repetitive day-to-day activities of his/her Sub-School;
- In conjunction with the relevant Principal, the **Head of School** ensures that his/her Sub-School is well administered and smoothly operated within the guidelines and policies set by the Board and Executive Leadership Team (ELT);
- The **Head of School** both assists & answers directly to the relevant Principal;
- The Head of School attends regular Campus Leadership meetings at the direction of the relevant Campus Principal.

Main Qualities and Objectives

The Head of School is required to be:

- A senior leading teacher who is responsible for the day-to-day management of his/her Sub-School;
- An experienced practitioner who leads by example;
- Well informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview perspective (encompassing biblical foundations that are consistent with our Statement of Purposes) and be able to effectively implement such teaching practices;
- Able to provide a Godly example to staff and students through their teaching practice, manner, relationships and general lifestyle;
- Able to provide advice and ensure that appropriate and timely referrals occur in relation to Sub-School discipline and welfare issues in conjunction with the relevant Level Coordinator and Campus Principal as appropriate.
- Responsible for the implementation and monitoring of Sub-School curriculum and policy, and for providing advice in relation to the same if required (*however, the development of curriculum and policy is primarily the responsibility of the Executive Leadership Team (ELT), although the Head of School will have opportunities to contribute to curriculum development in his/her areas of expertise*).

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General Responsibilities

The Head of School is required to:

- Primarily assist the relevant Principal;
- Be primarily responsible for the Sub-School in the absence of the relevant Principal;
- Chair the Sub-School Leadership Team meetings;
- Liaise and meet with other Heads of Schools as required;
- Attend to the regular/repetitive activities required to operate the Sub-School on a daily basis (including regular liaison with the relevant Daily Organiser);
- Chair Sub-School Staff meetings; ensuring timely compilation of agendas and that appropriate minutes are taken and distributed (Note: the relevant Principal, or Executive Principal) may also attend and contribute to agendas at his/her discretion);
- Be a 'Leading Teacher' – a quality teacher for other staff to refer to;
- Be responsible for overseeing Sub-School specific administrative duties, including accountability and compliance requirements.

Specific Areas of Responsibility

The following are the key areas of responsibility for Heads of Schools and will form the basis of ongoing review.

General/Cultural

As a leading teacher, the Head of School will assist in:

- Maintaining a God-honouring spiritual and emotional atmosphere and lines of communication amongst the staff, students, parents, and other management and executive staff;
- Ensuring established school philosophy, policies, goals and objectives are met;
- Providing advice to the Executive Leadership Team (ELT) when required in regard to evaluation and improvement of Sub-School policies, programs and practices;
- Such other duties as required by the Executive Principal or Principal.

Management

Assist the relevant Principal to manage all aspects of the Sub-School's day-to-day operations by:

- Acting as the Principal's representative in his/her Sub-School;
- Developing and maintaining effective channels of communication with the Executive Principal (through the relevant Principal), other Heads of Schools, Business Manager, administration staff and Level Coordinators;
- Working with the Timetabler/Daily Organiser to see that all related duties are carried out, ensuring the smooth day-to-day operation of the Sub-School;
- Being primarily responsible for organising Sub-School specific events (and whole school events when required) at the discretion of the Principal and in partnership with Level Coordinators, Daily Organiser etc. (for example, Information Evenings);
- Ensuring Duty of Care responsibilities are upheld, other safety regulations and policies are adhered to, and that relevant safety items are "standing items" on staff meeting agendas;

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- Ensuring general complaints or disputes are referred to relevant staff or management as appropriate;
- Planning and facilitating staff meetings, in consultation with the Principal;
- Reviewing and/or approving checklists and organisation of Level Coordinators in relation to camps/excursions;
- Organising and managing the regular daily program, taking into account effects of camps and excursions, in conjunction with the Daily Organiser, to ensure that events are planned well in advance;
- Occasionally attending other meetings, where necessary, both during and after normal school hours or days;
- Giving advice to the Principal and/or Business Manager about budget issues or expenditure needs when required.

Staff

Assist the relevant Principal in the leadership and oversight of Sub-School staff by:

- Providing educational leadership;
- Creating an environment that allows for individual initiative and open channels of communication;
- Liaising between staff and the Principal;
- Attending staff interviews;
- Being a mentor and advisor for staff;
- Upholding the dignity and authority of the position before staff, students, parents and the community;
- Being involved in forward planning of staffing requirements;
- Assisting the Principal with appraisal processes and advising of any issues;
- Assisting the Principal with 'Pathways' Personal Growth and Development Program and advising of any issues.
- Working in conjunction with the Principal and HR Manager to ensure the satisfactory induction of all new staff;
- Ensuring that the Sub-School inclusion in the Staff Handbook is accurate and up-to date;
- Suggesting appropriate Mentor-Mentee partnerships for new School Section staff;
- In consultation with the Principal, ensuring Sub-School staff carry out their responsibilities and duties.

Students

Support, encourage and nurture students by:

- Giving advice and support to Level Coordinators and referring issues of student discipline up to the relevant Principal or down to Level Coordinators or Home Group/Core/Grade Teachers (as appropriate for the relevant Sub-School);
- Giving advice to Level Coordinators and referring issues of student pastoral care/welfare up or down as per the point above;

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- Consulting with, or referring to, Wellbeing staff and/or Learning Assistance Coordinator as appropriate in relation to student needs;
- Conducting enrolment interviews with prospective students and families;
- Administering student assessments, student reports and Parent/Teacher Interviews and associated timelines, in consultation with the relevant Principal and Daily Organiser;
- Being responsible, in conjunction with Level Coordinators, for the administration of all new student inductions, as directed by the relevant Principal, including ensuring appropriate and timely information is given to teaching staff;
- Managing the logistics of Induction Days in partnership with Level Coordinators.

Community Partnerships

As a senior staff member, the Head of School will be required to develop “community” in line with the School’s vision by assisting with:

- Fostering healthy school/parent and school/community relationships;
- Communication between school and parents and school and community;
- School marketing activities and events, including sub-school preparation for and attendance at School Open Week/Day;
- Understanding and promoting concept of Christian Parent Controlled Schooling;
- Parent/teacher meetings and interviews as required;
- Developing a positive image of the School within the Chairo community;
- Preparation and distribution of Sub-School material in newsletters and local press;
- Receiving and promptly responding to incoming correspondence and telephone calls.

Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual’s responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school’s Child Protection Officers.

Child Safety specific experience, qualifications and attributes

- Display a high level of integrity and trust
- Ability to role model the school’s values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Standards of Performance

Performance will be measured using the Specific Areas of Responsibility, and will be determined against evidence of the following particular standards:

- Achievement of stated goals, aims and objectives;
- Christian character and tone of the Sub-School;

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- Staff and student morale;
- Level of Executive Leadership Team (ELT) satisfaction;
- Level of parental satisfaction;
- School/Community relationships;
- Level of awareness of, and adherence to, School policies and rules;
- Smooth day-to-day functioning of the Sub-School;
- Organisation and supervision of personnel;
- Resolution of conflict situations;
- Personal delivery of professional educational experiences for students;
- Dignity of the position of Head of School.

Authority

The Head of School is granted authority by the Executive Principal and relevant Principal to:

- Act as delegate to the Principal in the Principal's absence;
- Direct staff and students to meet all requirements of regulations and policy and to implement curriculum, policy and procedures as established by the Board and Executive Leadership Team (ELT);
- Refer matters of non-compliance and other concerns or recommendations to the appropriate Campus Principal.

Teaching Allocation

A teaching allocation is an expected part of the role. The teaching load will be determined by the Principal and Business Manager on an annual basis.

POR Allowance

As a POR, this position will receive a POR Allowance, to be determined by the Business Manager, whilst performing the duties and responsibilities required of this position.

Other Conditions

In addition to the conditions and duties above:

- The Head of School would usually be expected to be present at school until 4.30 pm to ensure the availability needed to meet the requirements of the role;
- While standard school holiday provisions apply, occasionally the Head of School may be required by the Principal or Executive Principal to attend school within school holidays to fulfil leadership responsibilities (normally to be no more than four specific days of attendance per year).