

Key Accountabilities

Statutory Responsibilities	This position is required to support the achievement of the College's mission and values together with the aims of the College's Strategic Development. Mission King's College provides a caring Christian environment to effectively prepare confident young people as lifelong learners equipped to know God in a changing world. Values • Faith • Excellence • Integrity • Respect • Perseverance • Humility This position is required to ensure compliance with all statutory responsibilities pertaining to curriculum and workforce matters as they relate to the position of Head of School.
Commercial Management	This position is responsible for supporting and adhering to any commercial arrangements entered into by the College.
Fiscal Management	This position is responsible and accountable for fiscal management where delegated. Where this position is accountable for the management of any College funds, such management must be in accordance with operating guidelines as determined by the Principal or Business Manager.
Consultation and Communication	This position is required to ensure appropriate communication, consultation, coordination and cooperation with other Heads of School. This position is responsible for the development and maintenance of effective and positive relationships with parents and the wider College community. The incumbent is required to promote and maintain a positive organisational image and good community relations. This position is required to ensure appropriate communication, consultation, coordination and cooperation within the sub-school being led and is responsible to develop and maintain positive working relationships and a team ethos throughout this team.
Business Development and Innovation	This position is required to identify best practice for the developmental stage of schooling for the sub-school and implement improvement strategies for the optimum achievement

	of the College's objectives and the outcomes for students throughout the College. This position is expected to contribute to the College's ongoing business plan development and assess the need to change strategy and plan resources required to achieve the College's objectives.
Asset Management	The College must manage its resources to ensure full amenity and proper care. The Head of School is expected to assist the College to maintain resources provided for the delivery of educational services in a safe environment and in good order and be proactive throughout the College in achieving this requirement.
Risk Management	This position is responsible and accountable for monitoring all elements of risk in the student-learning environment both within class (whether on campus or at other sites) and in co-curricular activities. This position is responsible and accountable for ensuring all Government regulations are adhered to relevant to the role. This position is responsible for ensuring the College is not placed at risk due to inappropriate teaching and learning practices not being identified and addressed. Any safety concerns must be directed to the Principal or Business Manager immediately.
Human Resource Management	This position is responsible for the supervision and effective performance of all teaching staff within the sub-school. This position is responsible for identifying the training and development needs of teaching staff within the sub-school to achieve their potential and to ensure that these needs are catered for. This position is responsible to support the Principal and Business Manager and to develop and maintain a healthy and safe working environment and to ensure adherence to all the College's policies, practices and procedures as they relate to the health and safety of the workplace.

Duties

The position of Head of Senior School is a senior leadership position and as such the duties vary depending on the operational and strategic needs of the College at any given time. The following list can be regarded as examples of the duties undertaken by this position:

- Responsibility for the efficient daily operations of his/her team
- Responsibility for 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 your team
- Ensure high standards of student and staff dress and grooming
- Responsibility for student management within the year level of responsibility and ensure approaches to discipline are consistent with College policy
- Resolution of tensions and conflict within your area of responsibility
- Co-ordinate 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
- Facilitate regular sub-school meetings
- Promote academic rigour, scholarship and academic endeavour
- Provide leadership and co-ordination of an effective professional learning programme for staff in your team
- Ensure the maintenance of appropriate student academic records
- Conduct enrolment interviews for students entering the sub-school
- Provide advice to the Principal regarding resource development in areas that are applicable to the sub-school
- Working with other members of the College's Executive Leadership Team to develop and sustain the College's Christian ethos and foundations
- 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
- Represent the Principal as required.

- Other duties consistent with the total operations of the College as requested by the Principal.

Performance Appraisal

All staff of King's College are required to undertake a goal setting process. In this process the employee and supervisor negotiate:

- Goals for the next period
- Strategies that will assist the employee to achieve the goals
- Time frame for interim review and achievement of goals

Key Performance Indicators

Key performance indicators will be negotiated annually and will reflect the following aspects of the Head of School role:

- 1) **Leads.** Takes responsibility for leading teaching staff in the development of an effective team.
- 2) **Integrates.** Brings together the various aspects and dimensions of King's College into a whole; holds the broader education view and Christian worldview and ensures that the operations of his/her key areas of responsibility are aligned with the educational vision for the College.
- 3) **Invigorates.** Takes responsibility for the vitality and development of the team being led; generates ideas and vision; initiates and sustains action; supports initiatives of staff; manages necessary change; celebrates achievements; affirms and values staff, students and parents; provides for the professional growth of all staff within the sub school
- 4) **Builds Community.** Helps build relationships based on respect and trust and develops a sense of shared purpose, shared vision and shared values, builds a sense of connection based on commitment to a common purpose.
- 5) **Communicates.** Informs and seeks to be informed:
 - a. Internally – shares the College's initiatives and programs enthusiastically with parents and students, share new thoughts and ideas with staff, passes on the views of parents and students to the relevant personnel within the College.
 - b. Externally (outside the College) is informed about relevant educational developments at a State, National and International levels and makes these known within the College; promotes debate on current trends; shares and makes known the College's 'story' and development.

- 6) **Co-ordinates.** Ensures, with other members of the Executive Leadership Team, the smooth operations and efficient management of King's College, and contributes to the transactional and transformational dimensions of leadership within the College.
- 7) **Acts as a guardian** of the College's Christian foundations, being able to articulate a mature understanding of Biblical faith and support a Protestant and Reformed position; models and actively promotes the values of the College.
- 8) **Advises.** Provides strategic advice to the Principal and members of the Executive Leadership Team.
- 9) **Critically reflects** on the life and operation of the College and on the operation of the team being led; promotes a culture of open critical reflection and innovation within the sub school as a basis for learning and growth.
- 10) **Provides collegial support:** As a leader and member of the Executive Leadership Team, the expectation is clear to provide support for the Principal, executive colleagues and staff.
- 11) **Exemplary** professional behaviours.

Working Relationships

Internal	• Principal • Head of Senior School • Head of Teaching and Learning • Other staff at all levels throughout the College
External	• Clients – College Families • Department of Education and Early Childhood Development (DEECD) Department of Education, Employment and Workplace Relations (DEEWR) • Independent Schools Victoria (ISV) • Christian Schools Australia (CSA) • Victorian Curriculum and Assessment Authority (VCAA) External providers of any College services

Position Dimensions

The position of Head of School has financial and personnel delegations as determined by the Principal in keeping with College Council policy.

Key Selection Criteria

1. Demonstrated high level of competence and capacity to provide leadership in education, and an understanding of the commercial environment in which independent schools operate.
2. Demonstrated high level skills to develop effective interpersonal relationships and establish productive partnerships both with staff and the wider community.
3. Demonstrated capacity to contribute to the development of a learning organisation, that is responsive to a changing educational environment.
4. Demonstrated capacity to effectively manage the use of resources (human, physical and financial) to achieve agreed organisational outcomes.
5. Demonstrated high level of ability to communicate effectively internally and externally, in both written and oral contexts.
6. Demonstrated capacity to consistently achieve the delivery of quality educational outcomes for every student.
7. Demonstrated understanding of the potential of appropriate information communications technology to reshape a school's pedagogy and a commitment to embracing such potential.
8. Demonstrated understanding of curriculum development from a Christian worldview.
9. An active involvement in a Protestant Christian Church.

Additional Factors

- Prospective employees of King's College are required to disclose any criminal history (including convictions which are not recorded) and/or current charges. A criminal conviction or charge will not automatically exclude an applicant from consideration for employment with the College. Criminal history checks will be undertaken on the preferred applicant.
- Prospective employees of King's College are required to disclose any disciplinary history at the time of interview. A disciplinary history will not automatically exclude an applicant from consideration for employment with the College.
- King's College is a Child Safe employer with a zero tolerance for child abuse.
- A no-smoking policy is effective on the College campus, at College activities and in College vehicles.
- A high standard of professional dress is expected for all employees of King's College.
- Employees of King's College are expected to participate fully in the co-curricular life of the College.
- As a senior leadership position, this position may require work out of normal working hours including on weekends.
- Travel may be a requirement of this position.

Position Dimensions

The position of Head of School has financial and personnel delegations as determined by the Principal in keeping with College Board policy.

Key Selection Criteria

KSC1 Demonstrated high level of competence and capacity to provide leadership in education, and an understanding of the commercial environment in which independent schools operate.

KSC2 Demonstrated high level skills to develop effective interpersonal relationships and establish productive partnerships both with staff and the wider community.

KSC3 Demonstrated capacity to contribute to the development of a learning organisation, that is responsive to a changing educational environment.

KSC4 Demonstrated capacity to manage effectively the use of resources (human, physical and financial) to achieve agreed organisational outcomes.

KSC5 Demonstrated high level of ability to communicate effectively internally and externally, in both written and oral contexts.

KSC6 Demonstrated capacity to consistently achieve the delivery of quality educational outcomes for every student.

KSC7 Demonstrated understanding of the potential of appropriate information communications technology to reshape a school's pedagogy and a commitment to embracing such potential.

KSC8 Demonstrated understanding of curriculum development from a Christian worldview. KSC9 An active involvement in a Protestant Christian Church.

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