

Job Description

Assistant Dean (Secondary)

The Assistant Dean (Secondary) has a major role in the functioning of the day-to-day operations of the College, is a key support person for the Secondary Deans (Students, Operations, and Teaching & Learning) and is an important channel of communication between the Principal, Head of Secondary, staff and community at Mandurah Baptist College.

The Assistant Dean (Secondary) plays a crucial collaborative role within the leadership team in assisting to establish the desired learning environment of Mandurah Baptist College (Secondary), ensuring both the success of the College vision and ongoing academic standards.

The Assistant Dean (Secondary) is appointed for one year and following a review may be signed under contract for a further three years.

The Assistant Dean (Secondary) may be expected to maintain a teaching load of at least 0.2 and may hold other additional duties (such as Head of Year or Head of Learning Area) in addition to the Assistant Dean (Secondary) role.

It is expected that the Assistant Dean (Secondary) will always act in the best interests of the College and its ethos, and will:

- Be an active member of the Christian community
- Model Christian behaviour in practise and belief
- Strive for excellence in performance and participation
- Build cooperative and supportive relationships with staff, students and parents

1) Students

- 1.1 Coordination of at least one aspect of the Pastoral portfolio e.g., Protective Behaviours, year level program, Next Gen, House system etc.
 - 1.1.1. Program oversight, including planning for implementation where applicable
 - 1.1.2. Organising and managing staff teams associated with the relevant program
- 1.2 Assist with day-to-day pastoral matters, including but not limited to:
 - 1.2.1. Regular uniform spot checks
 - 1.2.2. Monitoring the use of Student Services by students during the day
 - 1.2.3. Monitoring student use of study spaces
 - 1.2.4. Responding to uniform, demerit, and other low-level pastoral communications from parents
- 1.3 Assist with proactively regulating students' discipline by:
 - 1.3.1. Interviewing students who have been referred by teachers for committing serious breaches of College regulations according to the Discipline Policy, working collaboratively with the Dean of Students and Dean of Operations.
 - 1.3.2. Liaising with parents regarding instances of unacceptable behaviour.
- 1.4 Uphold the College's child safe culture, including modelling and championing the National Principles for Child Safe Organisations in all dealings with students.

2) Operations

- 2.1 Help organise Assemblies, liaising with students and staff to formulate run sheets, scripts, seating plans and other elements of each Assembly.
- 2.2 Assist with preparing schedules and rosters for yard duties, carnivals, school-based vaccinations and other organisational matters (staff meetings, devotions, clean up); others as required.
- 2.3 Liaise with and assist staff responsible for the preparation and smooth running of College meetings, committees and extra-curricula events and functions which may include the College Easter Service, Graduation and Awards Evening, Open Night Learning Journey, WHS, and carnivals etc.

3) Teaching & Learning

- 3.1 Assist with curriculum events, including but not limited to:
 - 3.1.1. Event set-up (e.g., examinations, Parent Teacher Interviews)
 - 3.1.2. Creation of schedules, rosters and room changes
 - 3.1.3. Supervision of key events

4) General

- 4.1 Chair and run the College's Sustainability Committee, with duties including but not limited to:
 - 4.1.2. Formation of the committee each year
 - 4.1.2. Scheduling and running regular committee meetings
 - 4.1.3. Coordinating and driving a range of sustainability initiatives across the College
- 4.2 Help coordinate the Christian Education Service-Learning and Bible Study programs, in consultation with the Christian Culture & Service Coordinator, teaching staff, College Chaplains and external stakeholders (including assisting with the annual Christian Education Planning Day).
- 4.3 Assist with staff management by providing support to the Deans and middle management, including Heads of Year, Heads of Learning Area and Coordinators.
- 4.4 Participate in the strategic planning, development, implementation and evaluation of the College programs as part of the Secondary School Leadership Team.
- 4.5 Help monitor standards and initiate enquiries and investigations into areas of concern as they arise.
- 4.6 Engage in support of parents through presentations and events that support a school/home learning culture.
- 4.7 Participate in the ongoing review of the College's policies.
- 4.8 Support the aims and policies of the College and ensure that decision-making and actions are carried out in the spirit of the ethos of the College.
- 4.9 Oversee general orderliness around the College including general tidiness, dress and manners of the students, always working as far as possible through the teachers responsible.

5) Miscellaneous

- 5.1 Cooperate in matters of WHS. by acting responsibly, taking care of themselves and others, as an employee of the College
- 5.2 Other duties as directed by the Principal or Head of Secondary

RELATIONSHIPS & AUTHORITY

This role reports directly to line management: Head of Secondary

The Assistant Dean (Secondary) is expected to make decisions in accordance with College policies and protocols and as outlined in the Staff Handbook.

SELECTION CRITERIA

1. A practising Christian with the passion to uphold the College's strong Christian culture.
2. A sound understanding of contemporary pedagogy and/or wellbeing paradigms.
3. Exceptional organisational skills, with the ability to prioritise and manage responsibilities effectively.
4. Ability to work collaboratively, cooperatively and confidentially in a team environment and consultative framework.
5. Strong interpersonal skills and a commitment to excellent service and professional standards.
6. Ability to use initiative and work within the College's corporate standards.
7. Expertise with the Microsoft Office suite, School SEQTA and TASS School Management Systems, or be capable of training in this capacity.
8. Ability to provide a current Pastor/Minister's reference/referee commendations.
9. Excellent communication skills.