

Candidate
Information Pack



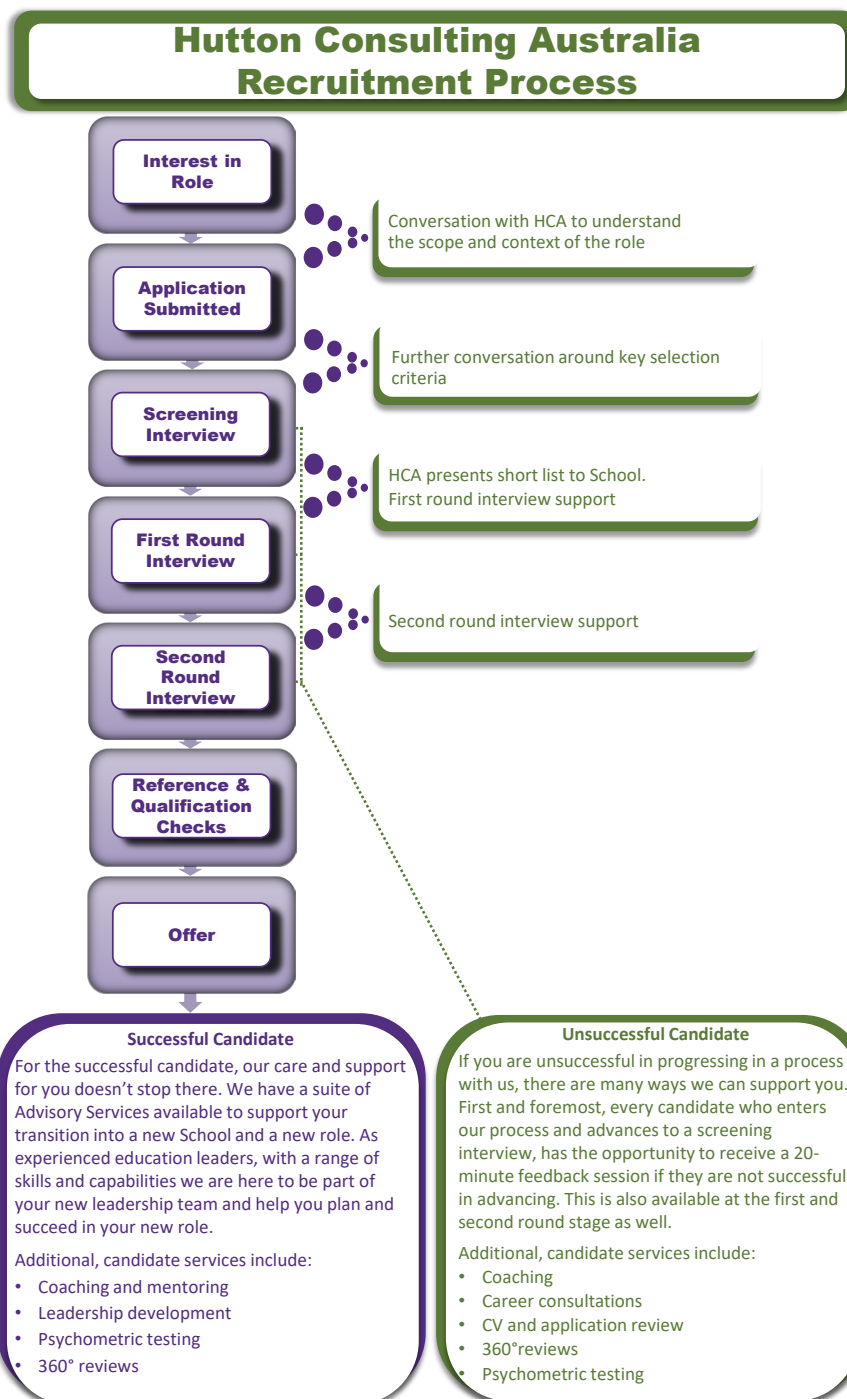
**Appointment of
Deputy Head of Secondary
(Middle School Culture)**

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HCA Recruitment Process

At HCA we pride ourselves on our candidate care. From the moment you enter a process with us, you can be assured we are here to support you. The flow chart below offers you some information as to what you can expect in an executive level search process.



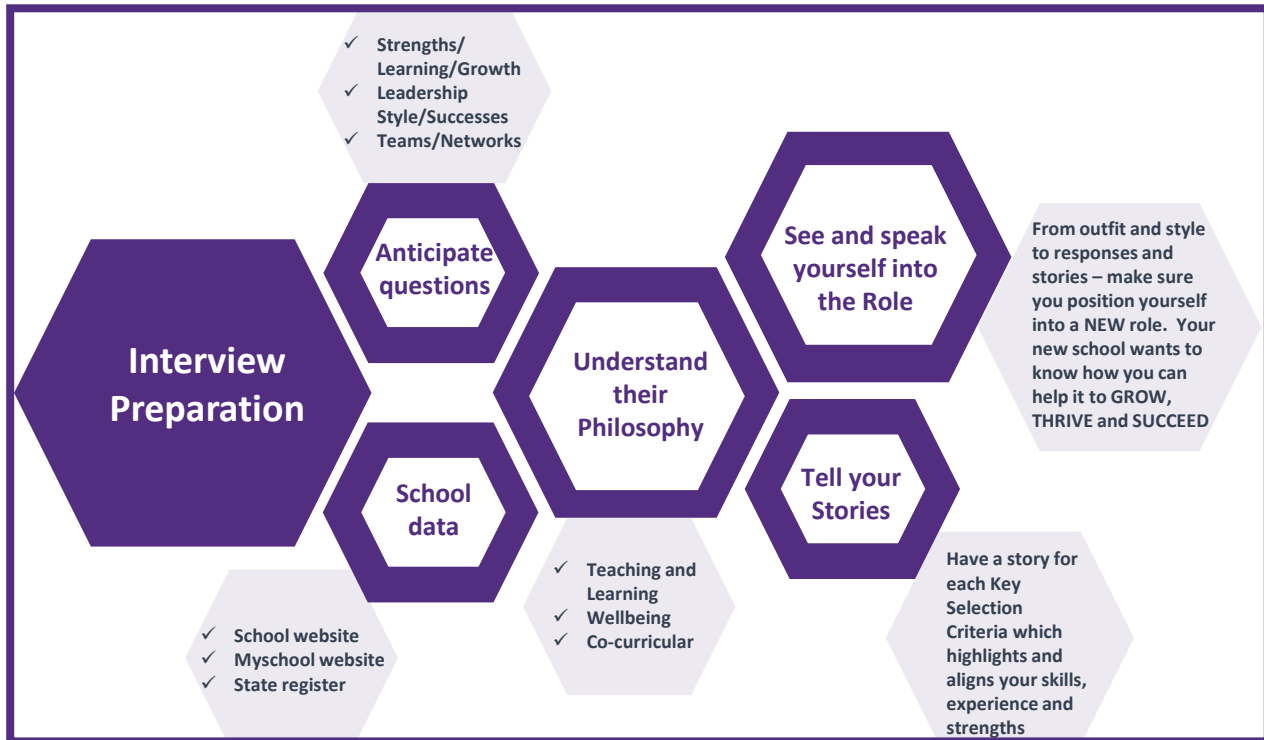
Key Dates

Application closing date 5.00pm, Tuesday 2nd August, 2022

Screening interviews Friday 5th August, 2022

Panel Interviews Commence Friday 12th August, 2022

HCA Recruitment Insights



Expressions of Interest

Enquiries are welcome. Aitken College has engaged Hutton Consulting Australia to assist with the search and selection process for this position. For a confidential discussion regarding the application process please contact Aine Maher on 04575 21 228 or email aine.maher@hutton.education.

As a guide, an expression of interest should consist of a cover letter (maximum 1 page), a supporting document addressing the key selection criteria (maximum 3 pages) and a detailed CV. This should be forwarded by email as a single document (in word or pdf), to Aine Maher by 5:00pm, Tuesday 2 August, 2022, or later by arrangement.

Our People

Fiona Hutton

Director: Executive Search & Leadership Development

Fiona is a highly sought after experienced executive search professional and keynote speaker, with extensive leadership networks and deep insight into the current and future landscape of education. As the founding Director of Hutton Consulting Australia, Fiona successfully transitioned from a career in school leadership into executive search. Her client portfolio includes leading schools in the Independent, Government and Catholic sectors in addition to education related organisations at a system level. Fiona is actively involved in developing leadership capacity specifically at Senior and Executive levels through bespoke PD programs, individual career conversations, 360 degree reviews and constructive feedback from search processes. Fiona is passionate about addressing the gender gap in educational leadership, and as such, has invested time and expertise into encouraging female leaders to step up into senior leadership roles. Nominated for Telstra Business Woman of the Year (2019) and shortlisted for (2020) in the small business category, recently, Fiona was recognised by the Australian Business Journal as one of the top 20 influential educational leaders in Australia to watch (2021).

Fiona holds a Bachelor of Education in Music from Melbourne University and a Master of Education (Leadership & Management) from Monash University and currently is a Victorian Branch executive member of the Australian Council of Educational Leaders.



Aine Maher

Senior Education Consultant

Aine has held a number of senior leadership positions in education and has led the design and delivery of customised professional learning programs with a strong focus on career and leadership development in addition to curriculum planning and design, pedagogy and professional learning. In 2020 she received the ACEL National Fellowship for her contribution to the improvement of student and organisational outcomes.

Deputy Head of Secondary (Middle School Culture)

Position Summary

The Deputy Head of Secondary (Middle School Culture) will provide significant and visible support to the Assistant Principal (Secondary). The focus of this role is to foster an engaging learning culture and sense of belonging among students, staff and parents, throughout the secondary school. This full-time role involves leading and supporting the Assistant Heads of School team in relation to student management and supporting the Assistant Principal (Secondary) in developing a rigorous and dynamic learning environment.

The Deputy Head of Secondary (Middle School Culture) will have an approximate 0.5 teaching load. There is an expectation that the Deputy Head of Secondary (Middle School Culture) is available during non-term weeks (up to 10 days).

Position Reports To

The position reports to the Assistant Principal (Secondary).

Key Relationships

- Assistant Heads of School
- Homeroom teachers
- Deputy Head of Secondary (Senior School Culture)
- Deputy Head of Secondary (Senior School Pathways)
- Testing and Reporting Coordinator
- Administration Assistant
- Director of Admissions

Membership

- College Leadership Team
- Secondary Leadership Team
- CIRT Team
- Other relevant committees as appropriate

Key Responsibilities

- Actively promote College values among students, staff and parents
- Encourage and support the development of a rigorous and dynamic learning culture
- Maintain a sense of pride in the physical learning environment
- Review and monitor student academic achievement
- Communicate and require high expectations of students, staff and parents.
- Develop positive relationships amongst students, staff and parents
- Implement School Wide Positive Behaviour Support
- Conduct parent Support Group meetings as required.

Deputy Head of Secondary (Middle School Culture)

- Oversee effective management of student wellbeing needs in consultation with Assistant Heads of School, the Head of Wellbeing and Assistant Principal (Secondary)
- Support the Assistant Heads of Schools in organising and developing year level activities
- Organise school events
- Oversee secondary transition programs including interviews and testing in conjunction with the Director of Admissions and other Deputy Heads of Secondary
- Assist with College Marketing events including School Tours
- Lead new student enrolment and orientation processes in conjunction with the Assistant Heads of School
- Support Assistant Heads of Schools in managing student subject selections
- Develop leadership capacities and accountability within teams
- Prepare the School Handbooks
- Assist with information evenings
- Promote parental engagement and involvement
- Involvement and support of the camps program
- Assist in Chapels and Assemblies
- Lead fortnightly Middle School Leadership meetings
- Support new staff induction
- Support College and Parents and Friends events

Any other duties as required by the Principal.

Student Safety

- Understand and uphold College and staff obligations with regard to student safety
- Demonstrate commitment to student safety in all aspects of conduct
- Comply with all aspects of the College's Child Protection Program, including the College's Child Safe Policy Statement and Child Safety Staff Code of Conduct
- Report student safety concerns in line with College procedures and applicable mandatory reporting requirements
- Complete annual training in Child Safety as required

Occupational Health & Safety

- Adhere to, monitor and participate in the health and safety of staff and students undertaking activities within the scope of the Position Summary above
- Prepare and update required risk registers for student activities, safety management plans for specific staff or student tasks and any other documentation necessary for compliance with OH&S legislation
- Ensure that staff comply with all OH&S requirements



Deputy Head of Secondary (Middle School Culture)

Environmental

Support and participate in the Environmental programs of the College

Religion and Values Education Programs

Support and participate in the Religion and Values Education Programs of the College

Essential Qualifications and Relevant Experience

Current and valid VIT registration



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