



THE SCOTS COLLEGE

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

Scots to the Fore: Brave Hearts, Bold Minds – Our Strategic Intent 2016-2025

Position Title:	Head of Senior School
Department:	Senior School
Location:	Bellevue Hill
Reports to:	Ultimately the Principal, through the Vice Principal – Campus & Christian Ministry
Functional Relationships:	The Head of Senior School is a campus leader who oversees the overall quality and experience of boys and parents on the Senior School campus at Bellevue Hill. They lead the Senior School leadership team, and work with the College Executive to design and implement the academic, pastoral, sporting and co-curricular programs for boys on the Senior School campus.
Date Position Description Approved:	August 2024

Primary purpose of this role

The Head of Senior School provides leadership, direction and supervision for the Senior School. He/she is delegated responsibility for the day-to-day management of Years 10 - 12.

Key Tasks and Expected Outcomes

1. Cultural leadership

In conjunction with the Principal and other members of the College Leadership:

- Promote, develop and protect the vision, beliefs, ethos and educational tradition in every aspect of The Scots College life
- Wholeheartedly support the religious affiliation and spiritual life of the College
- Create and maintain a climate of care and hospitality for all branches of the College family
- Model Christian values in all dealings
- Encourage the development of social conscience as an essential aspect of the College operation
- Ensure that College policy and practice nurture respect for difference in all its forms - gender, race, talent, religion, culture

- Promote a sense of collaboration and affinity with the Presbyterian Church in general

2. Team Leadership

To contribute to the team leadership of the College as a whole and to exercise effective team leadership in the development and support of an efficient Senior School Leadership Team.

3. Climate of Excellence

To encourage a climate of excellence in leadership and administration, through the establishment of effective procedures within the College and the development of collaborative relationships with and between all College leaders

4. As the delegated *Spiritual/Cultural leader*, the Head of Senior School will

- Promote, develop and protect the vision, beliefs, ethos and educational tradition in every aspect of Senior School life
- Wholeheartedly support the religious affiliation and life of the College
- Create a climate of care and hospitality for all branches of the College family
- Model Gospel/Biblical values in all dealings
- Encourage the development of social conscience
- Ensure that College policy and practice nurture respect for difference in all its forms – gender, race, talent, religion, culture
- Give priority to religious education and worship consistent with the tenets of the Church
- Ensure the provision of quality religious education programs for students
- Promote a sense of collaboration and affinity with the Presbyterian Church
- Provide support and encouragement for the chaplains
- Contribute to the development and implementation of a strong “whole College”
- Attend a range of Chapel services whenever possible

5. As the delegated *Educational Leader*, the Head of Senior School will

- Provide leadership and oversight of the Senior School curriculum ensuring the ongoing development of a curriculum of the highest quality and that every student experiences teaching and learning opportunities at the highest standard
- Provide leadership and oversight of the Senior School Sports and Co-curricular Programs ensuring the ongoing development of Sports and Co-curricular of the highest quality and that every student experiences opportunities at the highest standard
- Oversee policies and procedures relating to staffing, subject choice and timetabling for academic programs within the Senior School
- Lead the Director of Studies (10-12), Deans of Year and the Heads of Department in the development of a high quality education program
- Administer, in collaboration with members of the Executive Leadership Team, an effective approach to student management, and student leadership development
- Administer, in collaboration with members of the Executive Leadership Team, an effective approach to teaching and learning and academic programs in the Senior School
- Work with the Head of Middle School on all shared operational matters
- Implement ongoing procedures that ensure that the Senior School meets NESA registration and accreditation requirements
- Ensure that appropriate systems of safety and risk management for students and staff are maintained in all campuses and all learning activities of the Senior School.
- Work closely with the members of the executive Leadership Team to supervise, evaluate and develop the sport and co-curricular programs of the College.

6. As the delegated *Administrative Leader*, the Head of Senior School will

- Pursue the aims and projected outcomes of the College in the educational, cultural, physical, social and spiritual development of the students
- Contribute to the process of effective strategic planning in collaboration with the Principal and the Executive Leadership Team for the growth and betterment of the Senior School
- Ensure that the physical resources for teaching and learning in the Senior School are developed and maintained to the highest standard at all times, consistent with the resources available
- Act as the first point of reference for parents wishing to express concerns in regard to the operation of the Senior School or the care of their children
- Contribute to the implementation of whole College processes for the selection, induction, appraisal and development of all Senior School staff in consultation with the Executive Leadership Team and middle management personnel
- Oversee the establishment and maintenance of effective procedures for:
 - The day to day operation of the Senior School
 - Communication of administrative expectations and procedures
 - Health and safety of Senior School staff and students
 - Meeting mandatory and legal requirements of all legislation relevant to the operation of the Senior School
 - Management of serious student management issues
 - Oversight of the development and maintenance of the physical facilities and assets of the Senior School to ensure the highest educational standards can be achieved
 - Develop and implement strategies for making the best possible advantage of the Senior School plant and facilities in collaboration with the College Leadership Team
 - Ensure that annual budgets are properly developed and implemented, and contribute to the exercise of sound financial management of the Senior School
- Represent the Senior School to the College and wider community as a public face of that section of the College
- Be actively involved in professional associations
- Ensure that there are effective procedures in place to provide appropriate supervision of the wearing of the College uniform and the general presentation of students
- Participate in the planning and oversight of the buildings, facilities and infrastructure of the College particularly those used by the Senior School

7. As the delegated *Community Leader*, the Head of Senior School will

- Establish effective practices for enhancing the participation of all branches of the College family in the life of the Senior School
- Foster positive relations with The Scots Parents Association, the Women's Association, Old Boys and the Support Groups and other organisations of the College community
- Contribute to the implementation of appropriate collaborative relationships with relevant educational institutions and agencies
- Involve staff, students and parents in collaborative decision-making processes where appropriate
- Ensure that the activities of all branches of the College family support College policy and practice
- Ensure that appropriate communication is maintained with parents of Senior School students including the parents of borders

8. As the delegated *Pastoral Leader*, the Head of Senior School will

- Ensure that the environment for all activities of the students in the Senior School is safe and that proper risk management strategies are developed and maintained at all times in order to minimise the risk of any harm to a student whilst in the care of the College
- Facilitate the development of a School culture in the Senior School that promotes the Christian values of the College
- Lead the Deans of Year in the development of a high-quality pastoral program
- Maintain a high standard of pastoral care (and discipline) in all facets of life within the Senior School
- Develop and maintain the Senior School's capacity and willingness to respond to those in need
- Implement effective procedures and practices for student care, development and management within the Senior School
- Ensure that Senior School staff are effectively supported personally and professionally
- Contribute to the development of policy and procedures to ensure that positive staff morale is established and maintained

9. Teaching Requirements

The Head of Senior School is expected to carry a teaching load which will be determined in consultation with the Principal. The general expectations of all staff at The Scots College in regard to involvement in Sport and Co-curricular activities also apply to this position.

Performance Review Conditions

The appointee to the position of Head of Senior School will be required to participate in the annual Performance Review Program. An external Performance Review will be conducted at the request of the Principal.

Special Requirements

The nature of this position is such that the Head of Senior School is required to be available outside the 'normal' school hours, is required to participate fully in the life of the school, to attend meetings and make presentations when necessary.

The Head of Senior School will, from time to time, be asked to take on extra duties that are assigned by the Principal.