

Application for Employment

Head of Secondary (from 2024)

Applicants for the position of Head of Secondary at Mandurah Baptist College should address the following leadership focus areas as part of their covering letter, in addition to completing the online application form via the Mandurah Baptist College website:

LEADERSHIP: Please outline:

1. The key qualities of and your potential contribution as a Christian leader
2. Your vision for Secondary Education at Mandurah Baptist College
3. An example of either a pastoral initiative that you have led with a focus on improving student wellbeing or a curriculum initiative that you have led with a focus on improving student academic outcomes.

Please note that Applicants are also required to upload the following documentation to support their application via the online application form -

- Curriculum vitae
- Written reference and/or contact information (for work and character) from names and contact information of at least three referees
- Written reference and/or contact information from your current church pastor/minister
- Copies of your academic record

Selection Criteria

Applicants for this position will have:

1. A living Christian faith
2. Senior curriculum &/or pastoral and teaching experience
3. A sound understanding of contemporary pedagogy and wellbeing paradigms
4. Strong team building and organisational capacity
5. A willingness to go the extra mile to achieve excellence
6. Evident leadership capacity; strong referee commendations
7. Excellent communication skills

Remuneration

Remuneration will be discussed with the appointed staff member.

Timeline

The deadline for applications for this position is Monday 9 October, 9.00am

- Applicants should address Part A and Part B as outlined above, with reference to the Selection Criteria.
- Interviews will occur as soon as is practicable thereafter.
- NB. The College reserves the right to contact referees unless otherwise notified.

PLEASE NOTE:

All permanent staff members at Mandurah Baptist College must be a church attending Christian. This is due to the (i) missional attributes of the College, and (ii) the requirement for any staff member to be able to teach Christian education (each student undertakes Christian Education from Years 7 to 12 once per week). Although an open enrolment school, the Bible is the foundation from which we serve, in an environment that respects the diversity of our students, their families and community. We believe we earn the trust of families through positive relationships and good practise, thereby allowing us to spiritually input into people's lives.

Should you be invited to an interview, given the position applied for involves working with and actively presenting the Christian gospel to students, you may be asked your personal views on faith issues. Given the Christian nature of the College and the expectations of all who enrol, signing of the College's statement of faith is a pre-requisite.

Job Description

Head of Secondary

The Head of Secondary is charged with the prime responsibility of the leadership and proper conduct of the Secondary School under the guidelines and direction of the College Principal.

Working closely with the Principal, Head of Primary and the College Executive Team, the Head of Secondary leads, develops and executes initiatives aligned to achieving the values, vision, mission and strategic objectives of the College within the Secondary School. Collaboratively driving innovation in teaching and learning, student wellbeing and quality improvement processes, the Head of Secondary will identify, enable, facilitate and implement continuous improvement and achievement of identified initiatives/foci.

The Head of Secondary will be a mature, practicing Christian, able to provide Christ-like leadership to staff and students in the Secondary School, whilst contributing actively to the Christian ethos, vision and mission of the College.

The Head of Secondary is a broad role, which includes the following but does not exclude additional initiatives by the Head of Secondary and additional requirements by the College Principal and/or College Board.

1) Mission, Vision, and Strategy

- 1.1 Articulate the vision and direction of the College.
- 1.2 Oversee the effective operations and management of the Secondary School.
- 1.3 Provide reports on the operations, planning and performance of the Secondary School to the Principal and/or College Board as requested.
- 1.4 Support the Principal in strategic planning and review.
- 1.5 Adhere to the College's staff Code of Conduct.
- 1.6 Maintain a personal Christian faith walk, with regular church attendance.
- 1.7 Support and contribute to the Christian ethos of the College.
- 1.8 Provide staff, students and parents with a model of exemplary Christian leadership conduct and behaviour at all times.
- 1.9 Endeavour at all times to demonstrate the College's values in attitude and practice.
- 1.10 Align your professional practice with the AITSL National Professional Standards for Principal's and the Christian Schools Australia Leadership Framework.
- 1.11 Work collaboratively with the College community, establishing rapport and maintaining effective working relationships with staff, parents/guardians and students.
- 1.12 Resolve differences professionally and constructively following College policies and procedures.

2) Leadership

- 2.1 Provide exemplary educational, missional and strategic leadership within the Secondary School.
- 2.2 Consult with staff, students, parents and the Principal to create an environment which provides effective care and high academic standards in a Christian community.
- 2.3 Ensure maintenance of a culture of high expectations for personal and academic behaviours within the Secondary School.
- 2.4 Lead, support and inspire the Secondary Leadership Team in their areas of responsibility and liaise with the College Executive Team and/or College Senior Leadership Team to resolve whole of College issues together with the Principal and Head of Primary where appropriate.
- 2.5 Work with the Secondary Leadership Team, and other leaders in the Secondary School, to build leadership and technical capacity for the enhancement of learning and wellbeing.
- 2.6 Monitor and evaluate the performance of the Secondary School in both pastoral and academic areas.
- 2.7 Ensure legal and regulatory requirements relating to Secondary education are met.
- 2.8 Oversee and implement the Secondary School Improvement Plan.
- 2.9 In collaboration with the Head of Primary, oversee and manage the transition of students from Year 6 to Year 7.

3) Teaching and Learning

- 3.1 In collaboration and consultation with Principal, College Executive Team and the Dean of Teaching & Learning (Secondary), lead and facilitate the development of 7-12 teaching and learning programs that support the mission, vision, values and strategy of the College.
- 3.2 Oversee the writing and implementation and monitoring of all curriculum policies and required record keeping within the Secondary School.
- 3.3 Ensure that College systems for teaching and learning (e.g., SEQTA) are utilised in accordance with College requirements.
- 3.4 Keep up to date with curriculum, educational and pedagogical developments and make recommendations to the College Executive Team in relation to these matters.
- 3.5 Ensure systems and processes are in place to monitor and track individual student achievement in order to ensure learning and growth for all students.
- 3.6 Ensure that appropriate curriculum adjustments for support and extension are in place in order to support the individual learning needs of students within the Secondary School.

4) Pastoral

- 4.1 Ensure that appropriate communication and support is in place for Secondary School students who require additional support in welfare, pastoral care, discipline, and learning.
- 4.2 Be responsible for the exclusion of students in consultation with the Principal and in accordance with College policy and procedure.
- 4.3 Ensure the safety, welfare and education of each student in consultation with parents and other key stakeholders.
- 4.4 Promote a positive school culture of pastoral care that proactively encourages wellbeing.

5) Staff

- 5.1 In conjunction with the Principal, contribute to the appointment of staff who contribute to the College's Christian ethos and ensure their professional growth together with a high standard of performance and conduct.
- 5.2 Be responsible for the suspension and termination of staff in consultation with the Principal and in accordance with all applicable College procedures and employment legislation.

- 5.3 Ensure that staff are aware of their professional learning and growth responsibilities, and plan for staff professional development.
- 5.4 Conduct annual performance reviews of direct reports and ensure that performance reviews of all Secondary Staff are conducted.
- 5.5 In collaboration with the Principal. Be involved in the recruitment, selection and interviewing of Secondary School staff.

6) *Parents and Community*

- 6.1 Foster a strong relationship with the Baptist Church that meets on the premises and other local Christian churches.
- 6.2 Represent the College to the wider community.
- 6.3 Communicate effectively with all stakeholders and work in partnership with parents.
- 6.4 Support the Principal in directing the promotion and marketing of the College.
- 6.5 In collaboration with the Dean of Administration and other staff, oversee Secondary School assemblies and special events, including Awards Assemblies, Awards Evening, Year 12 Graduation, College Easter Service etc.
- 6.6 Organise and manage Parent Information Evenings and Parent Teacher Interview events, as required.

7) *Other*

- 7.1 Be aware of and champion school policies and procedures and be involved in the review and formulation of policies and procedures.
- 7.2 Model exemplary WHS knowledge and skills.
- 7.3 Membership of College Committees, including WHS, IT, as needed.
- 7.4 In collaboration with the Dean of Teaching & Learning (Secondary) coordinate and oversee the Secondary School timetable.
- 7.5 In collaboration with the Head of Primary, ensure lockdown and evacuation practice drills are conducted regularly.
- 7.6 Oversee the Secondary School calendar and liaise with the Head of Primary and College Executive Team to synthesise and develop whole-school planners.
- 7.7 Oversee the creation of Secondary School handbooks and information for College publications and the College website.
- 7.8 Plan, oversee and apply the physical and financial resources of the College in consultation with the Principal.
- 7.9 Assist in the enrolment process as it pertains to tours and interviews, in consultation with the Principal.
- 7.10 Other duties as directed by the Principal.