

## POSITION DESCRIPTION

# HEAD OF SENIOR SCHOOL

Position Title	Head of Senior School	Tenure	5 Years
Area of Appointment	Senior School and Leadership Team	Reporting to	Principal
School Values	Respectful Relationships Responsible Citizen Adventurous Learner A True and Courageous Self		

Wilderness School is a non-denominational girl's school educating students from Early Learning Centre through to Year 12. Since 1884, Wilderness School has prepared girls to be adventurous, courageous, responsible, and respectful learners and leaders. The legacy of our Founders, the Misses Browns, continues today and is a rich and integral part of our school culture.

Staff members at Wilderness School are required to uphold the values and the reputation of our school and community by:

- Conducting their relationships with respect and kindness
- Demonstrating high behavioural, moral, ethical and professional work standards
- Working together to successfully manage change

At Wilderness School, we have a shared definition of leadership and are committed to the growth of others. We are:

- Respectful leaders who demonstrate kindness and empathy and form healthy fulfilling relationships with others, honouring their dignity.
- Responsible leaders who are trustworthy and reliable. We understand others' rights and act with integrity, matching our purposes with congruent actions and words.
- Adventurous leaders who are reflective, self-authoring, values driven and purposeful.
- True and courageous leaders who are agents of growth and change. We are committed to the ongoing growth of our leadership and team members.

### Role Purpose:

In partnership with the Principal, the Head of Senior School manages the daily operations of the Senior School (Years 10 – 12) and leads staff and students in accordance with the values, mission, purpose and goals of Wilderness School. The Head of Senior School is a member of the School Leadership Team and works in partnership with Principal, Deputy Principals and Heads of School and other key stakeholders. There is a teaching component to this role.

### Key Areas of Responsibility:

#### Operations

- Contribute to the development, review and implementation of a range of policies and guidelines that reflect best practice and legislative requirements around the risk management, safety, and wellbeing of the Senior School.
- Build a practice and plan of regular communication between students, staff, parents and the school utilising a range of communication channels which ensures a strong level of shared knowledge and understanding.
- Ensure Senior School procedures and practices are standardised, well communicated, and accessible.
- In consultation with the School Leadership Team, regularly evaluate Senior School initiative outcomes, reporting against planned and actual.
- Provide insights and feedback into development of the annual timetable with regard to the Senior School.
- Lead and coordinate Senior School assemblies and events and representation at community events including the associated risk management practices, e.g. SACE information Nights, Speech Night, SRC Elections and conference, SRC changeover assembly, Service of Dedication for Year 12s, Year 12 Walk of Honour, Senior School leadership conferences etc.

## HEAD OF SENIOR SCHOOL

- Lead and manage transition process in the Senior School including intake interviews, liaising with the Heads of House to allocate buddies, arranging Orientation and New Girls Day.
- Lead and coordinate the supervision of the Year 11 and 12 Formal, working closely with the Director Marketing.
- Organise and oversee student conferences and seminars that support relevant learning goals.
- Manage and maintain the Senior School calendar including events and activities.
- Participate in SACE Leaders Forums and other professional learning.
- Ensure Student SACE Data is accurately reported to Schools Online.
- In collaboration with the School Leadership Team and Director of Marketing and Communications, contribute to student recruitment and onboarding.
- Provide regular reporting to the Principal on outcomes, activities, and practices.
- Coordinate and oversee the academic reporting process for the Senior School.
- Assist the Principal with the recruitment of staff.
- Provide the Principal with a summary of activities relevant to the Senior School for Council Reports.

### People Leadership and Management

- Communicate goals, priorities and vision and recognise achievements of the team.
- Create a work environment for the team that facilitates high levels of engagement, collaboration, teamwork and communication, ensuring that staff are fully informed of school developments.
- Build the capability and performance of the team to deliver exceptional quality care outcomes.
- Role model and encourage a culture of continuous learning that values trusting relationships.
- Lead the recruitment and onboarding of staff.

### Students

- Be a visible and present in the Senior School.
- Promote and implement practices and initiatives that support and encourage the achievement of personal academic excellence and the all-round development of senior students.
- Support and mentor the senior student leadership team to achieve their plans and goals.
- Build a framework, approaches and strategies ensuring a range of diverse voices and perspectives are valued.
- Develop and optimise individual student plans associated with the academic, wellbeing, behavioural and medical needs of senior students liaising with the Heads of House, SACE Coordinator, Counselling team, Head of Boarding etc.
- Use assessment and curriculum data and outcomes from student wellbeing initiatives to provide guidance on academic and other matters as well determining goals for student learning.
- Ensure that student information system is collated and maintained regularly to enable team to identify the best care for students.
- Lead the collaborative practice between stakeholders (Heads of House, Psychologists, Head of Boarding etc) to identify student needs and develop ways to meet current and emerging needs.
- Ensure student concerns are raised with the Principal as required.
- Liaise with the Head of Global Learning and Head of Outdoor Education for Wilderness Senior students to participate in the Exchanges, trips and Duke of Edinburgh Award.
- Coordinate and participate in Scholarship selection process relevant for Senior School students.

### Parents and Community

- Build and maintain the trust and respect of parents, carers and the broader community through the establishment of positive relationships, complemented by consistent feedback and action.
- Build relationships and regularly engage with key external stakeholder groups to promote the School and to adopt best practices and approaches.
- Ensure the provision of accurate and timely reporting to Senior School parents and carers on Senior school life, commitments and events.
- Respond to student and parent grievances and feedback ensuring resolution of issues is timely.
- Attend a range of school events and functions providing an active presence and to build a strong community relationships.
- Engage and build strong relationships with the parent community through regular written, verbal and face to face communications.
- In collaboration with the School Leadership Team and Director of Marketing and Communications contribute to promotion and marketing of the school.
- In collaboration with the School Leadership Team and the Head of Advancement help to build strong relationships and connections to support the growth of the School.

## Leadership Framework

<p><b>LEADERSHIP - Plays a key role in leading the staff and stakeholders to develop and communicate a shared vision for the School.</b></p> <p><b>Share the Vision</b></p> <ul style="list-style-type: none"> <li>Model ownership of the Vision, Mission and Values of the School.</li> <li>Use strategies to promote and communicate the vision for the Senior School at Wilderness School to students, staff and the school community.</li> <li>Work collaboratively with stakeholders to establish and promote the School's Learning Framework.</li> </ul> <p><b>Influence Others</b></p> <ul style="list-style-type: none"> <li>Encourage and inspire others through positive reaction to their suggestion and needs.</li> <li>Demonstrate self-organisation and a high degree of personal accountability.</li> <li>Provide appropriate data and information to facilitate discussion and support of ideas.</li> <li>Develop teams comprising members with an appropriate mix of skills and abilities to capitalise on the strengths of team members.</li> <li>Facilitate accountability, responsibility and ownership in staff for the goals and priorities of the School.</li> </ul> <p><b>Use Judgment</b></p> <ul style="list-style-type: none"> <li>Make decisions in a timely fashion and support with reasoned argument.</li> <li>Change directions in response to new information.</li> </ul> <p><b>Decision Making</b></p> <ul style="list-style-type: none"> <li>Take ownership of important decisions and engage others in the decision-making process.</li> <li>Demonstrate accountability, responsibility, ethical practice and conformity to the principles of natural justice in decision making.</li> </ul>
<p><b>POLICY AND STRATEGIC DIRECTION - Plays a key role in initiating policy and strategic development.</b></p> <p><b>Policy Development and Review</b></p> <ul style="list-style-type: none"> <li>Develop and implement policy and guidelines consistent with the School's priorities.</li> <li>Review and evaluate current policies and guidelines.</li> <li>Give advice on the implementation of School policy.</li> </ul> <p><b>Policy Direction</b></p> <ul style="list-style-type: none"> <li>Develop and maintain an understanding of school, state, national and relevant international policy in education and senior area of schooling.</li> <li>Articulate clear relevant local, national and international policy.</li> <li>Diagnose trends, obstacles and opportunities which could impact on Wilderness School's vision and goals.</li> <li>Develop an understanding of national and international best practice in girls' education and senior schooling.</li> <li>Seek opportunities for new programs and initiatives to meet the needs of Senior School students.</li> <li>Seek opportunities to influence the local, national and international agenda in education and the relevant area of schooling.</li> </ul> <p><b>Innovation and Creativity</b></p> <ul style="list-style-type: none"> <li>Approach tasks and problems in new ways and explain options and associated risks to relevant others.</li> <li>Take risks to achieve successful outcomes in new areas.</li> <li>Encourage and reward innovative ideas and creative solutions.</li> </ul> <p><b>Strategic Thinking and Planning</b></p> <ul style="list-style-type: none"> <li>Formulate directions for future action.</li> <li>Implement the strategic directions for the future of the Senior School at Wilderness School.</li> <li>Develop business plans to implement the strategic plan initiatives in the Senior School.</li> <li>Use strategic and operational long term and short-term planning processes to achieve goals and priorities.</li> </ul> <p><b>Manage Change</b></p> <ul style="list-style-type: none"> <li>Take a prominent role in managing change and improving the School.</li> <li>Develop change management strategies appropriate to strategic directions for the Senior School.</li> <li>Identify risks and incorporate them into change management strategies.</li> <li>Implement processes for monitoring the effectiveness of change management strategies.</li> </ul>
<p><b>TEACHING AND LEARNING - Takes responsibility for developing and supporting teachers' capacity to continually improve and work in a way that improves the learning and wellbeing outcomes for all students.</b></p> <p><b>Communicate with Stakeholders</b></p> <ul style="list-style-type: none"> <li>Make decisions in a timely fashion and support with reasoned argument.</li> <li>Communicate with parents about the progress of their daughters.</li> <li>Respond to parents in a timely fashion.</li> <li>Liaise between parents, students and staff to resolve concerns.</li> <li>Encourage the staff and School community to strive for excellence in high standards and quality educational outcomes in senior schooling.</li> </ul>

<p><b>Improve Learning</b></p> <ul style="list-style-type: none"> <li>• Support and develop best practices in teaching for all girls in the Senior School.</li> <li>• Ensure that the curriculum reflects the Mission, Vision, Values and the Strategic Priorities of Wilderness School.</li> <li>• Ensure that teaching programs are sufficiently flexible to respond to the changing needs of students, the School community and system requirements.</li> <li>• Ensure that assessment procedures are fair and consistent.</li> <li>• Measure progress towards achievement of targets and goals and adjust processes accordingly.</li> </ul> <p><b>Monitor Behaviour</b></p> <ul style="list-style-type: none"> <li>• Develop and maintain a school environment in which staff and students feel safe.</li> <li>• Monitor student behaviour management strategies, ensuring that the values of self-respect and respect for others are accepted and enacted.</li> </ul> <p><b>Manage Conflict</b></p> <ul style="list-style-type: none"> <li>• Foster an environment which is safe, inviting and inclusive.</li> <li>• Encourage teams and individuals to achieve School goals.</li> <li>• Identify conflict at an early stage.</li> <li>• Facilitate conflict management strategies to enable mutually beneficial solutions.</li> <li>• Develop and negotiate structures and guidelines for action.</li> <li>• Demonstrate patience and persistence when pursuing goals and resolving issues.</li> </ul> <p><b>Trust and Respect</b></p> <ul style="list-style-type: none"> <li>• Model trust and respect for others in the workforce.</li> <li>• Act swiftly and sensitively to the concerns of members of staff.</li> <li>• Balance support of staff with an awareness of the requirements of the School community.</li> </ul>
<p><b>RESOURCES - In the acquisition and management of resources, the role is required to evaluate and monitor resource use over varying periods of time, with appropriate adjustments being made as a result of this monitoring.</b></p>
<p><b>Plan Resources</b></p> <ul style="list-style-type: none"> <li>• Identify and negotiate short, medium and long term resource requirements for the Senior School.</li> <li>• Identify and explore potential sources of additional resources.</li> </ul> <p><b>Allocate Resources</b></p> <ul style="list-style-type: none"> <li>• Allocate human, financial, physical, technological and information resources to facilitate strategic priorities and maintain core operations.</li> <li>• Work with staff to identify needs, develop priorities for resource allocation, and evaluate the impact of program expenditure.</li> <li>• Manage resources according to priorities identified through strategic planning and continual improvement processes.</li> </ul> <p><b>Monitor Resources</b></p> <ul style="list-style-type: none"> <li>• Develop systems which enable timely and accurate monitoring of resources against planned outcomes.</li> <li>• Identify, analyse and manage areas of potential risk.</li> </ul> <p><b>Manage Compliance</b></p> <ul style="list-style-type: none"> <li>• Meet requirements of legislative Acts and government agencies.</li> </ul>
<p><b>BUILDING RELATIONSHIPS – Works successfully at establishing positive relationships and foster an environment which builds and maintains respectful relationships throughout the whole School community.</b></p>
<p><b>Communicate</b></p> <ul style="list-style-type: none"> <li>• Develop and use communication strategies to meet the information requirements of staff and the School community.</li> <li>• Communicate effectively in oral and written form with clarity, fluency, and conciseness and with impact.</li> <li>• Listen effectively to ensure mutual understanding.</li> <li>• Demonstrate integrity and apply ethical practices.</li> </ul> <p><b>Network and Foster Relationships</b></p> <ul style="list-style-type: none"> <li>• Foster collaborative working processes which promote individual and group responsibility and mutual support within the School community.</li> <li>• Establish, develop and maintain networks with the community, other schools and relevant agencies.</li> <li>• Encourage teams and individuals to achieve school goals.</li> </ul> <p><b>Represent the School</b></p> <ul style="list-style-type: none"> <li>• Ensure that the School's purpose and ethos are clearly articulated and that a positive image of the School is maintained.</li> <li>• Develop and sustain a positive image and profile within the Wilderness School community.</li> <li>• Represent the School appropriately on particular issues.</li> <li>• Promote the School's Mission, Vision, Values, and achievements in such ways that establish and foster stakeholder recognition and support.</li> </ul>

### Qualifications, Skills and Experience:

#### Qualifications and Experience

- Post-graduate qualifications in education and/or educational administration.
- Extensive experience as a leader with a track record of contributing to results in people leadership, learning, student wellbeing and pastoral care, and broader school operations.
- Significant experience of teaching at secondary level and extensive knowledge and expertise in current pedagogical philosophy and practice in the context of SACE and the Senior School curriculum.
- Proven success in developing and executing strategies and business plans, financial management and measuring performance.
- Demonstrated project management experience engaging stakeholders, communicating, encouraging and developing the ideas of others and successfully implementing outcomes.
- Demonstrated creativity and initiative with the ability to maintain a calm and flexible approach.
- Demonstrated experience building highly effective relationships and ability to work collaboratively in a team.
- Proven experience using initiative, strategic thinking and problem solving.

#### Personal Qualities

- **Leadership** – acts as a role model, inspires others, coaches and mentors the team.
- **Communication** – promotes an environment of open communication and collaboration. Has highly developed written, verbal, listening and presentation skills.
- **Integrity and confidentiality** – is confidential and cultivates credibility and honesty.
- **Change management** – creates an open climate of creativity, innovation and acceptance. Engages and champions for results.
- **Adaptability and flexibility** – adapts to changes in the work environment, manages competing demands and is able to adjust to frequent change, delays or unexpected events with a positive mindset. Leads this by example and can bring others along.
- **Relationship management** – builds strong rapport with a range of stakeholders, is respected for their ideas, listening capability and the way they achieve results. Has high trust relationships.
- **Planning and organisation** – Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines and priorities to achieve objectives.
- **Problem solving and decision making** – Excellent skills in problem solving and decision making, including the ability to analyse a situation, identify alternative solutions, influence and make appropriate decisions.
- **Collaboration** – A high capacity to lead and work with others in achieving common goals, objectives and outcomes.
- **Values** – Has close alignment with the values of the school and an ability to engage with girls with a warm, caring and friendly approach

#### Conditions

- Some out of hours' work is an essential component of this role.
- Work from any other metropolitan location as required.
- Some Interstate and Intrastate travel is a requirement of this position.
- Current registration or ability to be registered with the Teacher's Registration Board of South Australia.
- The School reserves the right to modify and adjust position descriptions to meet its operational and strategic need.
- The successful applicant will be required to undergo a Working with Children Check and Responding to Risks of Harm, Abuse and Neglect Training and adhere to the School's Child Protection Policy.

### Acknowledgement:

I have received, reviewed and fully understand the position description. I further understand that I am responsible for the satisfactory execution of the essential functions described therein, under any and all conditions as described.

Signed:

Date:

Print Name: