



Head of Senior School

About the School

Tranby College is a progressive, co-educational K-12 school in Baldivis, a fast-growing suburb South-West of Perth. Known for its personalised education and strong care of its 700 students, the College has a commitment to innovative teaching and learning approaches.

The role

We are seeking an exceptional leader to lead the next phase of development strategically and collaboratively for the College's Senior School. The successful candidate will be a values-driven, relational leader committed to ensuring students are equipped with the crucial knowledge, transferable skills and enduring dispositions to become empathetic people, effective learners and thriving citizens.

The Head of Senior School is responsible for the day-to-day operation and tone of the Senior School including student academic progress and wellbeing.

In conjunction with the Deputy Principal and Principal and working alongside the Head of the Junior School and Director of Learning Innovation, the Head of Senior School, is a key person for advancing culture and effectiveness. The Head of Senior School supports the Strategic Plan as well as encourages commitment, academic excellence and fosters student and staff wellbeing.

Commencing in January 2022, this opportunity to join a high performing staff team is ideally suited to a contemporary and experienced educational leader with a commitment to delivering evidence-informed secondary learning and wellbeing in Years 7-12.

KEY RESPONSIBILITIES:

Leadership

- Support and actively lead others in living the College's Mission, Vision and Values.
- Engage with, and demonstrate strategic leadership in, education and contribute to the College's strategic intent, programs, and initiatives.
- To be a visible leader/participant in College activities and events.
- Be innovative and creative, keeping abreast of current educational and leadership trends, and research.
- Oversee, lead, and manage educational and wellbeing change processes within the Senior School.

Student Leadership & Management

- Oversee the process of student monitoring in relation to academic progress, wellbeing, and engagement.
- Work with the Director of Learning Innovation to broker individual tailored pathways of success for students.
- Manage the development and implementation of appropriate structures and processes to cater for the wellbeing needs of the students.
- Work with relevant staff on transitional programs to ensure a smooth transition between each phase of development through Years 7 to 12.
- Oversee appropriate behavioural management strategies to promote positive behaviour of students and to enhance wellbeing.
- Ensure that high expectations and standards are set and consistently maintained with students in the Senior School.
- Oversee the administration related to student attendance and participation in College activities eg: student absences, applications for special leave and detentions.

- Oversee and manage students at risk who require specialist care.
- Manage an engaging and informative Senior School assembly program.
- Oversight of the student recognition and awards processes.
- Oversee the growth of student leadership opportunities, structures and programs.
- Act as a point of escalation for student management concerns.

Learning, Teaching and Innovation

- Working with the Director of Learning Innovation, input into a culture targeted at innovation which promotes a cycle of research, reflective learning, continual improvement, and excellence in educational outcomes.
- Support and help advance exciting initiatives that promote academic growth and creativity for students.
- Assist with the promotion and use of data to inform learning and teaching.
- Together with key staff, develop and plan strategies and policies to optimise student progress.
- Oversee delivery of curriculum ensuring individualised pathways are created for students.
- Assuring quality teaching standards.

Staff Leadership & Management

- Foster positive working relationships across the Senior School; particularly coaching and supervising direct reports in their roles and supporting them to achieve personal and professional excellence.
- Work closely with the relevant Senior Leadership Team to oversee the operation of the Senior School and have quality assurance processes in place to ensure high quality student experiences and outcomes.
- Work closely with the Deputy Principal and Principal to have oversight of all matters relating to academic staff recruitment, retention, deployment, induction, development and wellbeing.
- Work closely with the Principal and Deputy Principal to manage staff performance and act as a point of escalation for any issues.
- Leadership of the academic and wellbeing support staff within the Senior School.
- Model and grow contemporary practice in learning and teaching.

Community Leadership

- Implement strategies to promote cohesion, identity and connection, involving students, parents, staff and the wider community in the process.
- Foster an environment of personal and College pride amongst students and staff.
- Model and maintain the general expected tone and standards in behaviour, dress and discipline.
- Work closely with other senior members of staff to promote the College, and interview prospective students and families.

Organisational Leadership and Management

- Oversee Senior School events.
- Oversee internal and external relief and yard duty processes.
- Prepare and manage relevant recurrent and capital budgets.
- Chair and participate in relevant committees.
- Demonstrate a flexible and collaborative approach to the role by supporting and undertaking other tasks as required.
- Any other duties as required by the Deputy Principal and/or Principal.

To thrive in this role, you will possess the following:

- Proven educational leadership experience in secondary curriculum, pedagogy, and assessment.
- Experience as an innovative and strategic educational leader with the ability to inspire and mentor staff to develop exciting, rigorous and engaging programs.
- Expertise in understanding, communicating on and planning for the strengths and needs of the learner, learning and learning environment.
- A demonstrated ability to translate whole school vision into meaningful, relevant, and effective action.
- Current knowledge of contemporary research into educational practice relevant to secondary students and stage of development, including a demonstrated ability to use data to drive improvement.
- Expertise in managing issues that commonly arise in students at this age and stage, with the ability to make high level decisions when further support or intervention is required.
- A positive mindset and a solutions-focused approach.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport, interact effectively at all levels of the school, and build authentic, collaborative, and productive relationships.
- A flexible and adaptable mindset with the attitude and dispositions to operate effectively in a changing environment.
- A high level of emotional intelligence and resilience.
- A good sense of humour.

Essential criteria:

- Tertiary qualifications in secondary teaching. Post graduate qualifications in Educational or Instructional Leadership advantageous.
- Current registration with (TRBWA) or capacity to obtain this if moving from interstate.
- Current Working with Children Check (WWC) or capacity to obtain this if moving from interstate.
- A current National Police Check (obtained within the last 6 months).

Tranby College is committed to child safety. As such, the successful applicant will be expected to satisfy child protection screening and adhere to the College's Child Safe Policy and Code of Conduct.

Applications:

Applications close: 9am - Monday, 16 August 2021.

Please note first round interviews are likely to be conducted remotely (Teams or ZOOM) on Thursday 19 and Friday 20 August 2021.

Final interviews are planned for Thursday 26 August 2021 – face-to-face and on campus.

Please submit your details, curriculum vitae, and cover letter outlining in detail your experience and ability to meet the requirements of this role. Please note that applications without cover letters will not be considered.

If you would like to discuss this role, please contact Principal, Peggy Mahy, via her Personal Assistant on 08 9523 3103.

Industry

- Primary/Secondary Education
- Education Management

Employment Type

- Full-time – with a 0.2 teaching load.

Job Functions

- Education
- Training