



POSITION STATEMENT

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PURPOSE

The POSITION reports to the Head of Secondary School and is responsible:

- for supporting and enhancing student wellbeing and academic performance, through the management of future pathways, academic services and oversight of the timetable, academic standards and data collection and analysis.



KEY RESULT AREAS AND RESPONSIBILITY

KEY RESULT AREA: ACADEMIC ADMINISTRATION

- Construct Learning and Teaching Timetables: whole school, Secondary School Students, Staff.
- Construct the Assessment Calendar, Examination timetables and update as required.
- Manage and oversee internal and external testing and examinations including ATAR, NAPLAN, OLNA, SIDE and PISA.
- Manage logistics such as room allocation, staffing, communications & timetables etc.
- Support staff to interpret data and implement strategies in response to trends in data and evidenced in best practice.
- Oversight of SS Assessment Schedules (in collaboration with the Dean of Learning and Teaching) and policies associated with SS student assessment.
- Coordinate year group class allocations.
- Organise Parent Teacher Student Interviews (PTSIs).
- Report production and checking (in conjunction with Dean of Learning & Teaching) ensuring compliance with relevant guidelines and regulations.
- Oversight of SS Academic Awards.
- Ongoing liaison with the Future Pathways Co-ordinator.
- Coordinate collaboration experiences and programs with other Colleges.

- Liaise with the Director of Operations to ensure all key dates are placed on the whole school calendar, eg, PTIs, Examinations (internal & external)

KEY RESULT AREA: COMPLIANCES

- Oversight of student academic loads.
- Oversight of, and liaison with external agencies (e.g. SIDE, RTO's etc.)
- Oversee adherence to Academic Registration Standards.
- Oversee moderation, standardisation, NAPLAN and OINA.
- Ensure adherence to SCSA requirements and deadlines.
- Provide data reports to Council to identify academic trends and determined actions.
- Ensure parents/caregivers, staff and students are provided with future pathways information and resources.
- Oversee adherence to Student Assessment policy.

KEY RESULT AREA: STUDENT PERFORMANCE & ACHIEVEMENT

- Manage student future pathways, course selections and course changes.
- Oversee academic progress of individual students, classes and cohorts.
- Implement evidence-based strategies to support student growth, including early intervention strategies and case management of students at academic risk.
- With reference to data, provide academic mentoring to students using an evidence-based coaching model/framework and provide relevant PD to staff.
- Interview new students and assist with course selections, class placements and transition.
- Coordinate academic benchmark testing in Year 7.

KEY RESULT AREA: STAFF MANAGEMENT

- FUTURE PATHWAYS CO-ORDINATOR (Line Managed by the DAFP)
 - Oversight of individual student pathways.
 - Oversight of Future Pathways Curriculum.
 - Oversight of Work Experience and Placements.
- HEADS OF DEPARTMENT
 - Co-ordinate course selections, descriptions and requirements.
 - Oversee Moderation, Standardisation & Assessment review using SCSA & incoming testing/ NAPLAN / PAT/ Diagnostic testing / Year level moderation
 - Tasks/Assessments (in conjunction with Dean of Learning and Teaching)

KEY RESPONSIBILITY: DUTY OF CARE

- To maintain and promote the principles of Occupational Safety and Health within the workplace in accordance with policy, including taking appropriate action in relation to identified hazards and risks to ensure the safety of self and others.

“Schools and teachers owe a duty to take reasonable care for the safety and welfare of all students in the school. The duty requires schools and teachers to take all reasonable steps to ensure the safety and welfare of students from both known and reasonably foreseeable risks of harm and/or injury.” AISWA Duty of Care Policy 1105.doc.

KEY RESULT AREA: PENRHOS COLLEGE MISSION AND ETHOS

- To actively promote and support the College’s educational, spiritual and Co-Curricular ethos.
- To undertake activities to maintain personal professional growth appropriate to you and the College’s needs.
- To work co-operatively and collaboratively as a member of a team.
- To engender a spirit of continuous improvement to ensure that your contribution to the College is at the forefront of progressive education.
- To support and promote the principles of Equal Opportunity to ensure due respect is provided to all.
- To understand that Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.



SELECTION CRITERIA

QUALIFICATIONS:

Essential:

- A Bachelor of Education or a degree qualification supported by a Post Graduate Diploma of Education.
- Current National Police Clearance, TRBW A Registration and Working with Children check (or the ability to obtain).

Desirable:

- A further relevant Post Graduate qualification.

EXPERIENCE:

Essential:

- Significant experience in the education of secondary school students with a demonstrated record in the development and implementation of progressive academic curriculum and pedagogy.
- Successful educational leadership experience within a school or school system.
- Demonstrated staff management and team building experience

Desirable:

- Additional experience indicative of a wider understanding of society, cultures, or the international community.
- Risk management experience.
- Experience developing integrated projects in collaboration with other academic disciplines.

SKILLS & ATTRIBUTES:

Essential:

- Ability and willingness to uphold and role model the College Values of Respect, Empathy, Integrity, Knowledge, Growth and Synergy
- Ability to engage, inspire and maintain the respect, trust and goodwill of staff, students and parents.
- High level conceptual knowledge and understanding of current and future trends in the field of academic curriculum and pedagogy.
- Project management skills
- A highly motivated approach with the ability to think strategically and laterally whilst ensuring effective delivery and follow through.
- High level facilitation, mediation and grievance management skills.
- Demonstrated experience in budget management.
- Demonstrated Information and Communication Technology (ICT) competence.
- High level policy development and educational administration skills.
- Current knowledge of legislation as it relates in the educational context to Equal Opportunity, OSH, Privacy, Disability Discrimination, Child Protection and Family Law.
- Current knowledge of future pathway options, SCSA guidelines and academic registration standards



FINANCIAL SCOPE

RECURRENT BUDGET RESPONSIBILITY (APPROXIMATE)	STUDENTS IN WHOLE SCHOOL COVERED BY THIS POSITION
TBA	700



POSITION ALLOWANCES

This position has a Full Time Equivalent (FTE) of 1.0 which is made up of:

- Position Allowance: 0.8 FTE
- Teaching: Up to 0.2 FTE



AUTHORISATION

Prepared by: People Services & Head of Secondary School

Authorised by: Principal & Director of People Services

Approved by: Principal

Date: August 2025

Line Managers have a critical role to play in preventing all forms of sexual harassment on campus, not only for students, but of their employees as well. A safe and respectful environment starts with Line Managers that understand their duties and ensure their employees feel safe, and recognise that they are supported, protected and understand the reporting options to them.

Statement of Commitment to Child Safety and Wellbeing

All children and young people who come to Penrhos College have a right to feel and be safe. We are committed to providing a child safe and child friendly environment, where children and young people are safe and feel safe and are able to actively participate in decisions that affect their lives.

We have a zero tolerance for child abuse and other harm and are committed to acting in student's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintaining a child safe culture.

Each member of the College community has a responsibility to understand the importance and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

Penrhos College is an Equal Opportunity Employer and Provides a Smoke Free Campus

The College recognises that Position Statements are dynamic documents, which are reviewed biannually or as required.

