



<b>Job Title:</b>	<b>Deputy Head Secondary Teaching and Learning – Duncraig</b>
<b>Reports To:</b>	<b>Head of Campus - Duncraig</b>
<b>Direct Reports:</b>	<b>Teaching and Support staff</b>
<b>Section of School:</b>	Secondary
<b>Liaises with:</b>	<b>Secondary</b>

<b>St Stephen's School Vision:</b>	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
<b>St Stephen's School Values:</b>	<p>The way that we go about our business at St Stephen's School is underpinned by five core values. All students, staff and School Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> <li>• Faith</li> <li>• Learning</li> <li>• Care</li> <li>• Service</li> <li>• Community</li> </ul>
<b>Role and intent:</b>	<p>There are two Deputy Heads of Secondary at Duncraig who will have specific oversight of the Secondary School while operating within the context of a PK – 12 school model.</p> <p>The Deputy of Teaching &amp; Learning will be expected to continue to drive the excellent work of the Secondary School and provide leadership and operational management for the effective running of the Secondary School</p> <p><b>The Deputy Head is responsible for :</b></p> <ul style="list-style-type: none"> <li>• Direct oversight of the Heads of Learning / Curriculum leaders in the Secondary School</li> <li>• The leadership and day to day management of staff</li> <li>• Leading and developing curriculum and assessment policies,</li> <li>• monitoring and reporting on academic progress for Years 7-12.</li> <li>• In collaboration with key stakeholders this position ensures a smooth transition for students in the Senior Years into appropriate pathways and courses; ensuring they can flourish, thrive and be successful.</li> <li>• Successful track record of developing and implementing change management processes that deliver best-practice pedagogy.</li> </ul> <p>The Deputy Head will also work in collaboration with other Deputy Heads, both in the Secondary &amp; Primary School (cross campus).</p>
<b>Role requirements:</b>	<p><i>(The duties listed here are examples of the requirements of the role but are not an exclusive list. Oversight for activities not listed here may fall to the Deputy, by arrangement with the Head of Campus)</i></p> <p><b><i>This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Head of Campus's discretion. The Deputy may also be required to undertake other reasonable duties as directed.</i></b></p>



## Leading Learning:

- Ensure that the School's approach to learning and teaching is underpinned by rigorous research and evidence to ensure a "best practice" approach to educational excellence;
- Ensure the effective mapping, documentation, evaluation and ongoing review of the educational programs across the School;
- Provide vision and leadership in the development of approaches promoting assessment for learning strategies;
- Oversee the tracking of academic data Years Y7 – Y12;
- Take responsibility for the implementation, management and review of State/National curriculum changes and developments
- Oversee the assessment and reporting processes, timelines and related policies and procedures;
- Oversee the timetable (Years 7 – 12);
- Work with ICT and School leaders to implement emerging technologies that enhance and extend learning and teaching excellence across the School;
- Oversee all academic programs, ensuring differentiation of expectation to meet the diverse learning needs of all students,
- Embrace and lead innovation so that it is embedded seamlessly across the pedagogical practices within the School;
- Model exemplary and effective pedagogical practices and coach and mentor staff.

## Coaching and Development

- Support the development of people including managing underperformance by implementing and monitoring interventions and ensuring ongoing review, action and follow-up.
- Work with key staff to grow a culture of feedback and the sharing of practices as part of the performance development framework
- Coach and mentor people including teachers and academic staff
- Foster and grow a supportive environment in which people can grow and perform at their best
- Oversee the professional learning of teaching staff including the implementation of a professional development program that enhances the delivery of key curriculum and excellence in Learning and Teaching outcomes.
- Participate in the induction of new teaching staff

## Communication

- Be an active and visible leader within the School
- Communicate with students, parents and staff on matters relating to learning and teaching
- Participate in meetings with parents and students as required
- Organise information evenings, seminars and presentations to update community members on key curriculum initiatives
- Prepare and publish articles including thought leadership pieces in the newsletter, website and through other communication channels.



	<p><b>Organisation and Administration</b></p> <ul style="list-style-type: none"> <li>• In conjunction with key staff, oversee the development, review, publication and communication of academic policies and procedures</li> <li>• Contribute to the development and maintenance of efficient academic and administrative policies and procedures</li> <li>• Attend and lead meetings as required</li> <li>• Attend School functions and special events as required</li> </ul> <p><b>Other / General</b></p> <ul style="list-style-type: none"> <li>• Deliver presentations across the School and at all levels as required</li> <li>• Continually review and reflect upon own practice with a view to improve</li> <li>• Be a positive ambassador for the School and promote the School whenever opportunities arise.</li> <li>• Analyse student needs to develop appropriate programs to motivate, engage and meet the needs of all students;</li> <li>• Monitor the delivery and development of curriculum and methodology to maintain excellence in practice across all year levels.</li> <li>• Promote the School's ethos and values</li> <li>• Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing</li> <li>• Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times</li> </ul>
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<p><b>Key Performance Indicators:</b></p>	<ul style="list-style-type: none"> <li>• Teachers (AITSL Standards) reviewed through Annual Evaluation and Goal setting</li> <li>• Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner</li> <li>• Identify professional and personal development needs and seek out ways to meet them</li> <li>• Strive to identify areas and processes for ongoing improvement in teaching, learning and service</li> <li>• Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.</li> </ul> <p><b>Leadership</b></p> <ul style="list-style-type: none"> <li>• Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values</li> <li>• Ensure the safety of staff and students</li> <li>• Other KPI's will be agreed with your manager through ongoing evaluation and goal setting.</li> </ul>
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<p><b>Selection Criteria:</b></p>	<p><b>Essential</b></p> <ul style="list-style-type: none"> <li>• Relevant tertiary qualifications and eligibility for registration with the TRBWA.</li> <li>• The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment</li> <li>• Substantial School leadership experience and the ability to lead, inspire and direct Heads of Learning Areas.</li> </ul>
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- Well developed knowledge of curriculum and pedagogy development.
  - Experience in managing pathways and courses.
  - Strong understanding of internal and external assessment policies and reporting requirements
  - Outstanding communication, collaboration and interpersonal skills.
  - Superior organisation, planning and project management capabilities.
  - Exceptional problem solving, negotiation and conflict management strengths.
  - Highly developed research, analytical and reporting skills to identify academic trends.
  - Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs.
  - Be able to role model Christian behaviour in all aspects of the role
- Desirable**
- Innovative, be flexible and be capable of independent work
  - Budget management experience
- Other**
- An ability to foster positive relationships with students, with a commitment to their personal growth
  - Participation in appropriate professional contributions to the learning area beyond the School.
  - Always act in a manner that seeks to enhance the safety culture and performance of the school.
  - Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership
  - Contribute to and participate in Work Health and Safety induction and training sessions
  - Participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness
  - Willingness to positively and actively contribute to the Christian culture of the School

**I understand and accept the responsibilities as outlined in this Job Description.**

**Signed:** [acceptance\_status]

**Date:** [acceptance\_date]

***This document was approved by the Head of Campus Dun Craig – April 2024***



*The below information is not required to be printed*

Version	Date	Review Date	Author	Comments	Approval
4	April 2024	April 2026	People & Culture	Updated	Principal/HOC
3	Aug 2021	Aug 2023	People & Culture	Reviewed	HOC
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO