

## HEAD OF SECONDARY

### Role Description

<b>Position Title:</b>	Head of Secondary
<b>Department:</b>	College Executive
<b>Responsible to:</b>	The Principal
<b>Position Context:</b>	The Head of Secondary is part of the College Executive who administer the day-to-day and strategic objectives of the College.
<b>Key working relationships:</b>	Principal, Executive, College Leaders and Secondary Teaching and support Staff
<b>Teaching Load:</b>	The Head of Secondary will carry a teaching load to be determined annually at the discretion of the Principal.
<b>Position Purpose:</b>	The intent of the role is to support the Principal in the strategic and day to day leadership of the College.
<b>Position's level of authority:</b>	Executive
<b>Key Challenges:</b>	<ul style="list-style-type: none"> <li>• Lead the Secondary School to promote, develop and protect the mission, vision, strategic direction of the College in every aspect of College life.</li> <li>• Support the ongoing development of the Secondary School as a centre of outstanding teaching, learning and academic achievement.</li> <li>• Oversight of events, camps and activities to ensure they are reflective of College values and aspirations.</li> <li>• Lead the academic and pastoral care of students as a partnership between the College and family.</li> <li>• Support the ongoing development of student leadership, character, service and voice.</li> </ul>
<b>Key Result Areas</b>	<ul style="list-style-type: none"> <li>• The culture of the College will be embedded in the Secondary School.</li> <li>• Inspiring culture of effective learning is maintained while actively seeking improvement.</li> <li>• Events and activities of the Secondary School will be meaningful experiences that positively contribute to the development of students and the culture of the College.</li> <li>• Graduate students with personal resilience and harmonious interpersonal relationships.</li> <li>• Graduate students with a personal understanding of leadership and through participation in an environment which has valued student voice.</li> </ul>

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#### Mission

To educate students to be informed and responsible global citizens who follow Christ and serve others.

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Key Tasks	Performance Measures
Lead, develop and encourage staff and students in the Secondary School.	<ul style="list-style-type: none"> <li>College values are innately embedded in the Secondary School.</li> </ul>
Manage the day to day administration of the Secondary School including events such as: Orientations, Graduation, year progressions, celebrations and assemblies.	<ul style="list-style-type: none"> <li>Events valued by staff, students and the community for their cultural effectiveness.</li> </ul>
Working with other staff, guide the pastoral care and discipline procedures for the students in the Secondary School.	<ul style="list-style-type: none"> <li>Staff and students sincerely involved in pastoral care.</li> </ul>
Create student leaders, thoughtful of their unique potential, active in service and respectful in personal voice.	<ul style="list-style-type: none"> <li>Students display confident personal leadership and service of others.</li> </ul>
Continuously review and improve Secondary School operations.	<ul style="list-style-type: none"> <li>Acknowledged improvement over time.</li> </ul>

<b>Selection Criteria:</b>	<ul style="list-style-type: none"> <li>Have a personal commitment to the Lord Jesus Christ and regularly attend a Christian church.</li> <li>Accept the College's Statement of Faith and live a lifestyle consistent with this.</li> <li>Ability to model exemplary teaching and learning practice.</li> <li>Highly effective interpersonal and communication skills.</li> <li>Capacity to manage complexity and assign priorities.</li> <li>Ability to grow and nurture others as leaders.</li> <li>Commitment to ongoing personal learning.</li> <li>Ability to use technology effectively and efficiently.</li> <li>Strong organisational and administrative skills.</li> <li>Capacity and willingness to lead and relate with compassion and integrity.</li> </ul>
<b>Qualifications:</b>	<ul style="list-style-type: none"> <li>Eligibility for registration as a teacher in New South Wales, Australia.</li> <li>Further study highly valued.</li> <li>A current valid Working with Children Check.</li> </ul>

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### Application Process

Interested applicants should submit the following:

- A completed Application for Employment as a Teacher form.
- A cover letter addressing the selection criteria (no more than 2 pages) including how you are demonstrating the following:
  - A personal commitment to the Lord Jesus Christ and attendance at a Christian Church on a regular basis.
  - You live a lifestyle consistent with the College's Statement of Faith.
- A signed Penrith Anglican College Statement of Faith.
- Current Curriculum Vitae.
- Three Referees, one of whom should be your Church Minister or Pastor.
- Copies of qualifications.
- Current Working with Children Check number for paid work.
- '100 Point' proof of identity (eg passport, birth certificate and licence/Medicare Card).

Penrith Anglican College complies with the requirements of the Child Protection (Working with Children) Act 2012. This position requires the successful applicant to have a new Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012.

Applications close at **9.00am** on **Friday 17 May 2019** and must be emailed to [applications@penrith.nsw.edu.au](mailto:applications@penrith.nsw.edu.au)

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