



## POSITION DESCRIPTION

Deputy Head Academic (P-12)



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### **SCOTS ALL SAINTS COLLEGE**

Scots All Saints College is an independent, multi-campus Preparatory-12 co-educational day and boarding school located in Bathurst, NSW. Current enrolments sit at approximately 900 students, including over 140 boarders, who are provided with a nurturing and supportive environment while being educated by highly skilled academic, support and operational staff.

The College is a school of the Presbyterian Church of Australia in the state of NSW and provides unparalleled space and learning opportunities in an environment where students can develop academically, culturally, socially and spiritually.

The College Mission is, “*To develop our children into successful men and women with a firm foundation for life built on the gospel of Christ*”. The College Values of Knowledge, Faith, Compassion and Respect are encapsulated in the College Motto “*All for Christ*”.

### **BATHURST**

Close to Sydney but far enough away to enjoy the benefits of regional living, it is no surprise that across 2021-2022 Bathurst recorded the highest annual growth for a local government area in NSW. With a rich heritage, boundless natural beauty to enjoy, colour-filled and distinct seasons, Bible-based churches, great cafes, restaurants and markets and a series of gorgeous satellite towns to explore, an affordable, thriving and welcoming community awaits.

### **POSITION OVERVIEW**

The Deputy Head Academic is responsible for implementing excellence in teaching and learning practice across the College P-12, in alignment with the College’s mission, goals, values, policies and procedures. The role includes oversight of the College’s broad educational program and ensuring the progression is challenging and enables students to grow and develop in a supportive and exciting environment. The Deputy Head Academic will be intent on seeing students achieve their personal best and enabling students to explore the Christian world view and our purpose in God’s world. The Deputy Head Academic will deputise for the Head of College as required.

### **KEY RELATIONSHIPS**

The Deputy Head Academic reports directly to the Head of College and is a member of the Executive Team. This position works in close and daily collaboration with the Deputy Head Students who has oversight of student pastoral care, co-curricular and operations. Together the Deputy Heads work in partnership to ensure today’s learners develop into tomorrow’s leaders who are informed, compassionate and confident men and women of faith who will flourish as global-minded citizens. The Deputy Head Academic also works in close partnership with the Head of Junior School, Head of Senior School and other key senior staff. Their direct reports include the Head of Compliance (7-12) and Heads of Department.

## **KEY RESPONSIBILITIES**

### **Strategic Leadership**

- Support the Head of College in leading and managing by providing strategic advice about the College's educational program
- Draw on research and comparative data to prepare briefing papers and reports for the Head of College
- Develop and implement procedures for the efficient and exemplary administration and operation of the College, making full use of the College's information technology systems
- Creatively and collaboratively lead teaching, learning and assessment, ensuring each student has a suitable pattern of study and is enriched and extended with inclusive, rigorous and engaging academic programs
- Collaborate with the Heads of School in the ongoing implementation and communication of a vibrant, shared vision for excellence in teaching and learning, specific to the enrichment of student learning in each School and across the broader College
- Promote the joy, vitality and importance of teaching and learning across the College
- Maintain currency in student academic care, wellbeing and student behaviour programs to ensure the holistic care and development of students
- Collaborate with the Deputy Head Students to ensure the holistic care of students, with a special focus on the learning of students most at risk
- Support and manage all aspects of the performance of direct reports
- Build the individual and collective leadership capacities of Heads of Department and direct reports through effective mentoring, coaching and providing an exciting and inspiring annual program of research informed professional development about curriculum, assessment, reporting, pedagogy, leadership and people management
- Design and implement clear and effective systems for tracking, monitoring and responding to the academic progress of each student K – 6 and 7 – 12, including the use of both College and standardised assessment instruments
- Oversee an annual program of high-quality assessment and academic reporting to parents, parent teacher evenings and subject selection events in collaboration with the Head of Academic Excellence and Compliance and Heads of School
- Lead the Heads of Department in their understanding, analysis, interpretation and communication of academic data to improve student learning and academic performance
- Develop and implement effective strategies to ensure students experience a well-supported transition through stages of learning, in particular from Preparatory to Primary and Primary to Secondary
- Develop and implement effective strategies to ensure there is positive and productive professional conversation between the Schools and across departments in collaboration with senior staff
- Assist the College in taking a systematic and planned approach to using technology to support learning
- Collaborate with the Registrar and Marketing in relation to enrolment interviews and events in order to maintain the highest possible enrolments across the College
- Work strategically with the Heads of School to build synergy across the College, ensuring the seamless delivery of educational and wellbeing programs for all students
- Assist in assessing and recommending leave approvals for Staff, in accordance with the College leave protocols
- Oversee, with the Heads of School, the supervision and support of the professional practice of teachers, in collaboration with key staff

### **Educational Leadership**

- Oversee and take responsibility for the development, implementation, registration, evaluation and maintenance of an annual curriculum development cycle at the College which is characterised by high quality teaching and learning programs for each subject, course and year level K-12, reviewed, managed and monitored by the Head of Academic Excellence and Compliance and Heads of Department, the Heads of School and submitted to the Head of College at the end of Term 4 each year and distributed to all teachers at the same time, in readiness for the following academic year
- Maintain an ongoing strategic focus on improving HSC and NAPLAN results
- Support HSC marking and the active involvement of all Heads of Department and high potential teachers in project work at NESA, relevant professional networks through the AIS and other educational bodies, grant application and acquisition, external partnerships, action research, postgraduate study and conference involvement
- Actively promote and encourage postgraduate study by teachers and provide teachers who are undertaking postgraduate study a forum to share their research and insights
- Ensure Heads of Department are well supported to lead professional development and provide strong leadership and smooth management to departments
- Oversee the development of practices which explore the Christian world view and our purpose in God's world
- Regularly share emerging curriculum changes and assessment news, educational research, theory and practice in pedagogy, and assessment and reporting information with teaching staff, as well as emerging technologies to enhance and extend teaching and learning experiences, build excellence and amplify a culture of professional engagement
- Oversee the development of an effective timetable and collaborate with key staff to ensure that educational facilities are well resourced to meet development and growth opportunities.
- Manage teachers' Professional Development applications and budget
- Oversee excellence in the strategic expansion of the curriculum through effective project management
- Oversee with the Head of Academic Excellence and Compliance the implementation of policies and procedures to ensure the College meets NESA requirements and to ensure relevant policies and processes are communicated, known and implemented
- Engage directly with students to provide expansive new learning opportunities in and beyond the campus
- Work with Heads of School and Heads of Department to build an annual program of events and co-curricular activities that build the intellectual life and character of the College
- Possess and promote a deep understanding of differentiation in teaching and learning, catering for the needs of all students, ensuring all teachers gain a broad and clear understanding of the tenets of gifted education, learning support and their intersection with the NSW curriculum framework
- Oversee the College's attention to and compliance with all aspects of NCCD
- Oversee the management of Disability Provisions
- Ensure students performing above and below the outcomes of their particular stages are catered for across the curriculum through enrichment, extension and early intervention programs to support and inspire the learning of all students
- Remain fully conversant with Child Protection protocols, implementing best practice and act as a mandatory reporter for the purpose of child protection
- Oversee high quality weekly newsletters across the school that retain a warm and positive tone and a highly professional focus on teaching and learning
- Work collaboratively with the Deputy Head Students and Heads of School to manage grievances that relate to teaching and learning in accordance with the College's policies, procedures and Grievance Framework
- Ensure teachers new to the profession are very well supported and mentored

### **Quality Teacher Development**

- Oversee processes that ensure that teachers receive regular meaningful feedback and are supported during the year including goal setting process, classroom observations, feedback from students, school leaders and peers creating a support and accountability framework
- Lead and facilitate the accreditation process for all National Teaching Standard levels
- Maintain current legislative awareness of teacher accreditation and maintenance requirements and guidelines and communicate them effectively across the school community.
- Take a leading role in the appointment of excellent staff and the annual staffing plan
- Work collaboratively with the HR Manager, Heads of Department and other senior staff, to ensure that teachers are inducted, monitored, supported and resourced to grow in their roles
- In collaboration with the Deputy Head Students, Heads of School and other senior staff, lead and manage a creative and effective annual professional development program, including staff development days, weekly professional development and designated staff meetings
- Collaboratively design the strategic direction of the annual College Professional Development Program to drive school improvement and enable the implementation of the Strategic Plan
- In collaboration with the Chief Operating Officer review annually Department and PD budgets and assist in the formation of the College's annual budget

### **QUALIFICATIONS AND EXPERIENCE**

The Deputy Head Academic will have:

- strong professional presence and an outstanding record as a teacher and educational leader
- deep and wide knowledge and understanding of the NSW curriculum
- current and expanding knowledge and expertise in approaches to teaching and learning that complement and enhance the NSW Curriculum
- demonstrated capacity to engage and inspire students, teachers, parents and other members of the wider community
- proven ability to successfully lead and manage change in an educational context
- ability to grow and nurture others as leaders
- previous successful experience in a middle or executive level school leadership position
- strong communication, organisational, administrative and project-management skills.
- postgraduate qualifications in education, leadership or a relevant academic disciplinary field
- experience in planning and delivering inspiring, effective and targeted whole school professional learning programs
- deep understanding of the Australian Professional Standards for Teachers and the NSW curriculum

## **PERSONAL ATTRIBUTES**

To succeed in this portfolio you will:

- have a personal and active commitment to the Christian mission and goals of the College
- have a passion for collaboration and driving excellence in teaching and learning
- be an expert in curriculum development and assessment
- possess outstanding written and spoken communication skills
- have a proven capacity to build positive relationships and highly effective teams
- have the ability to be decisive and directional where situations require as well as a compassion and empathy for others
- be a life-long learner who actively seeks to expand their professional knowledge and deepen their professional learning
- have integrity, energy, diligence, resilience and commitment
- have a proven capacity to inspire and build the performance of others
- ability to work independently with minimal supervision and to thrive in conditions of uncertainty
- an ability to enunciate a clear vision for the role of Deputy Head Academic
- a capacity to embrace and embody the best of the College's culture, values and code of conduct

## **WORK HEALTH & SAFETY**

The Deputy Head Academic will actively support and contribute to the maintenance and development of a safe working environment by:

- Reporting incidents or accidents to the appropriate staff as soon as possible.
- Working within the WHS management systems that have been adopted by the College.

## **APPRAISAL AND REVIEW CONDITIONS**

As with all members of staff, the Deputy Head Academic will be expected to participate in a regular appraisal program as an integral part of their professional development. The appraisal program shall set strategic objectives and performance measures consistent with the responsibilities of the position.

## **TERMS OF EMPLOYMENT AND RENUMERATION**

This is a permanent position. Remuneration for the position will be commensurate with qualifications, skills and experience and in accordance with the terms and conditions of the Independent Schools NSW (Teachers) Multi Enterprise Agreement 2021. Superannuation Guarantee at the correct legislative rate will be paid by the College in addition to salary.

All staff are required to provide the College with a current Working with Children Check number in accordance with Child Protection Legislation.

While the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider College community and participate fully in events and activities, playing an ambassador role as representative of Scots All Saints College.

The Position Description is a guide only and it is not intended to be an exhaustive or exclusive list of the duties of this Position. The Position Description is subject to review and modification by the Head of College in response to the changing needs of the College.

## **APPLICATION INFORMATION**

Applications should be addressed to the Head of College Mr Richard Ford and must be submitted to the HR Manager, Mrs Catherine McDonnell [Catherine.McDonnell@scotsallsaints.nsw.edu.au](mailto:Catherine.McDonnell@scotsallsaints.nsw.edu.au) by Monday 17 October.

Application should include a resume with three referees and a letter of interest addressing the candidates relevant experience in relation to the Key Responsibilities.

For further information and a confidential conversation with the Head of College, please contact Executive Assistant Mrs Christie Jarrett [Christie.Jarrett@scotsallsaints.nsw.edu.au](mailto:Christie.Jarrett@scotsallsaints.nsw.edu.au).

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