

# The Kilmore International School



## Deputy Principal Candidate Information



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## A MESSAGE FROM THE PRINCIPAL

On behalf of The Kilmore International School (TKIS), I invite applications for the position of Deputy Principal.

TKIS is seeking the guidance and service of a dynamic and talented leader who possesses the personal qualities and leadership experience to contribute, and positively shape the future of TKIS.

The Kilmore International School (TKIS) was established in 1989 and is a non-denominational international school offering Years 3 – 12.

We are a boarding and day school conveniently located in a safe rural setting in the township of Kilmore north of Melbourne. The school has a family atmosphere where girls and boys from Melbourne, country Victoria and from around the world become part of a close-knit learning community.

The Kilmore International School has an impressive record of academic success in the International Baccalaureate Diploma Programme. Our inspiring, experienced and highly qualified teachers enjoy an exceptional relationship with their students, most of whom will attend leading universities throughout the world. As a boarding school and home to students from around the world, pastoral care through the Homeroom, Wellbeing Centre and boarding staff lies at its heart. We provide a rich variety of co-curricular activities to foster experiential learning and leadership.



The position of Deputy Principal will be accountable for the effective leadership of the academic programme and developing a culture of academic excellence and continual improvement. When the Principal is absent from school the Deputy Principal is Acting Principal. It is essential, therefore, that the successful applicant can work closely and collaboratively with the Principal and other colleagues. The successful candidate will have a proven track record of professional experience, corporate leadership and alignment with the schools mission and core values.

I encourage you to consider The Kilmore International School and invite you to take up the opportunity that is available.

Kind Regards

**Andrew Taylor**  
**Principal**

## **THE KILMORE INTERNATIONAL SCHOOL SCHOOL CONTEXT**

The Kilmore International School (TKIS) was established in 1989. It is an independent, non-denominational, co-educational boarding and day school for academically motivated students.

Our motto – “*Excellentia Academica Persequenda*” – means “the pursuit of academic excellence”. Our mission is to encourage each and every student to reach their academic potential.

Classes are offered from Years 3 to 12 with boarding available from Year 7. The curriculum in Years 3 to 10 is based on the Australian curriculum and is designed to challenge capable students.

All students must study a second language from Year 3 and our international students act as mentors to local students in Asian languages such as Mandarin and Indonesian. The curriculum of Years 11 and 12 is the International Baccalaureate Diploma Programme (IBDP).

The students that are currently attending The Kilmore International School are from the Asian Pacific region, with the majority from Australia, China, Hong Kong, Indonesia, Japan, Korea, Malaysia, Thailand, Vietnam and Singapore.

### **TKIS MISSION STATEMENT**

An International School exists to serve the needs of its students within the wider international community. The School provides a general education of excellence in all areas and aims to develop, in a disciplined and caring environment, the spiritual, intellectual, cultural, physical and social capacities of all its students. It further aims to encourage and nurture their individual talents and develop a responsibility to others in the community.



## DEPUTY PRINCIPAL POSITION DESCRIPTION

### KEY RESPONSIBILITIES

The essential strategic function of the Deputy Principal role is to assist the Principal in leading the school to secure and maintain the excellence in teaching and learning that ensures high quality educational outcomes for each student.

The Deputy Principal:

- is responsible for all matters relating to teaching and learning in the school
- reports to the Principal
- is an ex officio member of all school management teams and working parties
- direct reports include:
  - the International Baccalaureate Coordinator
  - Heads of Learning
  - Heads of Department
  - Subject Coordinators

### ACADEMIC LEADERSHIP

The Deputy Principal will lead, facilitate and be responsible for the development and growth of a high performance culture of continuous improvement in best practice teaching and learning through:

- directing and coordinating, in collaboration with the International Baccalaureate (IB) Coordinator and the Heads of Learning, the implementation of appropriate curriculum
- chairing the Academic Management Team with a particular focus on:
  - monitoring the quality of teaching and learning across the whole school
  - examining the potential impact on teaching and learning of emerging technologies
  - improving teaching and learning through an elevated, consistent use across the whole school of data to value and predict student performance including using the VCAA NAPLAN Data Service, NAPLAN external diagnostic services, GL CAT4 Assessment (Years 3-10), CEM Assessment services (Years 11 and 12) and IBO Score Reports
- establishing high expectations for staff in relation to teaching and learning, and the assessment and reporting of outcomes
- facilitating a continuous, researched based approach to a strong professional learning culture which has a particular focus on enhancing curriculum, teaching and learning, and wellbeing
- the performance management and development of academic staff including conducting staff appraisals in conjunction with the Principal
- ensuring effectiveness of the planning for and implementation of the Tutorial Program as a quality support initiative for students
- ensuring that all statutory obligations and procedural requirements of VCAA (including VASS), IBO, ACARA, VRQA and other relevant education authorities are carefully followed and implemented
- ensuring high level tracking of student target and results achievement, including analysis and interpretation of IB and NAPLAN results to inform next steps in planning and implementation to meet student learning needs
- working with key staff to ensure the effective collation of all teaching and learning programs, course outlines, and assessment planners and their availability to students and parents
- ensuring the timely completeness of quality reporting on student academic achievement and the compilation of Student Reports (interim and semester)
- ensuring that student effort and achievement is recorded, rewarded and recognised
- allocating budgets, positions of responsibility and other sources within the area of responsibility
- some teaching

## **SCHOOL OPERATIONS LEADERSHIP**

The Deputy Principal will have responsibility for the continuous improvement in the school's systems and processes, including procedures and guidelines for teaching and learning. This includes responsibility for overseeing, managing and coordinating a range of teacher and student service initiatives including:

- the school timetable
- student reporting, including parent-teacher meetings
- student records in compliance with legislative requirements
- the documentation and counselling related to courses and course/subject selection
- relief teaching
- schedules and administration relating to:
  - the Tutorial program
  - examinations and tests, including the International Baccalaureate, NAPLAN, GAT,UMAT
  - supervision of students across the school and external environments
  - meetings, including staff and House meetings
- school calendars
- attendance records
- student diary
- staff briefings and meetings
- staff handbooks
- staff meetings schedules and staffing for school camps and excursions
- staff induction and orientation
- mentoring of teachers
- the TKIS scholarships arrangements
- teacher practitioner placements

The Deputy Principal will oversee and manage the phased introduction of the school's web-based administrative and digital learning systems (Managebac, SEQTA or Tribal SchoolEdge) which are management tools for attendance, reporting, assessment, records, behaviour management, excursions, music lessons, tutorials, correspondence, lesson planning, online learning and parent engagement.

The Deputy Principal contributes to school publications and has broad visibility through attendance at school events such as parent teacher interviews, parent Information opportunities, school concerts, sporting events, school camps, awards nights, House events, International Day and school celebrations.



## SELECTION CRITERIA

The successful candidate will demonstrate:

- Visionary leadership with the ability to inspire, communicate and engage with students, staff, parents and the wider community
- Experience promoting and delivering excellence and innovation in teaching and learning, including digital learning
- Effective management and monitoring of all school administration and operations
- Experience applying knowledge of curriculum and educational research to create policy and manage change successfully as a member of the Senior Leadership Team
- Ability to use data to set academic standards and targets and track student performance for the purpose of improving teaching and learning
- Experience leading professional development and performance management of staff
- Extensive teaching experience, preferably in an international, multi-lingual school

## GENERAL INFORMATION

### CHILD SAFETY

At The Kilmore International School we provide a safe and welcoming environment and are committed to ensuring the wellbeing of every one of our students.

All staff will be responsible for understanding and applying the [TKIS Child Protection and Safety Policy](#), [Child Safety Code of Conduct](#) and associated policies, guidelines and training.

The Deputy Principal, with the Principal and the Director of Student Wellbeing, share particular responsibility for the effective implementation of the Child Safe Policies.

### TEACHING COMPONENT

The successful applicant will be required to undertake a classroom teaching component.

### QUALIFICATIONS

The Deputy Principal will have appropriate academic qualifications with an outstanding record of teaching and proven leadership experience. All teachers must be registered with the Victorian Institute of Teaching.

### TERMS OF EMPLOYMENT

#### SALARY, PACKAGING OPTIONS AND LEAVE

This is a significant leadership role within TKIS and as such a suitable remuneration package will be negotiated based on the experience and qualifications of the successful candidate.

## HOW TO APPLY

Candidate Brief, including a Position Description and Key Selection Criteria can be downloaded from the TKIS website at <http://www.kilmore.vic.edu.au/>

Applications consisting of a Cover Letter, Curriculum Vitae and the Application Form, including the contact details of three referees, should be addressed to the Principal, Mr. Andrew Taylor, at [pa.principal@kilmore.vic.edu.au](mailto:pa.principal@kilmore.vic.edu.au)

All enquiries will be treated in the strictest confidence. A reply email will be sent to acknowledge your receipt of application.

**Applications close 5pm on Friday 13 October 2017.**

*The Kilmore International School is a Child Safe Organisation.*