

JOB DESCRIPTION

Agency	Department of Education	Work Unit	Nhulunbuy High School
Job Title	Head of Boarding	Designation	Senior Teacher 3
Job Type	Full Time	Duration	Fixed from 20/01/2020 to 15/01/2021
Salary	\$128,539	Location	Nhulunbuy
Position Number	38990	Closing	28/08/2019
Contact	Sabina Smith, Principal Nhulunbuy High School on sabina.smith@ntschoools.net		
Agency Information	www.education.nt.gov.au		
Information for Applicants	Applications must be limited to a one-page summary sheet and an attached resume/cv For further information for applicants and example applications: click here		
Information about Selected Applicant's Merit	If you are selected and accept this position, a detailed summary of your merit (including work history, experience, qualifications, skills, information from referees, etc.) will be provided to other applicants, to ensure transparency and better understanding of the reasons for the decision. For further information: click here		
Inclusion & Diversity	The NTPS values diversity and aims for a workforce which is representative of the community we serve. We strongly welcome and encourage people from all diversity groups to apply and strive to accommodate people with disability by making reasonable workplace adjustments when required. If you require an adjustment for the recruitment process or job, please discuss this with the contact officer.		
Special Measures	Under an approved Special Measures recruitment plan, Aboriginal and Torres Strait Islander applicants will be given priority consideration and preference in selection for this vacancy if they meet all essential selection criteria and are suitable at the position level.		
Apply Online Link	https://jobs.nt.gov.au/Home/JobDetails?rtfid=172081		

Primary Objective: Provide high level educational leadership and day to day management of all boarding matters and management oversight for the facility, staff and resident students and their families, including educational programs, budget and financial management, reporting and community engagement to achieve optimal educational outcomes for students.

Context Statement: Nhulunbuy High School is the site of the first purpose built boarding residential facility under the A Share in the Future – Indigenous Education Strategy 2015-2024. The 40 bed facility will provide a safe, comfortable and culturally appropriate environment for remote and very remote Indigenous students seeking access to quality secondary programs leading to expanded education and employment pathways. The work environment is characterised by extensive team work where intercultural knowledge and skills are paramount. The position will require some travel (including small planes) throughout the Arnhem Region, to build strong connections and engagement with families and communities of potential students. The position reports directly to the Principal Nhulunbuy High School, is a member of the school's senior leadership team and works closely with the Nhulunbuy High School Council.

Key Duties and Responsibilities:

1. Provide leadership in the development and implementation of boarding facility educational programs that deliver effective personalised educational activities to students to address their academic needs.
2. Lead the boarding facility team in the development and implementation of policies and strategies to address boarders' cultural, social, pastoral and recreational needs.
3. Provide leadership and oversight responsibility for boarding affairs including activities and events, staff, students and facility operations, with appropriate delegation for management and supervision.
4. Provide high level advice and prepare executive level reports and briefings to the Principal and governance bodies addressing educational outcomes.
5. Develop and lead best practice engagement with boarding families, parents and caregivers regarding all aspects of student education, support and well-being.
6. Lead the planning and coordinate the delivery of professional learning and advice to staff and maintain professional networks.
7. Provide leadership in effective engagement with key Indigenous stakeholders, including local authorities, community based organisations and Land Councils to enhance pathway opportunities for secondary students in North East Arnhem Land.

Selection Criteria:

Essential:

1. Successful experience in a senior leadership role in a training/education environment, specifically to meet the needs of remote students in a boarding facility.
2. Demonstrated high level interpersonal, written and oral communication skills with a proven ability to partner effectively with colleagues, parents, students and the community to deliver effective education and wellbeing outcomes for boarding students.
3. Proven ability to contribute to continuous school improvement within a boarding context.
4. Demonstrated ability to lead and manage innovation and change to ensure the vision and strategies for the School and Boarding facility are implemented and that its goals and intentions are realised.

Further Information: All applicants must have, or be able to obtain in a timely manner, Registration with the Teacher Registration Board of the NT and a Working with Children Notice (Ochre Card) from SAFE NT.

Approved: August 2019

Sabina Smith – Principal
www.nt.gov.au