**JOB DESCRIPTION**

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| **Agency** | Department of Education | **Work Unit** | Palmerston College |
| **Job Title** | Head of Campus | **Designation** | Senior Teacher 7 |
| **Job Type** | Full Time | **Duration** | Fixed from 15/01/2020 to 28/01/2021 |
| **Salary** | $154,718 | **Location** | Palmerston |
| **Position Number** | 28096 | **RTF** | 177186 | **Closing** | 17/11/2019 |
| **Contact** | Sue Healy, Palmerston College Principal on 08 8997 7999 or sue.healy@ntschools.net  |
| **Agency Information** | <https://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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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](https://ocpe.nt.gov.au/nt-public-sector-employment/Information-about-ntps-employment/applying-for-and-filling-jobs/employment-templates-and-guidelines/) |
| **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=177186>  |

**Primary Objective:** The College Head of Campus plays a vital role in delivering the strategic plan of Palmerston College and is the senior educational professional for one of the Palmerston College Campuses, who inspires students, staff and community members to optimise the learning of all students.

**Context Statement:** Palmerston College is part of Palmerston City Schools network where all campuses build pathways to success for Palmerston children from early childhood (0-4 years), primary school (4-12 years) into secondary school (13-17 years). Student’s transition into secondary education at Palmerston College across two campuses: Years 7 to 9 (Belyuen Drive) and Years 10 to 12 (Tilston Avenue). Students move between campuses to access different learning environments. The Palmerston College aim is to inspire, motivate and challenge students for successful futures. The College mission is ‘two campuses, one leadership team, one college to create the secondary college of choice in Palmerston’. The College has dedicated teams of secondary teachers and support staff located across two campuses. A key strength of Palmerston City Schools is the culture of collaboration and leading as one with students, staff, families and our proudly Palmerston community.

**Key Duties and Responsibilities:**

* + - 1. Lead the implementation of the College vision with a focus on a shared respectful culture that challenges, sets high expectations of both students and teachers to drive student outcomes, and effective teaching that promotes capable and independent learners.
			2. Drives the implementation of the strategic direction of the campus and College, including strengthening partnerships with other agencies, arranging expertise to achieve leading edge outcomes, and managing the campus resources in implementing clear evidence-based improvement plans and policies.
			3. Establish expectations for all staff to achieve high standards and build their capacity through professional development and performance management.
			4. Develop relationships with families and community groups to promote the value of public education, the campus, the college and its role in the wider community.
			5. Work with the other Head of Campus and College Principal, other educational leaders and the department to drive the development of education at the College, regional and system level.

**Selection Criteria**

**Essential:**

1. Demonstrated leadership in the development of teaching and learning within a dual campus environment.
2. Proven ability to build the capacity of self, others and high performing teams.
3. Demonstrated leadership in partnership with the College leadership team to drive innovation and change to achieve College improvement across both campuses.
4. Demonstrated ability to lead the management of campus physical, financial and human resources.
5. Demonstrated ability to build a shared culture of high expectations, while developing and maintaining effective interpersonal and cross cultural relationships within and beyond the College community

**Further Information:** The successful applicant must be registered with the Teacher Registration Board of the Northern Territory and hold a current Working with Children Notice (Ochre Card) from SAFE NT, prior to appointment. As an integral part of the leadership team there will be the requirement as needed and following a period of notice, for the heads of campus position to work during non-term (stand down) times.

**Approved: November 2019 Sue Healy Palmerston College Principal**