



Bacchus Marsh
Grammar

Position Description

Deputy Head of Middle School



Bacchus Marsh Grammar
South Maddingley Road, Victoria
Mailing Address
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Bacchus Marsh, Vic 3340

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POSITION DESCRIPTION

POSITION: Deputy Head of Middle School

ORGANISATIONAL UNIT: Senior Teacher.

POSITION STATUS: Full time, ongoing

CLASSIFICATION:

POSITION OVERVIEW:

As a member of the Leadership Team, the Deputy Head of Middle School is committed to fostering a culture of continuous improvement in teaching and learning.

KEY DUTIES & TASKS

1. Teaching and Learning Management

- Perform the duties of Assistant Principal - Teaching and Learning for the Middle School. This includes:
 - Manage/lead Heads of Department within the Middle School; and
 - Manage the Year 5 to Year 8 Curriculum Review Team.

2. Educational and management duties

- In collaboration with the Head of Middle School facilitate the development and implementation of appropriate processes to cater for the pastoral care of students, including behaviour management;
- Monitor student academic growth and students at risk;
- Assist with the data collection of social and emotional difficulties for the NCCD (National Disability Data Collection) process;
- Assist with the various transition processes for students through the Middle School;
- Assist the Head of Middle School with weekly meetings with Year Level Coordinators and address any complex matters that have been escalated;
- Monitor and enhance student development and performance;
- Manage and oversee any curriculum reviews or changes for Year 5 to Year 8;
- Review current curriculum documentation and identify strengths and weaknesses to plan for future directions;
- Liaise with Student Services to follow up and track the progress of students with IEPs /SEAs;
- Review assessments and data sources for Year 5 to Year 8;
- Ensure all curriculum documentation is updated annually, including: skill and content development;
- Investigate curriculum design of high performing countries and conduct an analysis on why these countries are getting these results;
- Assist Heads of Faculty with the collection of data, identification of students and cohort planning to improve student learning, including updating term planners to include forward planning for data; and
- Assist and develop the Middle School Leadership program.

3. Research

- Investigate curriculum design of high performing school systems, and conduct an analysis on how these systems are achieving these results;
- Research effective strategies for developing literacy across the curriculum and implement these from Year 5 to Year 8; and
- Staughton Vale Campus Planning – Research and plan how the Year 5 to Year 8 curriculum will take into account the use of the Staughton Vale Campus.

4. Critical Incidents and Emergency Management

- Assist with school-wide management of, and response to, critical incidents and emergencies;
- Provide individual and group support to students and their families;
- Liaise with external service providers where necessary; and

- Provide advice and support to teaching staff regarding communication to parents in relation to critical incidents and emergency management matters.

5. Child Safety

- Be familiar with and comply with the School's Child Safe Code of Conduct, and any other policies or procedures relating to child safety;
- Assist in the provision of a child-safe environment for students; and
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

6. Managing Self and Professional Skills

- Manage own behaviour in accordance with the Staff Code of Conduct;
- Adhere to and comply with Child Safe Standards regulations and Child Safe Code of Conduct;
- Adhere to and comply with all WHS policies and procedures and relevant legislation;
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements; and
- Manage own development and professional learning relative to this position.

7. Working with People

- Contribute as a proactive and effective member of a vibrant professional services team, whose activities integrate and promote the organisation's values; and
- Participate in meetings in an active and constructive manner.

8. Other duties

- The incumbent can expect to be allocated duties not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.

ORGANISATIONAL RELATIONSHIPS

- **Reporting directly to:** Senior Deputy Principal: Maddingley Campus Operations. This position has a secondary report to the Principal.
- **Direct reports to this position:** This includes Middle School Year Level Coordinators, Middle School Heads of Department, Middle School Teaching Staff and Education Assistants.
- **Internal Relationships:** Principal, Senior Deputy Principals, Deputy Principals, Assistant Principals, Heads of Department, Year Level Coordinators, teaching staff and all other employees within the organisation.
- **External Relationships:** Students, parents and other external stakeholders.

ACCOUNTABILITY AND EXTENT OF AUTHORITY

This senior position has a broad range of authority relative to the position, to achieve the position objectives.

- Any issues that involve working outside of the position description need the approval of the position's direct report (Senior Deputy Principal – Maddingley Campus Operations and/ or Principal);
- Guidance is provided in the form of broad policy direction or legislative requirements established through the vision and direction of the School Council and the Principal. This position will normally resolve issues with minimal review by the Principal;
- The incumbent has authority to perform tasks within the limits of documented operational policies and procedures;
- The incumbent has authority to make independent and appropriate decisions as they relate to this position description to the operation of the School, in alignment with principles underpinning School values and strategic objectives; and
- The incumbent has authority to use judgement to determine which issues should be referred to other senior staff, including the Principal.

KEY SELECTION CRITERIA

Qualifications/Licences

- Teacher qualifications;
- VIT Registration; and
- A tertiary qualification in one of the disciplines within the School or management/ administration qualifications desirable.

Demonstrated Experience and Skills

- Experience in a leadership role in an educational setting;
- Extensive knowledge of curriculum development, assessment and reporting, pastoral care and operations within Middle School;
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School;
- Ability to build a cohesive and effective team;
- Ability to initiate and implement ideas to enhance the School;
- Ability to manage pastoral issues through effective dialogue and process with staff, students and parents;
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines and concurrently manage a number of competing tasks;
- Displays strong work-related character traits, including honesty, humility, sensitivity and selflessness; and
- Outstanding ability and experience in classroom teaching.

AUTHORISATION

Approved: _____

Andrew Neal
Principal

Date: _____

I, _____ have read and agree to abide by the requirements of this position description.

Signed: _____ Date: _____