



Position Description

Position Title: Head of Secondary

Responsible to: Principal

Relates to: SLT

Responsible for: Sub School Staff

Scope of Role

The Head of Secondary is responsible to the Principal for the educational leadership, pastoral care, and organisational culture of the Secondary School. Working in conjunction with the Principal and aligning with the mission and vision of the College, the Head of Secondary develops and executes the strategic priorities required to effectively lead the sub-school.

This position provides vital leadership and management of the day-to-day operations of the Secondary school, driving student and staff development across the academic, behavioural, and cultural domains of the College.

Minimum Qualifications and Experience

- Currently registered or eligible for registration with the Queensland College of Teachers.
- Demonstrated experience in educational leadership and curriculum/pastoral management.

Key Duties and Responsibilities

Academic Leadership & Curriculum Management

- **Strategic Vision:** Develop, articulate, and implement a strategic vision for secondary education, ensuring structures, programs, and initiatives are highly relevant and appropriate.
- **Curriculum & Pathways:** Ensure robust programs and course offerings are in place to provide quality pathways and options for diverse student learning needs.
- **Pedagogical Excellence:** Collaborate with teaching staff to oversee the documentation, implementation, and continuous review of planned units of work. Ensure consistency, continuity, and best-practice assessment across all year levels.
- **QCAA Compliance:** Direct and oversee all requirements for the Queensland Curriculum and Assessment Authority (QCAA), acting as the Principal's Delegate for QCAA procedures. This includes:
 - Managing the endorsement and confirmation processes.
 - Tracking QCE data in consultation with the Senior Studies Coordinator and VET Pathways Coordinator.
 - Finalising end-of-year data checking processes.
 - Intervening where necessary to support students at risk of not achieving their QCE.
 - Overseeing subject changes and their impact on ATAR and QCE pathways.
- **Data & Tracking:** Monitor students' global academic progress across all subject areas. Ensure the effective and efficient storage of learning evidence and results.
- **External Authorities:** Coordinate data provision for external authorities, including NAPLAN and QCAA.
- **Support staff** in the implementation of Compass as the College's Learning Management System, including the establishment of procedures and policies as applicable.

Pastoral Care & Student Culture (Behaviour & Wellbeing)

- Cultural Leadership: Foster a strong emphasis on high standards for student conduct, presentation, and engagement, underpinned by the College's Character Development Framework.
- Provide leadership and oversight for pastoral care programs, organising positive culture-building activities and events.
- Student Wellbeing: Develop strategies for identifying, supporting, and monitoring at-risk students (covering mental wellbeing, health, and behaviour). Ensure clear communication with wellbeing staff and families.
- Behaviour Management: Act as the primary escalation point for significant or recurring student behavioural issues, supporting Teachers and the Pastoral Coordinator with effective interventions.
- High Standards: Coordinate the processes and enforce expectations for high standards of student presentation and uniform.
- Assemblies & Awards: Organise and lead Secondary assemblies and termly award ceremonies in collaboration with the Head of Primary. Coordinate the determination of awards based on cross-subject data.
- Oversee the Secondary Camp program, providing support for staff in the booking, planning and outworking of Year level camps.

Staff Leadership & Capacity Building

- Staff Development: Develop the capacity and potential of staff, particularly regarding pedagogy, curriculum design, and assessment practices.
- Lead colleagues in planning, implementing, and collaboratively reviewing the effectiveness of their teaching.
- Lead staff who are appointed in middle leadership roles within the Secondary school to outwork the vision of the College and sub-school.
- Performance Management: Contribute to the College's processes for the recruitment, induction, appraisal, and capacity development of staff, ensuring alignment with the College's vision and mission.
- Collegiality: Empower and lead staff within the sub-school to foster a positive, collaborative, and highly engaged learning environment focusing on the whole person.
- Provide pastoral support to staff as required.
- Teaching Duties: Demonstrate a professional approach to teaching and maintain a high level of skill in personal classroom teaching duties.

Operational & Organisational Management

- Day-to-Day Operations: Lead and manage the daily operations and key events of the Secondary school in conjunction with relevant staff.
- Policy & Strategy: Assist the Principal and SLT in managing and leading necessary changes by developing and implementing effective policies, strategies, and procedures. Provide strategic advice to the Principal regarding programs that enhance sub-school goals.
- Risk Management: Oversee comprehensive risk management processes as they relate to Secondary activities, including camps, excursions, and incursions.
- Resource Management: Take responsibility for the facilities and asset management of the sub-school's resources and learning environments, collaborating with relevant operations staff.
- Administrative Duties: Assist in administration matters pertaining to Academic Awards, Parent Information nights, budget monitoring, enrolment interviews, and organising staff meetings.

Community Engagement & Professional Expectations

- Parent & Community Relations: Manage and resolve parent complaints, concerns, and grievances regarding Secondary students with professionalism and empathy.
- Build key community relationships essential to addressing the academic and pastoral needs of all students.
- College Representation: Represent the College at public functions and work collaboratively as part of the Senior Leadership Team to raise the overall profile of the College.
- Professional Networking: Network with other professionals in similar educational positions on a local, state, systemic, and national level.
- Continuous Learning: Maintain professional currency and understanding of educational trends, particularly in teaching and learning, executive management, and educational leadership.
- Co-curricular Support: Actively support and participate in the co-curricular program of the College.

Other Information

All members of the Senior Leadership Team at Discovery Christian College are required to:

- Demonstrate a commitment to spiritual and moral practices consistent with Biblical principles.
- Support and implement the College Mission Statement, policies, procedures, core values, and commitment to Workplace Health & Safety.
- Maintain strict confidentiality and exhibit the highest levels of professional responsibility.
- Maintain a degree of flexibility in working hours from time to time as required by the demands of the position.
- Accept that the College reserves the right to modify the position to meet its operational needs.
- Assist and relieve in other positions from time to time as required.
- Undertake other reasonable and relevant duties within skills, knowledge, and capabilities as directed by the Principal or delegate.
- Practice and demonstrate good grooming and presentation as per the College Staff Dress Policy.