

## **Head of School Position Description**

### **The primary objectives of the Head of School are:**

- To lead and manage the school in accordance with the school's Vision, Mission and Core Values
- To be accountable to the Deniliquin Christian School Parent Association's Board for the planning, development and delivery of programs with a Christian Worldview.
- To provide the best possible learning environment where children achieve their potential as life-long learners; spiritually, personally and academically
- To promote and safeguard the welfare of the children
- To inspire, develop and motivate our outstanding team of staff
- To teach nominated classes
- To be a good team player

### **Context Statement**

Deniliquin Christian School is a parent-controlled school within CEN (Christian Education network). The role of the head of School is to serve the community of parents in the pursuits of their aspirations for the school.

### **Personal Qualities**

The Head Teacher will have the following personal qualities:

- Genuine Christian faith with an active commitment to a church fellowship
- Passion for Christian Education through teaching
- Flexible, compassionate and caring of the needs of students, parents and staff
- Servant-minded leader with initiative, and vision, tempered by discernment and sound judgement
- Committed to a partnership with parents as part of the Christian Education Network

### **Key Duties**

#### **Learning:**

To ensure a quality learning program at the school:

- Builds solid foundations of God's love through a Biblical world view curriculum that enables students to follow Jesus Christ and know His word.
- Enables children to make excellent progress in all areas of learning.
- Secures high quality learning in all aspects of the curriculum leading in design and implementation.
- Ensures a broad, engaging, exciting and fun curriculum, which is regularly reviewed and continually developed.
- Introduces best practices, high quality resources and enriching school programs and classroom environments that are monitored, evaluated and constantly upgraded for outstanding levels of learning and teaching.
- Develops highly qualified teaching staff who develop, coordinate, implement and evaluate effective teaching and learning.
- Provides a consistent and continuous school-wide student assessment and achievement
- Evaluates using appropriate data and benchmarks to track and evaluate individual student progress.
- Maintains high standards of behaviour and student management.

- Secures a caring and supportive environment for all students. Challenging and providing remediation for under-performance.
- Works to remove barriers to underachievement for all students, particularly those requiring Learning Support Service.
- Challenges all students to perform to their full potential.
- Provides nurturing and attentive pastoral care for all students
- Includes regular reporting and reflective analysis of student progress and achievement to the school board.
- Delivers effective communication to parents and stakeholders on school programs, student achievements, placements and behaviour.
- Satisfies the requirements of the New South Wales Education Authority (NESA).
- Teaches nominated classes as negotiated with the Board and models effective teaching and student management practices.

**Staff:**

- Recruit; develop; motivate; and lead high quality staff to achieve their highest professional standards.
- Ensure appropriate care and encouragement of staff.
- Implement and maintain an effective annual performance management process for all school staff and manage the accreditation and maintenance as principal person for TAA.
- Effective promotion of professional development and academic growth of staff through systematic continued development programs.

**Strategic Plan:**

- To work with the School Board and staff developing and in implementing the School's Strategic Development Plan.
- To regularly review school performance and improve outcomes through the design and ongoing implementation of a School Development Plan (SDP).
- Report to the School Board on the effectiveness of all aspects of the School's performance, including SDP.
- Be active in both the development and promotion of the school's vision to our stakeholders.