

Yarra Valley Grammar

POSITION DESCRIPTION

Position Title: Deputy Principal - Head of Middle School
Reports to: Principal
Department: Middle School
Date: 21 January 2009

1. Primary Purpose

The Deputy Principal - Head of Middle School is accountable for the academic progress and welfare of students in years 7, 8 and 9, the monitoring of staff within Middle School, curriculum oversight and development, communications with Middle School parents and the positive promotion of the Middle School.

2. Position in Context

The Deputy Principal - Head of Middle School is responsible to the Principal. The Principal is the Chief Executive Officer of the organization and is accountable to the School's Board of Directors for the management and operations of the School consistent with educational objectives, plans and policies approved by the Board of Directors.

As part of the executive group of the School, the Deputy Principal - Head of Middle School is responsible for the effective monitoring of all staff and students across the year 7, 8 and 9 levels. The role works closely with the Deputy Principal - Head of Senior College, the Deputy Principal - Head of Junior School and the curriculum team to oversee, and further develop an innovative and sound curriculum.

It is the responsibility of the Deputy Principal - Head of Middle School to communicate with parents of Middle School students, in relation to any concerns or matters relating to their child or staffing issues. The Deputy Principal - Head of Middle School will also be expected to promote and publicise Middle School special events, contribute to Open Mornings and information sessions and identify any opportunities to attract enrolments to the School.

3. Freedom to Act / Autonomy

The Deputy Principal - Head of Middle School is responsible for the Middle School's staffing and student issues and is required to exercise judgement in recommending to the Principal an appropriate and effective process for dealing with any serious issues. The incumbent is regarded as a specialist in the field of education and will be required to provide current, prompt and accurate advice on a wide range of educational issues affecting Middle Schooling including academic emphasis, pastoral care and curriculum development. The Deputy Principal - Head of Middle School liaises with the Principal, Senior Management and external bodies.

4. Major Activities

- (a) Students including transition of new students into Middle School
- (b) Parents
- (c) Staff
- (d) Curriculum
- (e) General Administration
- (f) Promotion and Publicity
- (g) Teaching Commitment
- (h) General including special events and attendances

5. Specific Duties and Responsibilities

(a) *Students including transition of new students into Middle School*

- (i) Ensure that there is an effective network in place to monitor student welfare
- (ii) Chair regular meetings which provide the opportunity to discuss Middle School students
- (iii) Review mid-semester and end of semester reports and with Coordinators, identify various levels of performance
- (iv) Refer students with special needs to the Learning Programs Coordinator
- (v) Ensure staff are informing parents immediately of students not completing work and any student welfare issues
- (vi) Organise supervision of students who are behind with work requirements (Friday afternoons)
- (vii) Discuss with students school expectations of them and of their behaviour and address students who consistently don't meet these expectations
- (viii) Arrange opportunities to encourage student achievement and commend and recognize students who have performed well
- (ix) Attend tutorial activities where possible
- (x) Identify and investigate any student problems
- (xi) Handle serious discipline matters
- (xii) Interview and induct new students into the Middle School
- (xiii) Oversee orientation sessions for new Middle School students
- (xiv) Attend major evenings and functions involving Middle School students
- (xv) Check and monitor Middle School lost property
- (xvi) Monitor student arrival times to classes
- (xvii) Conduct meetings with teachers as student or class problems arise
- (xviii) Monitor students' uniform and appearance and correct as appropriate
- (xix) Arrange academic recognition and service awards for Middle School students
- (xx) Arrange Presentation evening for Years 7, 8 and 9
- (xxi) Arrange Middle School Assemblies
- (xxii) Oversee and monitor all Middle School camps
- (xxiii) Advise Marketing Coordinator of publicity opportunities
- (xxiv) Ensure relevant Middle School website pages are current and of interest
- (xxv) In second half of year, interview all students new to school for whom a Middle School place has been secured in the subsequent year
- (xxvi) In second half of year, interview all current Year 6 students at Yarra Valley Grammar who intend proceeding to Year 7 the subsequent year
- (xxvii) Speak at Orientation Mornings for students new to the School held throughout the year
- (xxviii) Attend and speak to current Yarra Valley Year 6 parents at the Transition Evening
- (xxix) Attend Year 6 Dinner at which Year 7 Coordinators speak
- (xxx) Take any enquiries from new Year 7 parents at the end of the Year 6 year and just prior to the commencement of the new year
- (xxxi) Oversee the establishment of Year 7 class lists

(b) *Parents*

- (i) Conduct tours of the School as required for interested parents
- (ii) Organise Middle School parent/teacher evenings including staff requirements
- (iii) Conduct and chair parent interviews on request and when required
- (iv) Organise parent/student curriculum evenings
- (v) Organise any additional Middle School special evenings
- (vi) Respond to parent enquiries and address major concerns/complaints
- (vii) Conduct interviews to discuss any student concerns
- (viii) Attend all parent functions relevant to Years 7, 8 and 9
- (ix) Keep parents informed of events (in writing and by speaking at functions)
- (x) Ensure present and future parents are informed on all relevant matters
- (xi) Monitor and encourage use of Student Planner for communication purposes between parent and staff

- (c) **Staff**
- (i) Listen to staff
 - (ii) Monitor all Middle School staff
 - (iii) Directly supervise the Middle School secretary
 - (iv) Weekly meetings with Year Level Coordinators, Head of Student Welfare and other student support staff as appropriate
 - (v) Assist as requested with recruitment of new Middle School staff
 - (vi) Consult with Professional Development (PD) Coordinator regarding PD needs of staff in Middle School
 - (vii) Provide excellent role model example to Middle School teaching staff
 - (viii) Encourage, support and counsel Middle School teaching staff as required
 - (ix) Address any performance issues with staff in the first instance and liaise on such matters with the Chief of Staff
 - (x) Provide precise and objective data for staff performance appraisals
 - (xi) Ensure that all staff are aware of all School policies, procedures and codes of conduct
- (d) **Curriculum**
- (i) Monitor current curriculum and continue to be aware of current trends in Education
 - (ii) Explore innovative curriculum additions and/or changes and share with Curriculum committee and Heads of Departments / Key Learning Areas
 - (iii) Coordinate reviews of the Middle School curriculum as requested
 - (iv) Monitor Middle School curriculum delivery in conjunction with Timetabler, Heads of Departments / Key Learning Areas, Curriculum Coordinator and School Executive
 - (v) Work closely with the Timetabler to assist the facilitation of flexible delivery of Middle School curriculum
 - (vi) Assist with the preparation and presentation of Middle School curriculum documentation
 - (vii) Monitor program of out of school activities
 - (viii) Ensure that a regular audit of extra curricular activities takes place and the contribution of each activity is reviewed
- (e) **General Administration**
- (i) Overview maintenance of reliable Middle School absentee records
 - (ii) Overview of all Middle School activities on a term by term basis
 - (iii) Oversee entry of all activities in the Middle School Diary
 - (iv) Oversee maintenance of conduct cards and homework cards
 - (v) Oversee all documentation for reports and non submission of work, etc
 - (vi) Oversee all reporting and sign student reports
 - (vii) Oversee examination arrangements both internal and external
 - (viii) Oversee administration of Middle School (eg roll, student lateness etc)
 - (ix) Regularly check classrooms and other facilities used by students
 - (x) Post some "day to day" information for students
 - (xi) Overview students' personal portfolios
 - (xii) Plan for subsequent years
 - (xiii) Write items for Middle School and Senior College "Valley Voice" and "The Link" as appropriate
- (f) **Promotion and Publicity**
- (i) Attend special events such as "Independent Schools' Expo"
 - (ii) Assist and be actively involved with Open Mornings, Tour Opportunities and similar events as requested
 - (iii) Discuss potential opportunities and ideas with the Marketing and Events Coordinator
 - (iv) Meet, interview and conduct tours as requested with potential parents of Middle School
 - (v) In conjunction with the Registrar maintain contact with those who have made enrolment enquiries for the next two years
 - (vi) Write promotional materials as appropriate
 - (vii) Check/rewrite materials that are used in promotion of the Middle School
 - (viii) Advertise in "The Link" and "Valley Voice" day to day events that are occurring
 - (ix) Speak at both internal and external School events as required

- (x) Respond where appropriate to articles, editorials etc in local papers

(g) Teaching Commitment

- (i) As required by the Principal

(h) General including special events and attendances

- (i) Check tidiness of grounds
- (ii) Check supervision of students by staff on duty
- (iii) Check on security of students/grounds, etc
- (iv) Attend School's Information Fair
- (v) Attend all Music events/concerts with Middle School input
- (vi) Move to Community Links
- (vii) Organise and attend all relevant Parents' Nights
- (viii) Organise and attend End of Year Presentation Night
- (ix) Be available as MC for other major events
- (x) Attend where possible, events in which Middle School students are participating

Direct Reports

- Middle School secretary
- Year 7, 8 and 9 Coordinators
- Middle School teaching staff (monitor)
- Head of Student Welfare
- Careers Advisor
- Other student support staff

Key Contacts

Internal

- Report directly to the Principal on all Middle School matters
- Work closely with the Deputy Principals - Heads of Schools, Marketing and Events Coordinator, Curriculum Team, Heads of Departments / Key Learning Areas, Timetable Committee and Year Level Coordinators, Registrar

External

- Liaison with regulatory bodies, other educational institutions and educational associations

Key Performance Indicators

- Positive and timely negotiations/outcomes re staffing, student and parent issues
- Effective management of the Middle School budget
- Successful delivery of key student and parent events
- Adding value by assisting with the recruitment, selection and retention of quality staff
- Adding value to Middle School by innovative, energetic and inspirational leadership
- Effective and timely monitoring of student academic progress
- Effective monitoring of enrolments