



Alphington  
GRAMMAR SCHOOL

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# CANDIDATE INFORMATION PACK

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Head of Secondary



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Old Heidelberg Road Alphington 3078

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ABN 11 007 434 362

CRICOS 01376D

# Alphington Grammar School is unique in Melbourne's educational landscape

Situated on 3 hectares of attractive parkland abutting Darebin Creek, just 7 kilometres from the CBD, Alphington Grammar School has been designed from its inception in 1989 to be academically strong, non-denominational and to embrace teaching excellence and cultural diversity.

Alphington Grammar School is accessible by public transport, major commuter corridors and within easy reach of inner, eastern and northern suburbs. The school also has a number of private bus services throughout the suburbs that bring students to our school. Alphington Grammar School also boasts an abundance of open space, shaded by native fauna and flora and mature landscape making it an idyllic learning environment. In the past ten years The School has improved its physical facilities to include several lecture style venues, new STEM Centre, new facility for staff, new outdoor basketball court, new Performing Arts and Theatre, new Library and student study areas as well as the new Year 7 Hub. Most recently it has added 4 purpose built classrooms with the latest technology with interactive flexible collaborative learning spaces. It is certainly proud of being a "small school with BIG opportunities". The School has a total enrolment of over 700 students.



# The school's vision, values and mission

## Vision Statement

The school's vision is to be recognised throughout Melbourne as providing an exemplary total learning experience in a uniquely rich, international and inclusive secular environment.

## Values



## Mission Statement

1. Inspire and equip all students to strive for excellence in their academic, creative and sporting pursuits and to reach their personal best in all fields;
2. Nurture and promote the unique qualities and personal well-being of all students and their respect for the individuality of others;
3. Equip all students with the knowledge, skills and attributes to participate successfully in Australian Society, and to develop lifelong learning skills that will prepare them for a multitude of futures in a globally mobile workforce;
4. Promote students' understanding and appreciation of our culturally diverse society, including the teaching of Greek language and culture, and of the contribution of the Hellenic intellectual tradition to the development and progress of human society.

# Governance of Alphington Grammar School

## Senior Management Team

Led by the Principal, Dr Vivianne Nikou, the Senior Management Team (SMT) of Alphington Grammar School has overall responsibility for the strategic daily management of the whole school, from Early Learning Centre, Pre-Prep to Year 12. Each member of the SMT has their specialist areas of expertise, whilst also working cohesively as a group to be proactive and responsive to the changing demands of the educational landscape.

### Principal

Dr Vivianne Nikou B.A, Dip.Ed., M.Ed Pol Admin, D.B.A, AMACEL., MACE., AFAIM

### Assistant Principal—Head of Primary

Tracey Nicholson Dip.Teach.Prim

### Assistant Principal—Curriculum

Lukas Silver BA, Dip Ed, PGCE (School Leadership)

### Business Manager

Louisa Johnstone B.Com (CPA)

## School Council

The Governing Body of Alphington Grammar is the School Council. School Council is made up of both elected Greek Community members as well as, school parent representatives responsible for ensuring the good governance and financial health of the school.

### School Council Members

Ms Angela **Georgalis** -Co Chair of School Council

Mr Michael **Karamitos** -Co Chair of School Council

Mrs Louisa **Johnstone** – Business Manager

Ms Voula **Kallianis**

Mr Nick **Koukouvitakis**

Ms Vicki **Kyritsis**

Mr Peter **Nikolakakos**

Dr Vivianne **Nikou** – Principal

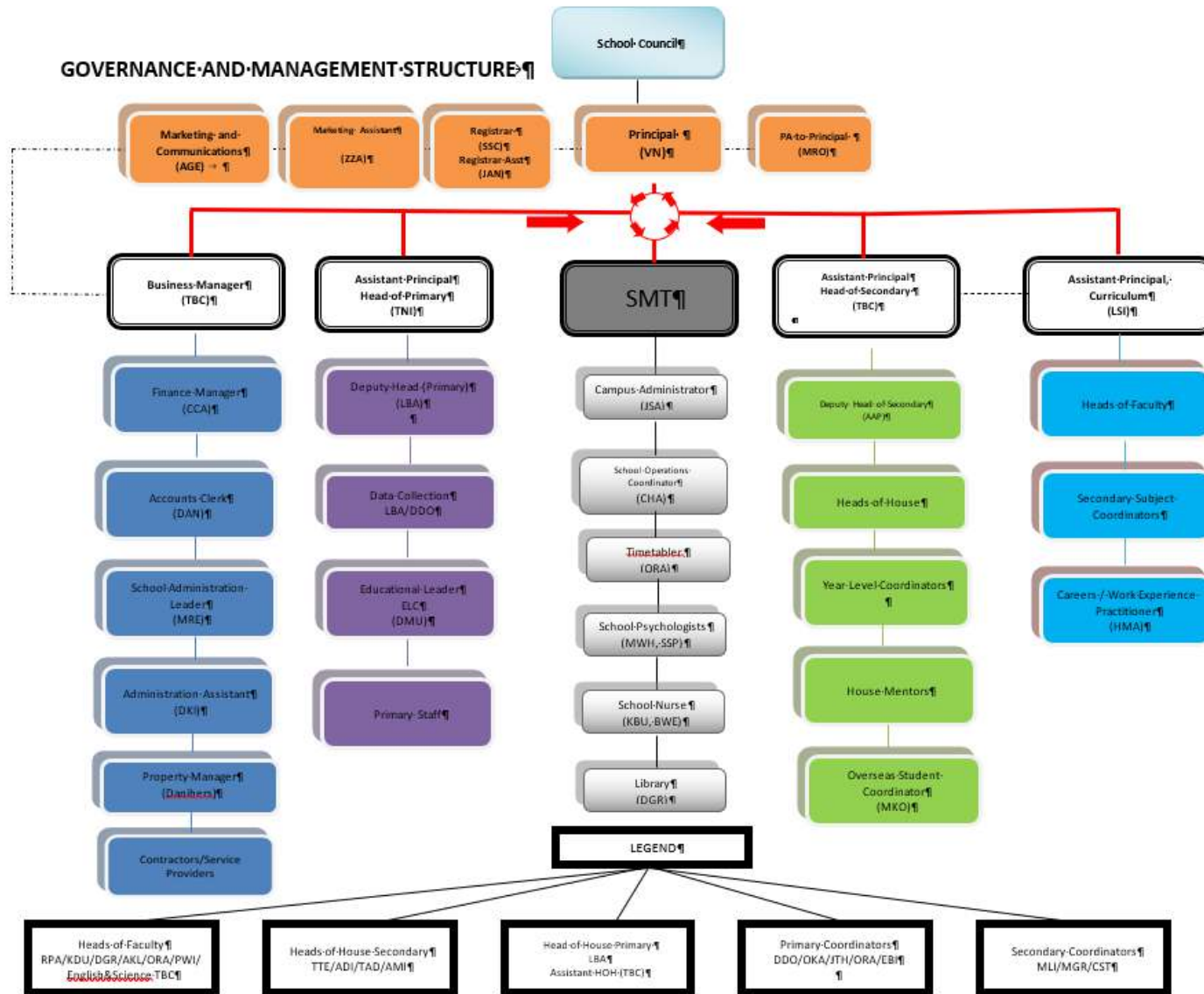
Ms Danielle **Permezel**

Associate Professor Marinis **Pirpiris**

Mr Steve **Siolis**

Mr Manuel **Tsirmiris** – Finance, Audit and Risk

# Organisational Chart



# Head of Secondary – Position Description

Position:	Head of Secondary
Reports to:	Principal
Prepared:	July 2024

The Head of Secondary reports directly to the Principal for the proper conduct, management and operational needs of the Secondary School. The Head of Secondary will support the Principal to lead, shape and manage the School's educational philosophy, values and culture.

The successful applicant will work collaboratively with other members of the Senior Management Team (SMT) which consists of the Principal, Assistant Principal, Head of Primary, Assistant Principal, Curriculum and the Business Manager, to ensure the operational and strategic needs of the School will be met in a sustainable and responsible way.

The Head of the Secondary is primarily responsible for leading and managing the day-to-day operations of the Secondary School and contributing to the effective management of student matters.

The, Head of Secondary leads continuous enhancement and improvement in the Secondary School, with specific attention to the Behaviour for Learning, social, emotional development and welfare of secondary students. Assist in the recruitment of staff, enrolment of students, and the oversight of the well-being of Secondary School staff. They will manage a team of staff responsible for the academic and pastoral care across the Secondary School.

Alphington Grammar School is proud of its Hellenic roots and looks to build life skills for young people to embrace the multicultural world we live in. The schools flagship program: Gateways sees Years 9 and 10 students travel overseas to China, London, Italy Greece, Vietnam as well as Central Australia and Darwin as part of its core curriculum. The School will have enrolments in excess of 730 students in 2025.

# Head of Secondary – Position Description

## Key Internal Relationships

- Principal
- Business Manager
- Assistant Principal – Head of Primary
- Assistant Principal – Curriculum
- Heads of House
- Heads of Faculty
- Homeroom Mentors
- School Administrator
- Registrar/Office Manager
- Staff
- Maintenance Manager
- School Counsellor
- Learning Support Team
- Students Leaders and the student body

## Key External Relationships

- Parents/Parent Liaisons
- External vendors/agencies
- Regulatory Bodies and Educational Institutes

## Primary Responsibilities

### Oversee the day to day operations of the Secondary School

- Lead and manage the Heads of House and House Mentors.
- Work with the Assistant Principal - Head of Primary and Assistant Principal, Curriculum, in planning and managing assemblies, major events, allotment of staff, producing staff handbooks, student handbooks and diaries, managing internal communications and managing the online calendar.
- Resolve or refer student discipline issues that cannot or have not been adequately addressed through the normal discipline structures of the School to the Principal.
- In conjunction with key stakeholders on the Exceptionality Committee oversee and manage the strategic partnerships with external support agencies.
- Receive and follow up concerns/issues from staff, parents, students and the public, which are related to discipline or pastoral care in a timely manner.
- Organise and/or deliver Parent Teacher Interviews.
- Initiate professional development programs for Secondary staff.
- Co-ordinate special services/events in conjunction with the Senior Management Team.

### Reporting on operational matters

- Prepare reports for the Council on progress against plans and projects or ideas for new initiatives.

### In conjunction with the Principal, oversee issues of planning, induction, staff welfare and well-being and, budgeting within the Senior School.

- Oversee Staff Induction Programs, and updating the Staff Manual other staffing and employee relations matters.

### Promote and represent the School in public forums

- Become a member of relevant external professional development teams.
- Co-ordinate and liaise with organizations outside the School as required.
- Attend School functions as required.
- Represent the School at public or sector specific events.
- Present to external groups on the pastoral care activities within the school.

## Expected Position Outcomes

- Effective operation of the Secondary School
- Implement innovative, appropriate and effective pastoral care programs across the Secondary School (7-12)
- Generation of strategic ideas for improvement, innovation and change.
- Effective management of staff performance matters across the Secondary School in relation to pastoral concerns.
- Develop positive relationships with all members of the School Community.
- Demonstration of the School vision and values.
- Facilitation of a supportive environment, skilled staff and adequate structures to identify and successfully address student academic and welfare issues.
- Appropriate development of and planning for, staff within the Secondary School.
- Demonstrated support for the School's ethos and values.

## Personal skills and experience

### Qualifications:

#### *Essential:*

- Suitably qualified and registered teacher with relevant experience commensurate with the position.

#### *Desirable:*

- Postgraduate qualifications in fields related to educational leadership and management.

### Knowledge, Experience and Skills

- Sound knowledge of the education sector and its operation.
- Demonstrated ability to lead in an independent, co-educational culturally diverse school context.
- Demonstrated experience in the leadership and care of young people and staff.
- Demonstrated experience working effectively in a team environment.
- Strong interpersonal, communication and negotiation skills, with demonstrated ability to build rapport, provide guidance and assistance, interact effectively at all levels of the School and develop internal and external relationships.
- Strong public presentation skills.
- The ability to work effectively as a member of the SMT.
- High level of skill in classroom teaching.
- Exceptional administrative skills. Demonstrated skill and experience in planning, preparing and monitoring the day to day functions and projects in the school.
- Strong leadership, staff management and mentoring skills with an ability to encourage positive staff morale and create a cohesive team. Solid understanding of staff management practices.
- Demonstrated capacity to think and act strategically.
- Highly developed decision-making skills.
- Sound problem solving skills with an ability to think logically and laterally.
- Ability to see the wider perspective and to achieve specific objectives.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Demonstrated experience in mentoring roles with adults, young people or children.



### Personal Characteristics

- Possesses the ability to articulate, document and implement a clear, well grounded educational philosophy, particularly with regard to pastoral care and discipline.
- An enthusiastic and energetic leader who wishes to make a positive difference in the lives of young people. Displayed enthusiasm and initiative and has a high achievement drive and acts in a self-directed manner.
- Cultivates credibility and honesty.
- Exercises ownership and concern for excellence and quality of work.
- Develops an awareness of, and promotes and observes Alphington Grammar School values, ethos and philosophy.
- Shows a strong community and service ethic and commitment to deliver exceptional outcomes.
- Is flexible and has an ability to adapt and operate effectively in a demanding and changing environment.

**Additional Information** This is a full-time position. The Head of Secondary will be required to work flexible hours outside of normal school hours as required. The incumbent will be required to maintain a teaching load, attend meetings, functions or promotional events as part of, or in addition to, normal work hours.

The position will have a high degree of autonomy and the incumbent will often be required to make timely decisions to achieve the best possible outcome for the school.

**Tenure** Senior Leadership positions are for three (3) years with further periods to be negotiated

**Teaching Allocation** This position carries a teaching load (to be negotiated).

# To Apply

Interested applicants with the necessary experience in leading and shaping the Secondary School of a community focused organisation should apply.

All applications must be addressed to the Principal, **Dr Vivianne Nikou**.

Please send all applications to Mr Andrew Worner at [andrew@wernerconsulting.com.au](mailto:andrew@wernerconsulting.com.au)

This position will commence in January 2025.

**Alphington Grammar School**

**Old Heidelberg Road**

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