



POSITION DESCRIPTION: Deputy Head of Secondary School

Title	Deputy Head of Secondary School
Reporting to	Assistant Principal – Head of Secondary Principal
Primary Objective	The Deputy Head of Secondary School is responsible for supporting the Head of the Secondary School. The Deputy Head of Secondary School will help create a positive learning environment that supports the success of both staff and students. The purpose of this position is to support and enhance the educational environment of the Secondary School by providing comprehensive administrative, pastoral, and staff support. The role is designed to ensure smooth operation and effective management across various aspects of the Secondary School's functioning.
Key Internal Relationships	• Principal • Assistant Principal, Head of Secondary • Assistant Principal, Curriculum • Child Safe Team • Learning and Wellbeing Team • Heads of Department • Heads of House • School Administrator • Staff • Student Services Team
Key External Relationships	• Parents • External Stakeholders
Qualifications & Experience	• Teaching qualifications, and eligibility for registration with Victorian Institute of Teachers. • The candidate will be a member of the school's teaching community and as such, participate in the broader life of the school. The candidate will maintain a teaching load, including those in relation to pastoral care, supervision of students, extra-curricular activities etc; as requested by the Principal. • The candidate will be an experienced, successful and qualified educator who is highly organised and professional, with a passion for ensuring the best possible education for girls and boys.
Duties and Responsibilities	Leadership and Management of Student Wellbeing • Oversee the wellbeing and behaviour management of all students in the Secondary School, including student attendance and supporting new students. • Work with the Head of Secondary and Pastoral Team (Coordinators, Heads of House and Psychologists) in developing



	and reviewing pastoral care and wellbeing practices. • Update the Head of Secondary regarding trends, developments and recommendations with respect to student and staff welfare. • Provide professional support to staff and students. • Provide appropriate attention to transition between all year levels as well as transitions from Primary to Secondary School. • Exercise a high level of visibility and presences across all year levels. • Promote and implement restorative practices. • Meet regularly with Head of Secondary and Pastoral Team (Coordinators, Heads of House and Psychologists). • Attend Pastoral meetings identifying and planning to support students 'at risk'. • Contribute to parent information evenings. • In conjunction with the School Management, co-ordinate special programs to support students. Behaviour Support Policy and Processes • Support Teachers, Tutors and the Head of School regarding ongoing behavioural issues. • Coordinate consequences for behavioural issues: detentions, community service, internal and external suspensions. • In conjunction with the Head of Secondary, communicate with families regarding ongoing or serious behavioural issues. • In conjunction with the Head of Secondary take responsibility for the oversight of the correct wearing of school uniform in the Secondary School. • Ensure the School's Behavioural Management Policy is applied effectively across the Secondary School. • Follow up on reports of bullying. • In collaboration with the Head of Secondary review policies and programs. Student Leadership • Support the Student Leadership Program in the Secondary School. • Attend Student Leadership Meetings and provide guidance where necessary. • In conjunction with the Head of Secondary organise student leadership development programs. • Assist with School Tours Community Relations • Establish and maintain effective communication with Secondary School Parents. • Assist in the interview process with prospective students and their parents for places across the School. • Liaise with the Admissions team regarding current and
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Alphington
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	prospective enrolments. General • Any other tasks deemed reasonable by the Principal and Assistant Principals. • Attend meetings, parent information evenings and functions as part of, or in addition to, normal working hours. A number of duties will need to be performed at times other than during the school day or when students are in attendance. This PD is intended to provide a broad outline of the main responsibilities only. You will be required to perform these duties, and any other duties that may be assigned to you, having regard to your skills, training and experience.
Personal Qualities	• Effective communicator both written and spoken • Attention to detail • Highly organised • Strategic thinker • Forward planning • Ability to keep all stakeholders informed in a timely manner
Teaching Load	This position carries a teaching load (to be negotiated).
Tenure	Leadership positions are for periods of 3 years at a time. Further periods of appointment will be considered.
This Position Description may be subject to change during the term of the appointment as part of a normal process of ongoing evaluation of the School's operations.	



Statement of Commitment to Child Safety

Alphington Grammar School is committed to the safety and wellbeing of all children and young people. This will be the primary focus of our care and decision-making. Alphington Grammar School has zero tolerance for child abuse. We are committed to providing a child safe environment where children and young people feel safe and are safe, and their voices are heard about decisions that affect their lives. Particular focus will be placed on the safety of Aboriginal and Torres Strait Islander children, children from culturally and/or linguistically diverse backgrounds, as well as the safety of children with a disability. Every person involved in Alphington Grammar School has a responsibility to understand the important and specific role they play individually and collectively to ensure that the wellbeing and safety of all children and young people is at the forefront of all they do and every decision they make.

All employees of Alphington Grammar School are responsible for ensuring the Child Safe Policy is enforced and are required to sign the AGS Code of Conduct for Behaviour with Children and undertake training in this area as required.

All applicants should be aware that the school conducts extensive background checks in accordance with our Child Safe Policy including:

- a) Working With Children Check Clearance, VIT registration or similar check as applicable;
- b) Proof of personal identity and any professional or other qualifications;
- c) The person's history of work involving children; and
- d) References that address the person's suitability for the job and working with children.



Staff Acknowledgement

I _____ have read the enclosed Position Description
and understand the roles and responsibilities outlined within.

Signature: _____

Date: _____