



OXLEY

CHRISTIAN COLLEGE

POSITION DESCRIPTION

DEPUTY PRINCIPAL HEAD OF SENIOR SCHOOL

Oxley College vision, mission and values are, correspondingly, to:

- Delight in God's love through inspired learning
 - Provide an education for excellence within a Biblical Christian worldview
 - Engage in and promote whatever is true, good and beautiful
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Oxley Christian College is a ministry and division of Life Ministry Centre, a vibrant Christian Church which has served the community for nearly 60 years.

The Deputy Principal / Head of Senior School is responsible to the Principal for the leadership and management of some 500 students in Years 7 – 12 under the following framework.

Spiritual Leadership

- In consultation with the Principal and Chaplain take an active and leading role in the spiritual life of students and staff.
- Uphold the Statement of Faith and be a Christian role model in thought, word and deed.
- Prayerfully support Elders and Directors of Life Ministry Centre in their oversight of the College, Oxley Christian College colleagues, families and students.
- Desire to see the College as a place of excellence in Christian Education.
- Regularly attend and serve in his/her own church.

Educational Leadership

In consultation with the Principal and the Head of Curriculum and Professional Learning:

- Be responsible for the teaching and learning program in the Senior School.
- Create a learning environment that is challenging, rewarding and pursues excellence with the effective use of teaching staff and program budgets.
- Ensure that the educational program is in keeping with the College Vision, Mission and Values and meets government registration requirements.
- Ensure the effective development, documentation, provision, delivery, evaluation and ongoing review of the College educational programs.
- Analyse student needs and develop and translate educational policy into appropriate programs to meet the needs of all students.
- Ensure that the College approach to teaching and learning incorporates, appropriate, current developments and “best practice”.
- Provide advice to students and parents on matters relating to the education of students and ensure that student records are kept up to date.
- Oversee the timetable, including: the distribution of periods between learning areas; the design of the timetable with respect to meeting learning needs; the choices offered to students; and the rules regarding subject selection.
- Approve program modifications and exemptions for students with special needs.

Student Welfare and Discipline

In consultation with the Principal, the Head of Students, the Chaplain and Year Level Coordinators:

- Foster a positive climate in which encouragement, repentance, forgiveness and restoration are the corner stones of student welfare processes.
- Ensure that parents are effectively informed of welfare and discipline matters.
- Support staff in their role as a team of pastoral care givers.
- Work with the Head of Students in discipline matters beyond the management of the classroom teachers and Year Level Coordinators.
- Develop and manage effective monitoring, recording and follow-up of student attendance.
- Oversee the implementation of College expectations with regard to student behaviour, care of property and uniform.
- All staff at Oxley Christian College must actively guard the safety and wellbeing of all students in accordance with legal requirements, including the Child Safe Standards. All staff at Oxley Christian College are required to sign and abide by the Code of Conduct.

Leadership and Management of Staff

In consultation with the Principal

- Build a positive and rewarding climate which enhances staff morale and commitment to the Oxley Vision, Mission and Values.
- Effectively lead the team of teachers in Year 7-12 and foster high standards of professionalism including the cooperative support of P-6 teachers.
- As an exemplar to staff, be seen as their supporter and colleague, while maintaining strong but sensitive leadership.
- Recognise, promote and use the skills of staff, encouraging servanthood, leadership and learning in each person.
- Assist with the overall management of the College through the involvement of the staff in cooperative decision making and corporate policy formation where appropriate.
- Arrange appropriate in-house and external Professional Development to meet organisational and teacher needs and manage programs to improve knowledge, skills and experience of staff.
- Select and allocate teaching staff to teaching and other roles including the employment of short-term replacement teachers.
- Deliver a staff induction program and oversee the mentoring of new staff members.
- Monitor staff expertise and performance and implement a Performance and Management Framework.

Administration

In consultation with the Principal, the Head of Junior School and the Office Manager:

- Protect the P-12 focus and unity of purpose by supporting all sections of the College.
- Manage administrative structures and procedures to ensure efficient operation of the College on a daily basis.
- Approve all non-routine events and interruptions to the College timetable, including excursions and camps. Oversee all risk management procedures and practices.
- Oversee the quality of all written parent communication produced by the Senior School.
- Interact effectively with staff, students, parents and members of the wider community, maintaining highly professional standards of communication.
- Be a perceptive mediator, exercising fairness, wisdom and sensitivity.
- Contribute to the review and/or development of policy regarding the College operations and assist with the development of other documents including handbooks, promotional materials and submissions.

- Participate in the future planning of the College, including through the provision of relevant data and information.
- Liaise with the Business Manager to:
 - maintain standards of safety and maintenance of the Senior School buildings, grounds and facilities, and
 - ensure that compliance requirements are implemented within the Senior School.
 - Assist with the planning of all Emergency Drills and develop the capacity to lead the College in an emergency situation through the application of College policies and procedures in accordance with the specific emergency needs.
- Oversee all Senior School presentations including major events such as Open Days, Presentation Evening, Information Evenings, Performance Evenings, Parent Teacher Evenings and Sporting Carnivals, and day to day functions such as School Assemblies and House Meetings.
- Conduct interview and enrolment procedures of prospective new Senior School families.
- Oversee the involvement of visitors to the Senior School, and the coordination of teaching rounds for pre-service teachers.
- Assist with the development of the College Calendar.
- Develop and publish the meeting rosters for teaching staff.

Other Duties

- Carry out other duties as required by the Principal.