

# Position Description

## Head of Student Services (F-12)



**SOUTHERN CROSS**  
GRAMMAR

### School Profile

Located in Caroline Springs, Southern Cross Grammar (SCG) features curriculum and pedagogy based on proven educational research combined with a global outlook. The school offers opportunities and choices that are intellectually stimulating, progressive and exciting.

We strive to open new doors for all students by recognising each student's personal achievements, goals and dreams. We see what's possible and then take each student on a journey to make it a reality.

We believe in creating the very best possibilities for all of our students and look forward to our students, staff and families discovering this difference.

### Student Centered Vision

The following student attribute statement represent the collective goals of the Southern Cross Grammar Passion, Futures, Thinking and Clinical Principles and are intended to continually guide and shape the journey of our learning community.

- *Be an ethical, compassionate & socially responsible global citizen*
- *Actively listen to others & value different points of view*
- *Accept responsibility & demonstrate accountability for your own learning*
- *Take risks & value mistakes as an opportunity to learn*
- *Question, investigate & reflect upon your learning*
- *Have high aspirations, be curious about the world & demonstrate connectedness in a variety of ways*
- *Understand your own talents, strengths & weaknesses & be respectful of the rights & opinions of others*
- *Be creative problem solvers & lateral thinkers*
- *Be resilient determined and persevere through adversity*
- *Demonstrate leadership & entrepreneurial qualities.*

Staff at Southern Cross Grammar support and guide students in achieving this vision and demonstrate these values through their own actions, in all areas of endeavour.

Position title	Head of Student Services (F-12)
Department	Student Services
Position reports to	Principal, Deputy Principal, Heads of School
Direct reports to position	Deputy Principal - Head of Teaching and Learning (F-12)
FTE	1.0 FTE - comprising Classroom and Administrative functions
Classification	

### **Purpose of the Role**

As a lead educator within the SCG community, the Head of Student Services is committed to the Student Centred Vision and the values and beliefs of providing a quality educational experience to all students. The Head of Student Services demonstrates a commitment to respecting the dignity of all members of our community and values collegiality. They help create strong connections between curricular and student pastoral care programs. They are also proactive in promoting positive relationships and demonstrate a willingness to work effectively across a variety of teams, for the benefit of our students. The Head of Student Services directly influences the quality of learning and teaching across the school. With a particular focus on students with distinct learning needs and / or disabilities, the Head of Student Services is a key point of contact for these students and their families, the position requires leadership in relation to the provision of education, curriculum initiatives and significant leadership of the administrative process to develop and sustain an efficient team.

By enacting the Australian Professional Standard for Teachers, the Head of Student Services is a highly effective and skilled classroom practitioner, and routinely works independently and collaboratively to improve their own practice and the practice of colleagues. The Head of Student Services maximises learning opportunities for students by understanding their backgrounds and diverse individual characteristics and the impact of those factors on their learning. The Head of Student Services ensures compliance with NCCD expectations and will undertake other duties as required by the Principal, Deputy Principal and Head of Teaching and Learning (F-12).

### **Qualifications**

The Head of Student Services should have appropriate tertiary teaching qualifications, experience and demonstrated excellence in education. Post-graduate Special Education qualifications are considered a distinct advantage. The Head of Student Services should be an exemplary educator, thus enacting the Australian Professional Standards for Teachers with regard to professional knowledge, practice and engagement in a highly accomplished manner.

### **Responsibilities and Duties**

Subject to the discretion of the Principal, and under the direction of the Deputy Principal, Head of Teaching and Learning, the Head of Student Services is responsible for:

1. Development and growth of the Student Services Team and its operational output, ensuring that individual student learning outcomes are maximised.
2. Supporting teaching staff in the identification and support of students with specific individual needs and/or disabilities.
3. Ensuring effective teaching and assessment processes are in place to cater for the needs of students with individual needs and/or disabilities across the school
4. Leading and managing those who are involved in teaching or supporting students who access the Student Services Team, including mentoring, collaborating and sharing information with the Learning Support staff, teaching staff and the Executive Team.
5. Managing the Learning Support staff, including providing assistance with recruitment, feedback, managing

- performance and meeting agreed key performance indicators
6. Inspiring and motivating students and staff through positive role modelling and being responsible for continuous improvement of the team within the context of the school.
  7. Identifying appropriate resources for the benefit of our students and ensuring they are used efficiently, effectively and equitably.
  8. Modelling best practice in the implementation of personalised learning, educational programs or curriculum initiatives, monitoring student achievement and teacher effectiveness
  9. Administrative duties such as operational, budgeting and record keeping requirements
  10. Implementation and monitoring of policies and programs for students with disabilities
  11. Ensuring that SCG is compliant with the Nationally Consistent Collection of Data on School Students with Disability (NCCD) as per annual NCCD guidelines
  12. Coordinating grant applications and special funding for students with disabilities as per Independent Schools Victoria (ISV) guidelines
  13. Leading and managing the Literacy Improvement Coordinator and the Numeracy Improvement Coordinator
  14. Working with Heads of School to support new students who transition into the school
  15. Working with parents in the provision of personalised learning services to students with disabilities, including the oversight of schedule ILP meetings and the related documentation.

### **Personal Qualities**

- Excellent organisational and people management skills
- Ability to prioritise tasks and utilise efficient time management skills
- Excellent communication and interpersonal skills to build relationships with key stakeholders
- Ability to motivate staff and students to influence the direction of teaching and learning programs
- A resourceful team leader who is able to operate in a supportive, collaborative and inclusive manner
- Demonstrated commitment to ongoing personal and professional development.

### **General responsibilities at SCG**

#### **Staff expectations:**

- Excellent communication and interpersonal skills are essential.
- Maintain electronic and paper documentation showing evidence of personalised learning and support, such as student records, daily notes and records of contact (as directed) for use in reviewing individual learning plans, consistent with SCG protocols
- Communicate effectively, displaying high level interpersonal skills and initiative, in order to be a high functioning team member
- Offer regular and timely student pastoral care
- Model appropriate behaviours in a culturally sensitive manner
- Respect confidentiality and employ tactful, responsible and ethical behaviours
- Ensure the health, welfare and safety of students at all times
- Be prepared to attend school events such as parent-teacher meetings, school functions, staff meetings, professional development, excursions and camps.

### **Characteristics of Classification**

#### **Staff are expected to:**

- Exercise good judgement and take responsibility for outcomes
- Work effectively as part of a collaborative team
- Demonstrate active support for the learning environment
- Model professional behaviour

- Support the philosophy and ethos of the School

**Position Requirements**

- VIT registration
- Proficiency in all Microsoft Office products, including Word, Excel, Publisher and Outlook.
- High attention to detail
- Confidentiality

**Key Contacts**

- Principal
- Deputy Principal – Head of Teaching and Learning
- Heads of School and members of the Executive Team
- Teaching and Learning Team
- Student Services Team
- Staff, students and the school community

**Conditions of Employment**

- A salary will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes.
- Salary packaging benefits, state-of-the-art facilities, quality staff professional learning and leadership opportunities.
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation.
- Employment and leave provisions as outlined in the National Employment Standards (NES)
- Southern Cross Grammar is an equal opportunity employer.

<i>Document Date</i>	<i>Department</i>	<i>Manager Approval</i>	<i>Principal Approval</i>
<i>28 November 2018</i>	<i>Student Services Department</i>		