

# NAMBOUR CHRISTIAN COLLEGE

## POSITION DESCRIPTION

### Deputy Head of Middle School

<b>Position Purpose</b>	In support of the mission and vision of NCC the Deputy Head of Middle School will strengthen the ethos of the school in its aim to provide an excellent Christ-centred education for Middle School students. In addition, proactively foster and support a strong, values driven culture across the Middle School.
<b>Qualifications</b>	Current Queensland Teacher Registration Bachelor of Education (Secondary) Current First Aid Certificate Significant experience in school leadership and student management Advanced knowledge and experience in understanding and managing Middle School students and partnering with families.
<b>Accountability</b>	Head of Middle School and ultimately the Executive Principal.
<b>Key Relationships</b>	Executive Principal, Head of Middle School, Secondary Teaching Staff, College Executive, College Administration staff, students and parents.
<b>Personal Requirements</b>	<p>These are generally personal in nature and reflect the desired attributes of staff.</p> <ul style="list-style-type: none"> <li>• Have a personal faith and commitment to Jesus Christ</li> <li>• Demonstrate the ability to apply faith into practice</li> <li>• Proactively contribute to the delivery of the mission of NCC</li> <li>• Demonstrate, establish and maintain appropriate professional boundaries with students.</li> <li>• Actively support and always act in a manner consistent with the College ethos and Staff Code of Conduct</li> <li>• Act with integrity, humility, loyalty, honesty and accept authority</li> <li>• Act with tolerance and compassion</li> <li>• Demonstrate an ability to forgive and accept forgiveness</li> <li>• Exhibit self-discipline</li> <li>• Proactively engage in professional development and participate in professional associations outside the College.</li> <li>• Maintain confidentiality</li> <li>• Maintain a professional well-groomed presence at all times.</li> </ul>

### Professional Competencies

The following professional competencies are essential to this position:

- Ability to respond to complex issues with a well-considered, Biblical perspective
- Ability to demonstrate effectiveness and expertise as a skilled classroom practitioner.
- Have a high capacity to model high standards of trustworthiness, dependability and accountability in order to help motivate and inspire others toward a shared commitment to the Middle School Mission and strategic intent.
- Demonstrate strong leadership alignment by supporting organizational goals, reinforcing executive direction, and acting as a trusted representative of leadership values.

- Strong ability to offer honest feedback when appropriate, support leadership through change, and help others stay aligned with leadership direction.
- Demonstrate a proactive and solution-focused approach to addressing student, staff or parent concerns intervening early to maintain and strengthen a positive school culture.
- Strong commitment to handle sensitive information with care and maintain confidentiality.
- Possess strong organisation and time management skills, with the ability to prioritise tasks, meet deadlines, pre-empt possible problems/difficulties and concurrently manage multiple competing tasks
- Ability to work effectively in a team and collaborate with colleagues across the College.
- Demonstrate an adaptability and composure in dynamic situations responding effectively maintaining composure and professionalism.
- Strong ability to communicate professionally and empathetically with staff, parents and students in both written and oral form and make timely informed decisions based on the available information while considering the impact to the organisation
- Have a high level of proficiency in and aptitude for the use of technology and school management software.
- Have a working knowledge of the College's Enterprise Agreement particularly as it relates to staffing/hours of work
- To understand scope of role in relation to Pastoral Care Policy and Procedures
- Demonstrate confidentiality and discretion in relation to sensitive information regarding students, parents and/or staff
- Be well-informed in relation to responsibilities under the Privacy Act
- Be well-informed in relation to responsibilities under the Commission for Children and Young People Act 2000 and revisions 2004

### Key Responsibilities

The Deputy Head of Middle School will be responsible for providing proactive support to the Head of Middle School in order to help deliver the strategic intent of the college and particularly the Middle School. Key responsibilities will include the following:

- Work in close partnership with the Head of Middle School, demonstrating initiative, professional judgment, collaboration, and a shared commitment to advancing the leadership vision and goals of the Middle School.
- Act as delegate for the Head of Middle school when required, providing leadership and support to ensure continuity of purpose, operations and decision making.
- Contribute to the academic program through a limited teaching allocation to ensure continued engagement with classroom practice, curriculum delivery and student engagement.
- Support the effective management of students by working collaboratively with the Responsible Thinking Classroom (RTC), Learning Enrichment (LE) and by the Wellbeing Teams to ensure a cohesive and integrated model of support and care as an inherent characteristic of the Middle School.
- Participate in Middle School camps/excursions/service trips when required to support student engagement, strengthen relationships and alternative learning opportunities.
- Actively participate in and support College events, e.g. Senior School Speech Night, Middle School Presentation Evening, and Twilight Tours to contribute to the broader school culture and community.
- In partnership with the Head of Middle School ensure the success of the Middle School's preparation for and ongoing evaluation of school curriculum programs in all Subjects, and its Special Events. These events will include, but not be limited to, Annual Presentation Evening, parent information nights, parent-teacher interviews, camps and excursions and personal development sessions.
- Oversight of the Pastoral Care of Middle School students, including working with Heads of Houses on student wellbeing, learning progress and organisation of special parent meetings and interventions.
- Oversight and supervision of Student Leadership Team.
- Provide guidance in conjunction with other key stakeholders, with respect to the integration of emerging technologies to enhance student learning and engagement.

- Membership of school-based professional committees as required.
- Proactively support and assist the Head of Middle School in relation to weekly Middle School Chapel services and assemblies.
- Manage a range of daily operational duties including administrative, responding to inquiries, coordinating events, e.g. guest speakers and special school functions, and fulfilling supervisions if required.
- Other tasks as directed by and/or in consultation with the Head of Middle School

**Remuneration** In accordance with levels set out in the NCC Enterprise Agreement.

**Reference Documents**

- NCC Child Protection Policy
- NCC Staff Code of Conduct
- NCC Enterprise Agreement
- NCC Staff Dress Code Policy
- NCC Workplace Health and Safety Policy

**Hours of Work** As per Employment Contract