



SOUTH COAST
BAPTIST COLLEGE

'SCBC is a thriving Christian Community that inspires learning as a means of transforming and empowering lives'

Head of Year

POSITION DESCRIPTION

2019

South Coast Baptist College
Position Description-Head of Year

1. Position Outline

POSITION TITLE	Head of Year
Reports to	Deputy Head Student Wellbeing (Secondary)
Responsible to	Head of Secondary
Start Date	2019
Level	Head of Year (Secondary)
Employment basis	Permanent-Full time

2. Position Summary

The Head of Year positions are members of the Student Wellbeing Team, and as such their mission is to:

- Provide a safe and caring environment for all students so that they may achieve their potential.
- Work with the College community in improving the educational outcomes of students by nurturing positive relationships between students, teachers, parents and stakeholders to ensure the safety, wellbeing, and the spiritual and emotional connection of all students.
- Lead their Form Teachers to ensure that the year group functions as a cooperative and cohesive team.
- Work together as a team under the direction of the Deputy Head Student Wellbeing to enact the College discipline system to ensure that teachers and students can teach and learn uninterrupted. This role also requires professional collaboration with the Head of Secondary and the Deputy Head Curriculum.
- Attend and undertake specified duties at scheduled information, and promotional events, and key College functions.

The Head of Year may be expected to have a teaching load of 16-18 sessions per week.

All positions at the College ultimately report to the Principal.

3. Communication:

- Modelling the use of appropriate and proper channels of communication
- Establishing and maintaining effective lines of communication and follow up processes that support the information needs of colleagues, parents and students.
- Being the person with whom students, parents and staff readily identify as their key Year leader.
- Taking the lead in planning and implementing school activities such as Year camps, House system, Year Group assemblies and Form activities to enhance student well-being and sense of belonging
- Proactively regulating students' discipline by:

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- i. Interviewing students who have been referred by teachers for committing serious breaches of College regulations according to the discipline policy of the College. (Minor infringements are managed by the staff concerned).
 - ii. Liaising with parents regarding instances of unacceptable behaviour and record in SEQTA.
- Taking responsibility for the development of a consistent and regular communication plan with parents in the year level to affirm student growth and to address areas of concern.
- Communicate to the relevant Head of Learning Area (HOLA) and cc Deputy Head Curriculum regarding teacher class discipline concerns.

4. Relationships – students, parents, stakeholders and staff

- To be able to listen with empathy and counsel in a non-judgemental manner
- To be approachable by students, parents and staff
- To build and sustain positive relationships with students that support their spiritual, emotional and physical well being
- To engage parents in a meaningful partnership regarding the welfare and education of students
- Liaise with the relevant staff in serving the spiritual welfare of students, and help to develop among students a sense of respect for self, staff and the wider College community
- To assist in building staff and student morale
- Utilising and modelling restorative practices in student/staff relationships or behaviour management contexts.

5. Alignment – promote, develop and enhance the mission of the College

- To accept the College’s Statement of Faith
- Always act in the best interests of the College and its mission
- Have a current Working with Children’s card
- Have a current TRBWA registration
- Contribute to a safe and healthy workplace by:
 - i. Following OH&S instructions and policies
 - ii. Reporting accidents and hazards
 - iii. Generally caring for the spiritual, emotional and physical wellbeing of staff (including one’s self), students, parents and other stakeholders
 - iv. Having a current First Aid certificate
- Support the aims and policies of the College and ensure that decision-making and actions are carried out in the spirit of the mission of the College
- Develop a school culture which reflects to the community the identity of the College as a Christian School.

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- Contribute to the development of Student Wellbeing Policies and alignment of staff practice with these.

6. Capacity – building student capacity

- Work with the Deputy Head Student Wellbeing to develop temporary individual programs as required for students suffering from illness or reduced school attendance
- Ensure that individual students receive counselling appropriate to their needs via community referral agencies such as the College Counsellor, MindTime, Psychologists, Chaplains or with external Allied Health services, if necessary, when student welfare issues are a cause for concern
- Encourage student leaders to develop a leadership role within the College, specifically within the areas of cultural development, self-discipline, student morale, community service and environmental awareness
- In collaboration with the Deputy Head Curriculum and Dean of Studies, support the promotion of a culture of academic excellence, including key learning celebrations and initiatives
- To oversee the attendance compliance of the allocated year group

7. Execution – to ensure that the year level functions as a cooperative and cohesive team

- Enact College discipline policy to ensure staff and students can teach and learn uninterrupted in a safe and positive environment.
- Establish processes and structures in their Year Level to encourage, affirm, challenge and support staff as they interact with each other and the students in their care.
- Lead the development of a culture within the Year Level that promotes wellbeing, is welcoming of change, and strives for continual improvement for all through personal, professional and leadership goals which reflect the ongoing process of growth.
- Ensure that decision making is based on fact and is impartial and fair
- Work with the Deputy Head Student Wellbeing on the development and ongoing review of the College's policies associated with discipline, pastoral care, camps and critical incident management (excluding curriculum policies)
- Provide support to their year group Form Teachers
- Maintain a clear internal referral network regarding discipline, crisis situations and external assessment which is coordinated with all members of the Student Services team
- Provide proactive support to staff who need it in student wellbeing and behaviour management
- Oversee the pastoral entries by staff into SEQTA (unemotive and professional) that monitor the progress of students, to identify trends within the year level and action a response if required

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8. Synergy – bringing out the best in the Student Wellbeing leadership team

- Contribute to the strategic planning, development implementation and evaluation of the College pastoral care program by ensuring an ongoing planning and commitment to the ‘social and emotional learning environment’ within the school.
- To inform the Deputy Head Pastoral Care regularly on issues associated with the areas of responsibility as outlined in this job description.
- To assist, where necessary, the Deputy Head Pastoral Care with the preparation and smooth running of College-based events including Year 12 Graduation, Year 7 – 11 Presentation Evening, Open Day and Assemblies.
- Stand in for the Deputy Head Pastoral Care as and when necessary.
- Assist with the strategic plan for the pastoral care portfolio and broader College, and engage in strategic planning for the future development of the College.

Position Held by: _____

Signed: _____

Date: _____