



ST MARGARET'S COLLEGE
JUNIOR, MIDDLE & SENIOR SCHOOL

Educating young women to live and lead

Position	Head of Senior School (Year 11-13)
Location	Christchurch
Employee Name	
Reports to	Associate Principal Executive Principal
Revision Date	September 2020

SCHOOL INFORMATION

Our Vision

St Margaret's College offers a unique education for girls from Year 1 through to Year 13 for boarding and day girls. We have a dual pathway with NCEA and the International Baccalaureate Diploma programme and a strong emphasis on wellbeing and pastoral care as well as academic success. With a commitment to holistic education, balancing academic excellence with a multitude of co-curricular opportunities, St Margaret's College encourages students and staff to discover their passions and be the very best they can be.

A St Margaret's College education is founded on Anglican values with a focus on service and wellbeing and offered within a modern school environment promoting diversity, innovation, and sustainability. Each student is set up for success, joining a global alumni network of wāhine toa with the courage to embrace change, the confidence to lead, the desire to learn, and the drive to make a positive impact on the world.

Functional working relationships with:

- Leadership Team
- Academic Leadership Team
- Admissions Manager
- Staff
- Guardians/family and students

Direct Reports

- Deputy Head of Senior School (Academic)
- Deputy Head of Senior School (Student Care and Experience)
- Heads of Faculties
- Senior Deans

Key Objective

To support St Margaret's College's Vision and Mission Statement "Educating young women to live and lead".

Primary Objective

Overall responsibility for delivering the vision for education at the senior level of the school.

To inspire high levels of engagement, achievement and progress for students and staff in the Senior School.

To work within the Strategic Educational Priorities of the College in leading the academic, pastoral and co-curricular programmes of the Senior School, ensuring the achievement and well-being of students and teachers.

Responsibilities	<ul style="list-style-type: none">• Member of Leadership Team• Member of the Academic Leadership Team• Present annually to Trust Board• Liaise closely with the Associate Principal in planning and policy implementation• Chair Heads of Faculty meetings• Chair Senior School Pastoral Care Committees• Attend and contribute to Sunday and weekday Chapel Services• Lead Assemblies pertaining to the Senior School• Organise Senior School Prizegiving with Deputy Heads of Senior School• Attend major school events• Liaise closely with Admissions Manager• Overview of professional development requests, reports and budget (shared)• Liaise closely with Director of Sport and Director of Performing Arts in planning• Attend PFA meetings when required• Provide regular information for the relevant areas of the College Website and social media platforms• Represent the Leadership Team in supporting co-curricular events and activities where possible
Leadership and strategic planning The Executive Principal and Associate Principal are confident that the day to day running and overall reputation management of the Senior School is well managed	<ul style="list-style-type: none">• Contribute to the strategic planning and direction of the College• Develop a high-performance culture and build organisational capability by attracting, appointing and retaining top-quality and motivated staff• Sustain and develop the special character and culture of the College• Provide leadership to students, staff and parents of the Senior School by effectively managing the daily operations of the Senior School• Affirm your team members and actively equip them with strategies for successful teaching

	<ul style="list-style-type: none"> ● Actively support school policy decisions, strategic targets and plans ● Lead and encourage the professional conduct of the Heads of Faculty and Senior Deans ● Support colleagues to implement new ideas ● Performance appraisal to your direct reports (shared) ● Observe and give constructive feedback ● Model and facilitate ‘teaching as inquiry’ using quality data and evidence ● Represent wide team views in leadership meeting ● Ensure whole school programme of student, staff and parent opportunities that enrich the lives of the school community
<p>Organisation and Planning</p> <p>Day to day organisation of the school is prioritised with the organisation of weekly, term and annual calendars, event planning and management</p>	<ul style="list-style-type: none"> ● The day to day running of the Senior School is effective and well communicated and disruption of learning is minimised ● Calendar planning is coordinated through the Associate Principal and involves consultation with all relevant parties ● Senior School events are well planned and communicated and reflect the culture and excellence of the whole school. ● Risk analysis is always carried out and a debrief of all events, (internal and external) ● Work jointly with the Head of Middle School and Head of Junior School to ensure whole school attention to planning ● Provide sound and thorough advice to the Associate and Executive Principals to support effective decision-making on matters relating to the Senior School ● In consultation with the Finance Office, develop and manage the Senior School budget ● Organise activities and initiatives which contribute to and build upon the positive culture of the Senior School
<p>Academic Programmes</p>	<ul style="list-style-type: none"> ● Achieve comparative excellence in the curriculum when benchmarked against competitor schools by leading, developing and implementing distinctive and appropriate curriculum and teaching pedagogy which keep abreast of current educational initiatives, while also promoting the culture of professional innovation ● Senior School curriculum ongoing implementation and regular review ● IB continues to be a viable and highly regarded pathway ● Course content regularly reviewed Year 11-13 to meet the needs of all ability groups ● New subjects/courses researched, reviewed, implemented Year 11-13

	<ul style="list-style-type: none"> ● Effective relationship with Head of Middle School and Head of Junior School to ensure developmental alignment and transitions within Years 0-13 are well managed and clearly communicated to staff, students and parents ● Clear links to Graduate Profile are established ● Future-focused, relevant learning options are developed and available for students ● Innovation is embraced and encouraged
<p>Student Experience</p>	<ul style="list-style-type: none"> ● Ensure clear links between Senior Pastoral team and learning programmes ● Processes and opportunities for student recognition are well administered, fair and transparent for senior school ● Student needs are identified and catered for at all levels ● Careers and guidance programmes are effective ● Oversee the attendance, progress, engagement and well-being of students in the Senior School, taking required action to address when necessary ● Take overall responsibility for the Senior School Pastoral and Wellbeing programmes by ensuring that they cater to the needs of students within these year levels (supported by the Deputy Head of the Senior School – Student Care and Development) ● Tutor system works effectively in senior school ● Day and boarding links are used to benefit students ● Ensure programme of Senior School opportunities that enrich the lives of the students (e.g. exchanges overseas, camps, socials, conferences) <p>Co-curricular</p> <ul style="list-style-type: none"> ● Co-curricular programme is balanced and supports the holistic development of the students ● Facilitate and develop school exchanges and special trips (e.g. Australian student exchange, service trips) ● Responsible for regular review of the EOTC scope and sequence for the Senior School ● RAMS reports are approved for all outings – providing any staff training where needed ● Approve budgeting and disbursements related to overseas trips ● Support Chaplain in encouraging student community service activities <p>Student Leadership</p> <ul style="list-style-type: none"> ● Senior students are given training in personal development and leadership ● Camps and training are relevant and well organised ● Prefects are well selected and well supported

<p>Staff Experience</p>	<ul style="list-style-type: none"> ● Heads of Faculty are consulted, guided and supported ● Contribute to the professional review of teaching staff (shared) ● Staff have access to professional development to enhance practice and advance career opportunities ● Staff professional development fits with Strategic Educational Priorities ● Overarching responsibility to keep the Senior Deans, Heads of Faculty, Senior Tutors, and associated members of the Senior School updated and involved in the life of the school
<p>Parent / Caregiver Experience</p>	<ul style="list-style-type: none"> ● Parents feel heard and are communicated within a timely and sensitive fashion ● Parent / Teacher communication is accurate and timely ● Work closely and in partnership with parents on all matters pertaining to the welfare, engagement and progress of their daughter ● Oversee and develop the community, parent, social and education programme for the Senior School ● Liaise with Admissions to meet with prospective families
<p>Communication</p>	<ul style="list-style-type: none"> ● All groups within the SMC community are communicated with regularly and clearly ● Establish consistent structures and communication systems to ensure smooth and effective daily operations of the senior school ● Communicate regularly with all members of the Senior School community (students, parents, staff, old scholars) to promote awareness of and engagement with the school and its activities ● Explore and foster links with Christ's College, Anglican Schools and ISNZ Schools network
<p>Professional Development</p>	<ul style="list-style-type: none"> ● Maintain personal professional growth, keeping abreast of current educational research locally, nationally and internationally ● Cultivate professional networks ● Up to date practices and information evolve as the position demands ● Lead school wide professional learning and development, as required

Team Contribution	<ul style="list-style-type: none"> • The Executive and Associate Principals are kept informed and up to date on all tasks and issues • A positive attitude when carrying out all delegated tasks at all times • Be available to contribute to the relief pool (time allocation to be negotiated)
Health & Safety	<ul style="list-style-type: none"> • Health & Safety - comply with all SMC rules and procedures • Health & Safety and Emergency Policies are regularly reviewed and reported on • A current First Aid Certificate is maintained
Other Duties	<ul style="list-style-type: none"> • Any other duties as reasonably required

PERSON SPECIFICATION

Core Behaviours	<p>Teamwork – identifies opportunities and takes action to build relationships between the school, staff or teams to help achieve shared goals</p> <p>Results focused – sets challenging goals for self and understands performance expectations</p> <p>Effective Communication – understands and communicates with a strong emphasis on confidentiality and professionalism</p> <p>Team player – understands the importance of working as a team for the greater goal.</p> <p>Resilience - able to think logically and multi-task in time-critical and stressful situations</p> <p>Creativity and Innovation – energy and open minded attitude to embrace opportunities and practice continuous improvement</p>
Core Qualifications, Technical Skills, Knowledge and Ability	<p>QUALIFICATIONS / CHECKS</p> <ul style="list-style-type: none"> • Tertiary qualification (four year undergraduate degree), with post-graduate qualifications in Education and/or management desired • Minimum of 5 years experience teaching • Current Driver's Licence • Current New Zealand Teaching Council registration

The successful candidate will have demonstrated high-level experience and ability to:

- lead in a school setting
- work with senior school students in a range of settings
- manage others and work well in teams
- utilise ICT in supporting an organisation's workflow and communications
- lead and manage change and / or projects in line with the strategic direction of the school

The successful candidate will possess excellent:

- problem solving, analytical and thinking skills
- strategic and creative thinking skills
- accuracy and attention to detail in all aspects of their role
- skills in sensitively handling matters of a confidential nature
- organisational and self-management skills, including the capacity to prioritise, meet deadlines and manage time effectively
- negotiation skills and strong interpersonal and communication skills – written and oral
- stakeholder management skills

The successful candidate will:

- have current knowledge of curriculum, educational trends, schooling practices and policy developments, especially as they relate to the Senior School setting
- possess a broad knowledge of teaching practices, theory and pedagogy, particularly, the New Zealand Curriculum and International Baccalaureate (preferred)
- undertake to uphold the ethos and values of the School
- demonstrate the ability to construct and implement a strategic plan or vision associated with the role
- operate as a productive and supportive team player, colleague and mentor
- demonstrate flair, enthusiasm and initiative, as well as the ability to inspire others
- present as a strong and fair role model to other staff
- be receptive to new ideas, innovative practices and adaptable to change
- possess an approachable, even disposition in carrying out duties with a sense of perspective and balance.
- be able to clearly demonstrate a commitment to the provision of an outstanding education for young people.

ST MARGARET'S COLLEGE EXPECTATIONS

To perform the responsibilities listed above and achieve success in your role, you will demonstrate the following behaviours that link to our values of “Educating Young Woman to Live and Lead”.

- Work positively with colleagues to achieve goals, share experience, and actively seek and offer help.
- Develop and maintain strong working relationships across the school, which inspires people to believe that what they do makes a difference.
- Actively demonstrate professionalism throughout the organisation and industry and be a credible and trustworthy person who holds the respect and loyalty of all stakeholders.
- Have tenacity in pursuing goals and ensuring they are aligned with the school's objectives.

POLICIES AND PROCEDURES

St Margaret's College has developed policies and procedures to guide employees' behaviour in respect to a variety of employment-related matters. It is an obligation of your employment with St Margaret's College that you adhere to these policies and procedures. All employees have access to these policies and procedures in the staff handbooks.

EMPLOYEE DECLARATION

I have read, understood and agree to abide by this Position Description at all times.

Employee Signature:

Date:
