



JOB DESCRIPTION
HEAD OF YEAR 7

Employment Conditions	Fulltime, ongoing subject to successful completion of 6 month probation period
	In accordance with the St Mary's Anglican Girls' School Enterprise Agreement
	This role is a position of responsibility and has a 0.6 time allocation with a 0.4 teaching load. This role attracts a financial allowance.
Reports to	Associate Dean of Students Years 7 to 9
Last Revised	July 2024

Our overarching purpose is **to engage hearts and ignite curious minds**.
Our intent is to enable staff to flourish in a supportive and inspirational environment that encourages personal and professional growth.

OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: • Courage • Respect • Aspiration • Compassion • Integrity

ROLE

The Head of Year 7 is an important leadership position in the School. It requires an understanding of the vision and culture of St Mary's, how girls learn and develop and what enables them to be the best person they can be. The Head of Year's role is to develop programs which will move the group forward regarding personal development, friendships, sense of community, academic achievement, and leadership skills.

The Head of Year 7 will work towards recognising the individual needs of each girl in the year group and working to ensure that the academic and pastoral care needs of these students are met. Heads of Year work with the Deputy Principal (Students and Wellbeing), Associate Deans of Students, Associate Dean of Wellbeing, and School Psychologists to support and implement whole-school initiatives under our overarching care and wellbeing philosophy and programs. Significantly, there is a large personal commitment involved in caring for individuals.

The Head of Year is an integral part of the student behaviour management process including fostering respect for the Student Code of Conduct.

The Head of Year 7 is responsible for implementing the MESH curriculum with the Year 7 team, with overall responsibility for curriculum decisions sitting with the relevant head of department.

The Head of Year 7 is responsible for the overall management of members of the Year 7 teaching team.

RESPONSIBILITIES

Teaching and Learning

- Promote effective instructional practices and communication that support high impact instruction using research based, data driven practices with effective consultation and program evaluation.
- Ensure a high quality supportive learning environment where learner engagement and academic improvement are priorities.
- Oversee the assessment policy, evaluation procedures and allocation of student grades and ensure that SCSA guidelines are adhered to.
- Oversee the analysis of NAPLAN, OLNA and other data and use this to identify adjustments that need to be made to teaching and learning programs. Evaluate and summarise the effectiveness of these adjustments.
- Liaise with the Coordinators and Learning Support to ensure that programs embrace academic inclusivity and diversity in order to cater for the needs of all students.

Students

- Ensure that students abide by the Student Code of Conduct and other School expectations.
- Assist the Associate Dean of Students 7-9 with arrangements for Year 7 Orientation Day.
- Facilitate the transition of Year 7 students new to the school and from Junior School through whole year group activities, camp and workshops as well as individual meetings with families as required.
- Devise and implement pastoral care program liaising with Associate Dean of Wellbeing, Associate Dean of Students 7-9 and Hale School as required.
- Communicate requirements for Year 7 to parents through parent meetings and information evenings.
- Communicate relevant information to staff and update and maintain student pastoral and academic records via relevant means, including SEQTA and meetings.
- Liaise with Boarding House staff as the need arises.
- Monitor student absences and liaise with families to support students through extended absences.
- Monitor the demands made on students to ensure that they are not excessive.
- Encourage students to become involved in cocurricular activities, and attend cocurricular activities that involve students across the whole year group.
- Provide leadership opportunities at group and individual levels.
- Foster a strong commitment to and understanding of community service.

Staff

- Develop staff through facilitation of mentoring, professional dialogue and professional learning. Development of staff is focussed on:
 - high impact and engaging classroom practice
 - capacity to respond to individual student needs
 - quality formative and summative assessment design
 - curriculum knowledge and design
 - self-management
 - administrative accountabilities
 - developing high quality feedback for students
- Lead department implementation of annual professional learning goals.
- Liaise with the Principal and Dean of Teaching and Learning in relation to appointment of new staff.
- Provide guidance and facilitate development of newly appointed teachers.
- Coordinate the work of the department through well planned and regular meetings.

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- Be responsible for the overall efficiency, professional attitude and morale of the department, and be responsible for helping staff to know how they can best contribute to the wellbeing of the students they teach.
- Be responsible for annual performance reviews of teachers in the department, including reflection, goal-setting and professional learning needed to improve student outcomes.
- Be responsible for overseeing teacher programs, mark books and assessment details, and for the overall development and coordination of the department.
- Represent the Year 7 team at Curriculum and Pedgagogy meetings, and feed back relevant discussion items to the Year 7 team.
- Be responsible for cooperation and coordination between departments.

Other duties

- Participate in school functions including Speech Night and Parent Teacher evenings.
- Carry out supervisory duties as required.
- Attend out of school events and activities relating to Year 7 such as but not limited to Lower School Drama and Interhouse Dance and Drama.
- Engage in professional reading and development as part of an expectation of continual professional learning.
- Participate in department meetings and whole staff meetings. Some of these may occur outside of normal school hours.
- Other duties as prescribed by the Principal.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.

EDUCATION, EXPERIENCE, SKILLS AND PERSONAL QUALITIES

Education/Qualifications

Essential

- Relevant tertiary qualifications or equivalent.
- Registration with the Teacher Registration Board of Western Australia.

Qualifications, Experience and Skills

Essential

- Previous pastoral care role within a school.
- Outstanding professional presentation and manner.
- Strong knowledge and understanding of SCSA requirements and post-school pathways.
- Excellent written communication skills and an eye for detail.
- Demonstrated experience working with student support needs and mentoring.
- Ability to make sound judgements and exercise tact and discretion in handling sensitive matters.
- Ability to maintain a high level of resilience and emotional agility.
- With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Personal Qualities

Essential

- Friendly and outgoing personality with a positive outlook.
- Ability to communicate positively and effectively with the School community.
- Highly organised and self-motivated.
- Solution focused.
- Ability to work collaboratively as part of a team.
- A well-developed sense of proportion and humour.
- Commitment to self-improvement through professional learning.
- Well-developed skills in conflict resolution and negotiation.

WORKING RELATIONSHIPS

Internal

Principal
Deputy Principal (Students and Wellbeing)
Dean of Studies
Executive staff
Associate Dean of Students 7-9
Associate Dean of Students 10-12
Associate Dean of Wellbeing
Heads of Department
School Psychologists
Heads of Years 8 to 11
Teaching staff
Administrative staff
Students

External

Parents, guardians or relatives of students
External providers
Hale School

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

St Mary's Anglican Girls' School is a child safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework. A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.

St Mary's is an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.