



Head of Year 12

POSITION DESCRIPTION

Position Information

Position Title:	Head of Year 12
Classification:	Middle Leader – Tier 3 (3 + Complexity release time)
Status	Continuing
Employment Type	Full-time
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023 - 2026
Reports To:	Assistant Principal – Senior School

Employment Information

Employer	Edmund Rice Education Australia Colleges Ltd
School:	St Brendan's College, Yeppoon
Location:	139 Adelaide Park Road, Yeppoon QLD 4703

Further Information

For further information about the role, please contact the Human Resource Manager, Anne Campbell on (07) 4939 9403 or at humanresources@sbc.qld.edu.au

Purpose

The Head of Year 12 is responsible for ensuring the holistic development and personal growth of the students in Year 12. They proactively monitor the academic, behavioural, social, and emotional well-being of the students, so they attain authentic engagement in their educational experience. Identifying issues of social exclusion and bullying and leading teachers to implement strategies to intervene in these circumstances forms an essential component of the role.

Qualifications

A bachelor's degree in education, or an undergraduate degree and suitable post graduate qualifications, to meet the Queensland College of Teachers registration requirements.

Primary Responsibilities

- Monitor student behaviour in accordance with the school's behaviour management policy and procedures.
- Review student pastoral and behaviour data and implement strategies to address behaviour concerns.
- Track and monitor student attendance and attendance data in accordance with the college attendance policy.
- Implement strategies to address non-attendance or school refusal of students in the Year 12 cohort.
- Monitor student well-being and intervene to support their personal circumstances or needs.
- Refer students to the wellbeing team/centre for consultations when issues of social, emotional or psychological conditions arise.
- Engage in conversations/meetings with parents to support and guide the growth and development of their son.
- Communicate with stakeholders (school personnel) to ensure awareness of individual circumstances and student needs.
- Work with teaching staff to ensure the consistent implementation of the College Agreed Standards in the classrooms.
- Mediate between students and teachers to find workable solutions in cases where compliance with the College Agreed Standards have been breached.
- Support students with organisational, planning and time management strategies specific to their level of maturity.
- Consult with the Assistant Principals (Junior and Senior school) to develop a program of meetings, presentations and activities to support the personal growth of students from Year 10 through to the senior school.
- Conduct weekly Year level meetings.
- Organise pastoral activities, and year meetings and assist with the organisation, by other personnel, of activities that enhance the informal curriculum.
- Supervise the quality of staff pastoral practice through collegial support, advice, observation and facilitation of reflective responses to issues.
- Contribute to the leadership of the school through active participation in staff and middle leadership meetings.
- Manage financial and material resources for the Year 12 cohort including the formulation of budgets and the expenditure of allocated funds.
- Review the academic reports and monitor student academic performance data.
- Identify students 'at risk' of academic underperformance and direct them to sources of support (Heads of Department, Learning Support staff).
- Support students learning and liaise with the Director of Academic Performance for ATAR.

Key Performance Areas

- Develop, among the Year 12 students, a sense of brotherhood and connection to each other, and to the College.
- Lead processes to analyse and evaluate pastoral data and implement programs or practices to enhance student wellbeing.
- Demonstrate a range of exemplary behaviour management practices that maintain the dignity of the students, while enabling them to take responsibility for their actions.

Essential Criteria

- Queensland College of Teachers Registration.

Additional Factors

- The Principal and/or Deputy Principal may direct completion of other reasonable, relevant duties.
- The College reserves the right to modify or adjust the Position Description to meet its operational and strategic needs.

Employment at St Brendan's College

All employees at the College are expected to:

- Support the ethos and aims of Catholic education in the Edmund Rice Tradition
- Operate with the Gospel Values of compassion, justice, truth and service at the core of your dealings with students, parents, staff and the wider community
- Have an awareness of, and support for, the Charter and EREA policies, procedures and practices
- Adhere to the EREA Code of Conduct and St Brendan's College policies and procedures
- Be familiar with and work towards achieving the goals outlined in the Strategic Plan
- Be supportive of the religious, social, cultural and sporting programs of the College
- Have knowledge/awareness of Equal Opportunity and Anti-Discrimination requirements applicable in the work environment.

Child Safeguarding Responsibilities

- EREA is a child safe and child-centred organisation, committed to the protection of children, young people and enrolled adults (students). EREA has zero-tolerance of any abuse.
- It is our commitment to ensure that every student is kept safe and free from all forms of harm and abuse.
- EREA is committed to ensuring the safety, wellbeing and dignity of all students. Our physical and cultural environment promotes inclusion, participation and empowerment.
- You are required, as a condition of employment at EREA, to comply with our Safeguarding Program, including our Safeguarding policies and procedures, the EREA National and local Code of Conduct, your legal obligations with respect to the reporting of child safety incidents or concerns, and in maintaining a valid and current Working with Children Card.

Agreement

I acknowledge that I have read and understood the duties, expectations, and requirements specific to the position. I confirm that my skills and/or qualifications meet the requirements for this position.

Name:

Signature:

Date: