

DEPUTY to the HEAD OF HIGH SCHOOL

OVERVIEW

The Deputy to the Head of High School has responsibility for the effective behaviour management of students within the High School and the further development of a positive, safe and academically focused culture within the student body.

1. KEY RELATIONSHIPS

The Deputy to the Head of High School ultimately reports to the Principal through the Deputy Principal Students and Campus Life and the Head of High School.

2. RESPONSIBILITIES

- 2.1 Promote the further development of a positive, safe and academically focused culture within the school, characterised by an expectation of high standards and optimal achievement for all students through quality teaching practices
- 2.2 Regularly address students at gatherings such as assemblies and year group meetings regarding expectations and standards as required
- 2.3 Work in collaboration with the Head of High School and the High School Leadership Team to review, enhance and implement policies and procedures regarding behaviour and discipline in the High School
- 2.4 Maintain a regular presence in and around the campus at break times, before and after school to maintain order and discipline
- 2.5 Manage the discipline systems, and rosters, including detentions in the High School
- 2.6 Investigate and report on matters where High School students breach School rules and procedures or disrupt the learning of others
- 2.7 Act as a main point of contact for the School with members of the public regarding behaviour of IGS High School students and brief Leadership Team members as appropriate
- 2.8 Provide a role model of professional behaviour including quality teaching, positive and ethical behaviour, appropriate professional conduct, attention to detail and personal time management

- 2.9 Act as a mandatory reporter for the purposes of child protection
- 2.10 Oversee the High School Clubs program
- 2.11 Teaches 0.4 FTE teaching load

3. QUALIFICATIONS AND EXPERIENCE

Deputy to the Head of High School will:

- 3.1 have extensive experience as a High School teacher
- 3.2 have experience in dealing with challenging student behaviour
- 3.3 demonstrate the ability to develop and critically evaluate student care and discipline programs
- 3.4 demonstrated ability to adapt to changing circumstances
- 3.5 must hold a valid NSW Working With Children Check

4. PERSONAL ATTRIBUTES

To succeed in this portfolio you will have:

- 4.1 well-developed collaboration skills
- 4.2 the capacity to provide strategic and insightful advice
- 4.3 highly developed verbal and written communication skills
- 4.4 well-developed problem solving skills

