

Head of Calrossy 7 - 9



Position Description



Appointment of Head of Calrossy 7 - 9

Applications are invited from appropriately qualified and experienced Educators for the newly created position of **Head of Calrossy 7 - 9**. The purpose of the role is to lead and shape a unique environment, aligned with Calrossy's one-school culture, in which early Secondary students engage, thrive and flourish.

In 2021 the school is implementing a stand-alone Years 7 – 9 Campus, comprising of independent classes for boys and girls under the Calrossy 'Diamond Model', supporting the specific academic, social and wellbeing development of adolescents at this important stage of their school journey.

The successful applicant will possess a passion for Years 7 – 9 students, collaborative leadership skills, a capacity to grow a team, demonstrated commitment to promote positive academic and wellbeing outcomes for early adolescent boys & girls and preparedness to further the Christian mission of Calrossy.

Position title

Head of Calrossy 7 - 9

Location

Calrossy Anglican School, Tamworth – William Cowper and Brisbane Street Campuses

Role accountability

- This position is ultimately responsible to the Principal
- This position functionally reports to the Deputy Principal

Reports to this position

- Secondary Heads of House
- Leaders of Wellbeing
- Wellbeing Support group leaders

Collaborates With

- Head of Senior School, Head of Junior School
- Secondary Teaching Staff
- Head of Boarding
- Director of Quality Teaching and Learning
- Director of Studies
- Heads of Departments

Special conditions

The successful applicant will be expected to promote the Christian aims and ethos of the school and adhere to the School's policies. The Calrossy constitution requires that a Head of School is a member of a Christian church.

As Calrossy is a Childsafe school, applicants must possess a current Working with Children Check. They must also be accredited with NESAs as a Proficient teacher or be qualified to do so.



School background

Our proud heritage

Calrossy is a leading Anglican Day and Boarding School located in Tamworth, a thriving regional centre in the North-West of NSW. Since 2008 it has grown to become coeducational, catering for approximately 1,000 girls and boys from Pre-School to Year 12. It celebrated its centenary in 2019 and is moving into its second century with a bold vision of quality Christian education for the young men and women of regional Australia.

Calrossy is a forward-thinking school, creating innovative and modern working environments that enhance student learning, fostering a passion and a culture of participation in all aspects of School life. There are a broad range of co-curricular activities for Boarding and Day students, enabling success and engagement, both within and outside the classroom.

Well known for our outstanding and distinctive pastoral care, Calrossy is a place of belonging, where each student's wellbeing is nurtured, catering for individual special needs and potential.

Calrossy is a community of learners, academically driven, and aims to make learning accessible to all students, enhancing the academic growth of each student. The school possesses an enviable reputation for fostering academic success, with our HSC results placing us as the leading school in North Western NSW over the past decade.

Calrossy operates on two campuses in Tamworth, with the Junior School and Years 7 – 9 located on the William Cowper Campus in North Tamworth and Years 10 -12 students learning at our Brisbane Street Campus in East Tamworth. Boarding facilities for both girls and boys are provided within the school and nearby. Calrossy operates Tangara Farm as a Trade Training Centre which is home to our renowned Agriculture and Primary Industries programs.

Our vision

Calrossy Anglican School is a Christian community that makes a difference by empowering purposeful lives through the provision of outstanding education, a focus on holistic growth and opportunities for service.

Our mission

Calrossy Anglican School is a 'Diamond School', providing coeducational junior schooling, gender specific junior secondary and combined senior schooling. It is home to approximately 180 boy and girl Boarders.

Calrossy cultivates Christian community, passion for learning and positive relationships, preparing students for a future of purpose, wellbeing and service.

In fulfilling our mission we promote the development of purposeful lives through learning, personal growth and inspiration for service, equipping students to make a difference in the community and world.

Learning is characterised by innovative teaching, critical thinking, personal improvement, strong connections between students and staff, meaningful engagement and a positive culture of success.

We encourage **growth** through a culture of character development, achievement of personal best, holistic wellbeing (social, emotional, physical and spiritual), Christian faith and virtues and the taking of considered risks.

We inspire **service** through a commitment to respectful relationships, leadership development, helping others, community involvement and national and global connections.



School values

In support of our vision and mission, Calrossy Anglican School focuses on four core values: **Integrity Selflessness Inclusiveness, Resilience.**

Position Details

The appointment commences in January 2021. A salary package will be negotiated in accordance to the Independent Schools NSW Hybrid Model (Teachers) Multi-Enterprise Agreement at Coordinator 3 Level. The successful applicant will have a teaching load of approximately 0.3 and be provided with administrative assistance.

Applications

Please forward applications for this position to the Principal, supported by a letter of introduction, appropriate Curriculum Vitae and the Calrossy application form (found on the School website under Community/Employment Opportunities). Applications can be lodged online or forwarded via email to via admin@calrossy.nsw.edu.au.

Queries about this position can be directed to the Head of Human Resources, Sandy Cudmore via sandy.cudmore@calrossy.nsw.edu.au.

Applications close on Monday 24 August 2020.

Calrossy Anglican School reserves the right to interview applicants prior to the closing date for applications.



Head of Calrossy 7 - 9 Position Description

Accountabilities and responsibilities of the position

Ethos

- Actively support and promote the Christian ethos of Calrossy in a manner that is inclusive and sensitive to the life experiences of students, parents and staff
- At all times promote the School's Christian values in a practical and accessible way
- Help to develop, implement and evaluate the school's Strategic Plan

Year 7 - 9 School culture

- With staff, promote a One-School identity under the Calrossy Diamond Model
- Establish a culture to enable Year 7 – 9 students to thrive academically, socially and spiritually
- Coordinate the cultural tone, academic and disciplinary aspects of students in consultation with the senior staff and the School Executive
- Play an active and enthusiastic role in the day-to-day life of the School
- Develop a team of staff who support the academic, social and spiritual growth of students (Heads of House, Wellbeing team, Director of Quality Teaching, Head of Boarding, Academic Heads of Department, etc.)
- Be up-to-date with contemporary pedagogical literature and research, connecting with professional networks
- Coordinate regular 7 – 9 assemblies
- Meet with student leaders to support growth in their roles

Student management

- Support staff in the development and implementation of consistent Student Management Guidelines and related policies, forming high expectations so that the community clearly understands acceptable levels of behaviour, school engagement and uniform presentation.
- Manage and monitor student compliance

Student wellbeing

- Establish and maintain good working relationships to support students
- Support programmes which have the benefits and progress of the students at their core
- Oversee, develop, maintain and evaluate the delivery of the Wellbeing Programme in conjunction with staff including the application of a school wellbeing framework
- Collaborate with Heads of Houses, establishing a proactive structure in which students are connected, known and valued
- Provide leadership in managing systems that manage the needs of the students
- Craft a broad definition of success expressed in cultural, academic, spiritual and/or other terms as required. Enable each student to find success, develop their talents and find a sense of achievement, promoting initiatives to maximise student success
- Liaise with the staff on matters pertaining to the Years 7 - 9 students and their stage of growth and welfare

Staff wellbeing

- Present to the Principal concerns and feedback from staff
- Liaise and confer with staff responsible for teaching the students



Parent and Community liaison

- Work with parents of students offering support, guidance and care as required
- Promote and market the School in various events and functions
- Organise appropriate representation of the School within the school and the wider community
- Liaise with the Secondary parents, contributing to various parent events
- Update the community regularly via the school Newsletter
- Attend School and community events as a representative of the School

Teaching and learning

- Lead staff effectively with specific focus on Years 7 - 9
- Possess a thorough knowledge of the NESA requirements at this level
- Liaise with the Director of Studies and Director of Quality Teaching and Learning as to pedagogy and learning of Years 7 to 9 students
- Prepare lessons for and teach the number of periods per week as designated by the school's curriculum (approx. 0.3 load)
- Work collaboratively as part of an educational team for the provision of a quality environment and curriculum for students in Years 7 – 9

Transitions

- Promote and market Calrossy as a preferred place of education to prospective parents and students including our own Junior School
- Oversee the transition and orientation of students into the Secondary School from feeder schools
- Assist Heads of Departments to support subject selection and learning pathways
- Collaborate with staff and parents to provide effective support in Year 7 as they commence Secondary School
- Plan and coordinate with Wellbeing Staff for celebration and rite of passage events
- Collaborate with the Head of Senior School to support transition to Year 10

Administration

- Liaise with administration support to ensure smooth administrative operation of Years 7 - 9, including parent and student events, communication, record keeping, student services
- Participate as a member of the School Executive and other relevant sub-committees
- Implement and oversee suitable processes which ensure the quality of School reports
- Oversee the development of annual budgets and regulate approved expenditure
- Support the Registrar in enrolment processes through interviews and strategy support
- Coordinate and liaise with staff and student leaders in running of Chapels and Assemblies
- Collaborate with other operations of the school - Finance, Marketing, Property, Catering and Boarding – to achieve the objectives of the School
- Assist in the development and production of external school publications including a fortnightly newsletter and School Yearbook
- Oversee and organise the selection process and induction of Year 9 student leaders
- Contribute to the development of policies, practices and systems to ensure smooth running of the School.