

Bellfield College



Role Description

Job Title:	Deputy Head of Senior School, Teaching and Learning
Reporting to:	Head of Senior School
Direct Reports:	Heads of Department Librarian, Careers/Vet teacher, Learning Support Teacher
	Envisaged from 2026: Head of Diverse Learning (in lieu of Careers/Vet teacher and Learning Support Teacher) Head of IT (Operations only) Director of Well-Being (Envisaged 2026-2027 only)
Classification/Salary:	Teacher classification and Deputy Principal – Secondary allowance in accordance with the Independent Schools NSW (Teachers-Hybrid Model) Multi-Enterprise Agreement 2021- and 0.8-time release

In the context of an Independent Co-educational school, the College's Mission is to educate young Australians in a nurturing and affirming community. And by doing so, promoting the pursuit of academic excellence and social responsibility; and providing opportunities for enlightenment and aspiring to develop people of faith. These high moral standards and integrity are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.

Purpose of the position

The Deputy Head of Senior School, Teaching and Learning supports the College's Vision in adopting a family centered approach toward education whereby students will be adept members of society, will contribute to, and serve their community. They will infuse the College's Tri-Partnership relationship between Parents, Students and School in all aspects of their role.

The Deputy Head of Senior School, Teaching and Learning is a member of the K-12 College Leadership Team with delegated responsibility for the development and supervision of the College academic program.

Role Accountability

1. As Team Leader the Deputy Head of Senior School, Teaching and Learning will:
 - i. Exercise effective team leadership in the development and support of an efficient Heads of Department/ Middle Leaders Team, in line with the concept of Teams and Team Leadership that underpins the organisational structure of the College
 - ii. work closely with, and support, the Head of Formation and the Head of Junior School to ensure there is an alignment and coherence in Bellfield College as a K-12 School

2. As the delegated Teaching and Learning Leader by:

Pedagogy

- 2.1 Working with the Head of Junior School, focusing on the development of the College as a learning community of the highest quality
- 2.2 Ensuring that pedagogical practices within the College are intellectually challenging, innovative, and meet the needs of all students and enables each student to experience teaching and learning opportunities of the highest possible standard
- 2.3 Working with the Head of Formation to support the development of strategies to assist staff to infuse the curriculum and their teaching strategies with a focus on Character strengths and Virtues (Illuminations Curriculum Guide)
- 2.4 Working with the IT Department to maintain the IT Framework and ensuring the development and support of high-quality ICT in teaching and learning
- 2.5 Engaging in the necessary curriculum mapping and strategic planning to achieve and maintain the best possible academic standards working with the Head of Junior School and Heads of Departments
- 2.6 Modelling quality teaching and learning techniques at all times

Leadership

- 2.7 Developing and maintaining an effective Heads of Department/Middle Leaders Team who model effective teaching, facilitate the development of effective faculty teams and ensure that students are provided with meaningful learning experiences
- 2.8 Leading, in collaboration with members of the K-12 Leadership Team and the Heads of Department Middle Leaders Team, to implement effective approaches to teaching and learning based on the analysis of data to improve student performance
- 2.9 Working with the Heads of Department, in leading and managing student related assessment issues including malpractice, non-compliance with assessment policies, Assessment policy and procedures, administration of extensions and appeals and illness and misadventure
- 2.10 Working with the Heads of Departments, and learning support teacher, to ensure that the College curriculum meets the learning needs of all students especially in the area of Life Skills and NCCD and Gifted and Talented
- 2.11 Modelling effective, fair and just management of staff

Policy and Procedure

- 2.12 Developing, implementing and maintaining curriculum policy, procedures and practices that are academically compliant and leading the preparation for Registration and Accreditation (Teaching and Learning)
- 2.13 Implementing procedures to ensure that the assessment of student progress is effectively carried out
- 2.14 Developing and maintaining the Years 7-12 academic Reporting policy and procedures
- 2.15 Implementing procedures to ensure that the recording and reporting of student academic progress is effectively and appropriately carried out
- 2.16 Implementing procedures to develop and implement a plan for the professional development of teaching staff (which is evidence-based) in regard to curriculum issues and teaching and learning practice
- 2.17 Working closely with Head of Junior School Developing and implementing, in collaboration with the Leadership Team, effective policy and procedures for excursions, field trips and other activities directly related to the curriculum

- 2.18 Ensuring that resource listings e.g. textbooks (electronic or hard copy) are appropriately developed to meet the needs of the curriculum
- 2.19 Leading the implementation of the annual year 7-12 awards by working in collaboration with other members of the Leadership team, Middle leaders and other staff
- 2.20 Overseeing all assessment calendars and assessment schedules and formal examinations

Academic Compliance

- 2.21 Managing curriculum information processes for students and parents including parent information sessions, course selection information
- 2.22 Overseeing the distribution of NESA information to staff and students
- 2.23 Ensuring that the particular learning needs of students are catered for through, Disability Provisions during examination time and whenever else required
- 2.24 Providing academic information to enrolling senior students
- 2.25 Oversees variations to student academic programs (change of courses)
- 2.26 Responsibility for subject selection procedures including information evenings, presentations and relevant material

3. As a delegated Spiritual/ Cultural Leader by:

- 3.1 Promoting, developing and protecting the vision, beliefs, ethos and educational tradition in every aspect of College life working closely and supporting the Head of Formation
- 3.2 Modelling values of sincerity, honesty, modesty, respectfulness, humility, courage, compassion, cleanliness, trustworthy, justice, and forgiveness
- 3.3 Supporting the provision of quality Illumination programs for students working with the Head of Formation (Ihasan)
- 3.4 Giving priority to faith education and its expression in prayer and worship
- 3.5 Encouraging the development of social responsibility that looks particularly to protecting the weak and marginalised in the community
- 3.6 Ensuring that College policies and practices are respectful of women and men, and nurture respect for difference in all its forms: gender, race, talent, religion, culture
- 3.7 Creating a climate of care and hospitality for all branches of the College family
- 3.8 Encouraging a sense of collaboration among all staff

4. As a delegated Administrative Leader by:

- 4.1 Meeting regularly with the Heads of Departments, specialist staff, and especially the Head of Junior, to ensure the development and implementation of a common vision for teaching and learning
- 4.2 Being actively involved in the implementation of the College Strategic Plan Final 2012 and 2020-2025 Senior School Improvement Plan
- 4.3 Working with the K-12 Leadership Team, especially the Head of Junior School, and teachers and students to ensure that the physical resources for teaching and learning are developed and maintained to the highest possible standard at all times
- 4.4 Working with the Senior School Leadership Team to create a positive staff morale
- 4.5 Ensuring appropriate delegation of tasks and responsibilities
- 4.6 Contributing to the development and supervision of the College budget in regard to the teaching and learning dimension of the College
- 4.7 Working with the K-12 Leadership Team, especially the Head of Junior, in developing effective strategies for gaining access to specific purpose funding for students and College programs
- 4.9 Liaising regularly with the district NSW Education Standards Authority Liaison Officer
- 4.10 Ensuring that College procedures for the encouragement of teaching staff in Professional Review and Performance Management are effectively implemented (working closely with the Head of Junior School)

- 4.11 Working with the Heads of Department to implement the Annual Goal Setting and Professional Review processes for the Heads of Department/Middle Leaders Team
 - 4.12 Assisting, especially the Head of Junior, in ensuring that all Teaching and Learning activities comply with relevant statutory requirements e.g. Child Protection, WH&S, Chemical Safety, etc. and academic compliance
 - 4.13 Chairing the Timetable Committee and informing the Head of Senior School and Heads of Department of information concerning staff allocations, subject grouping and timetable constraints
- 5. As a delegated Community Leader by:**
- 5.1 Developing and maintaining effective procedures for the appropriate ongoing involvement of parents in the teaching and learning program of the College
 - 5.2 Providing support (and a resolution) for staff, student and parents when parental (and student) concerns around teaching and learning are raised or escalated
 - 5.3 Providing opportunities for students and parents to engage in activities that strengthen their understandings of the College curriculum and the requirements of NESA
 - 5.4 Working with the Head of Formation and Head of Junior School to develop in the community and all stakeholders an aligned and coherent view of the College
 - 5.5 Working with Marketing to publish HSC, NAPLAN and other academic related results
- 6. As a delegated Pastoral Care/Wellbeing Leader by:**
- 6.1 Facilitating the development of a College culture that promotes the values of the College Mission and Vision
 - 6.2 Providing support and direction to ensure that College values underpin the academic initiatives of the College
 - 6.3 Working closely with the Heads of Department and Parents to ensure the implementation and compliance of the Student Behaviour Support Program
 - 6.4 Work with Class teachers and Heads of Department in the effective resolution of parents concerns that arise from teaching and learning
 - 6.5 Communicating effectively with all staff
 - 6.6 Working closely with staff members to assist them to apply their strengths so their gifts and talents will enhance the academic dimension of the College
 - 6.7 Supporting the implementation of a high standard of well-being (and discipline) in all facets of College life
 - 6.8 Working closely with Heads of Departments to ensure that every student is appropriately supported in their work with the College curriculum
 - 6.9 Providing opportunities for the celebration of student academic achievement
 - 6.10 Supporting the College's capacity and willingness to respond to those in need
- 7. Professional Development by:**
- 7.1 Attending relevant courses, conferences, seminars and/or in- services
 - 7.2 Being actively involved in Professional Learning at the College
- 8. Special Requirements Variable Duties/Hours:**
- The nature of the position is such that the Deputy Head of Senior School, Teaching and Learning is required to be available outside the "normal" office/College hours to fully participate in the total life of the College and to attend meetings and presentations whenever necessary, and to represent the College Head of Senior School, on occasions, in some forums.

Key Knowledge:

1. Knowledge of the key New South Wales Education Standards Authority (NESA) policy statements and their implications for teaching and learning in independent schools in NSW
2. A current and future focused perspective of developments in Teaching and Learning
3. Knowledge of the curriculum requirements of ACARA and the New South Wales Education Standards Authority (NESA)

Desirable Criteria for the role

1. Experience in Timetabling and Daily Operations
2. Experience in the effective implementation of ICT teaching and learning policy and procedures and classroom teaching practice which improve students' performance

Essential Criteria for the role:

1. Be able to demonstrate an understanding of the charism of the College as articulated in the College's Strategic Plan and 2020-2025 Senior School Improvement Plan
2. Have a minimum of five years teaching and leadership experience in a school
3. Have relevant teaching qualifications and have, or be working towards, post graduate qualifications in education or leadership,
4. Be able to demonstrate a high level of competency in the domains of leadership as outlined in the role description
5. 'Working With Children Check' Clearance

Teaching Requirements

The Deputy Head of Senior School, Teaching and Learning will carry a 0.2 teaching load to be reviewed annually by the Head of Senior School.

Appraisal/Review Conditions

The Deputy Head of Senior School, Teaching and Learning will undergo a Professional Review in accordance with College policy. In addition, they will work in collaboration with the Head of Senior School set individual and team goals on a yearly basis.

Length of Tenure:

The Deputy Head of Senior School, Teaching and Learning is appointed on a contract for a period of two years, renewable on the completion of a successful comprehensive Professional Review during the life of the contract.