

POSITION DESCRIPTION



METHODIST
LADIES'
COLLEGE

Head of Year

Reports to:	
Head of Middle/Senior Years	
Department/Section:	
Position of Responsibility	
Key Relationships:	
Internal <ul style="list-style-type: none">• Head of Middle/Senior Years• Students• Staff	External <ul style="list-style-type: none">• Parents• Community
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Superior experience as an educational leader.• Exemplary written and verbal communication skills.• Excellent interpersonal skills and the ability to build relationships at all levels.• Strong negotiation and presentation abilities• The ability to lead and empower pastoral mentors• Exemplary pastoral care pedagogy and a passion for student wellbeing.• Able to build pastoral support and create a community of belonging• Commitment to girls' education and learning environments	
Role Responsibilities:	
<ul style="list-style-type: none">• Demonstrate a high level of professionalism by showing a respectful manner towards students, staff and others. and promoting the Vision, Mission and Values of the College.• Proactively contribute to student mentoring and the College co-curricular program.• Oversee and attend year level events and activities.• Provide guidance and support to Mentors and other staff in relation to the pastoral care and management of students.• Communicate proactively with parents on pastoral and academic matters and provide support to other mentors as required.• Maintain a comprehensive understanding of current education and social issues facing girls and young women, and advocate for the development and implementation of wellbeing strategies to support these.• Work closely with other HoYs and teaching staff to ensure a consistent approach to the management of all student behaviour including: attendance, dress, grooming etc.• Monitor and follow up student attendance or other concerns, and as required prepare student support plans in collaboration with Psychologists.• Attend regular meetings with the Head of Middle/Senior Years, Deputy Principal Years 7 - 12 and contribute to the development and implementation of pastoral initiatives	

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- Conducts regular meetings with team of Year Level Mentors.
- Conduct or support student leaders to hold regular Year meetings with students, staff and guest speakers.
- Utilise Year Meetings as an avenue to enhance the links between MMT groups, and for the sharing of information.
- Maintain accurate and current student records and distributes information as required.
- Manage the requests, implementation and monitoring of all Support Plans.
- Model and represent the College's Vision, Mission and Values at all times.
- Comply with all College policies and procedures.
- Employees are required to satisfy the College that they remain conversant and compliant with the relevant College policies and procedures relating to Child Safety and Protection.
- Attend staff planning and professional development days.
- Promote the Vision, Mission and Values of the College.
- Undertake other duties as required

Terms of Appointment:

Duration: Varied Monetary Allowance: 10% Time Allowance: 16ppc