



Guildford Grammar School

FOUNDED 1896

POSITION DESCRIPTION

Position Title:	Head of Year (7 and 8 rotation)
Date established:	July 2024
Reports to:	Assistant Deputy Principal (Year 7-8) and the Deputy Principal – Student Experience

POSITION OVERVIEW

The Head of Year is responsible for the welfare and wellbeing of students during the integral transition phase into Senior School. The role focuses on the development of the students, including personal and social development, academic progress, behaviour management and liaising with families and at times, external care providers. Additionally, the Head of Year provides leadership to their Mentors, to ensure that that their year group functions as a cooperative and cohesive team. As a member of the Senior School Pastoral Leadership Team (PLT), the role requires professional collaboration with other members of the school community such as Heads of Learning, Teachers, Inclusive Education and the School Psychologists.

EDUCATION AND TRAINING

Bachelor of Education, Graduate Diploma of Teaching or higher.

REQUIRED COMPETENCIES AND SKILLS

Technical

- Significant experience in best practice management and delivery of pastoral care and student wellbeing programmes, promoting personal growth
- Proven ability to effectively develop and engage relevant programmes and activities during the transition phase
- Demonstrated use of Integrated Learning Technologies to improve teaching, learning and assessment opportunities
- Excellent verbal and written communication skills and ability to use these skills to engender confidence with all members of the School community
- Demonstrated ability to innovate and champion new initiatives while supporting school policies and practices

Managerial & Human Relations

- Ability to build trusting relationships with students, parents, peers, staff, and community, representing the school at a professional level
- Demonstrated ability to promote diversity, belonging, and create a positive culture
- Demonstrated effective leadership and management skills, with the ability to coach and support Mentor staff with an inclusive leadership style and collaborative approach.
- High emotional intelligence, resilience, and personal wellbeing in the leadership of staff and students

Personal Attributes & Values

- Effective decision making ability and solution-based thinking
- Adapts easily to new and challenging situations and finds creative solutions to complex issues
- Demonstrated effective time management skills with a proven ability to work under pressure to meet deadlines
- Possesses a strong work ethic, striving for continuous improvement and the achievement of high standards
- Possesses a high level of personal integrity and credibility and maintains confidentiality
- Has strong organisational and administrative skills with strong attention to detail
- Energetic, professional, forward-thinking and committed to excellence, innovation and the development of a positive School culture and the ethos and values of the Anglican tradition of the School
- Demonstrates capacity to be responsible and held accountable for continuing compliance with our Child Protection and Reporting Policy. It is expected that all staff will always maintain contemporary knowledge of the Policy and enact the Policy. All staff have a responsibility to raise any concerns they have about Child Protection to the Principal immediately
- Has a sound appreciation of and commitment to relevant laws, procedures and policies, including Education, Equal Opportunity, Workplace Health and Safety and Child Protection legislation, regulations and standards
- Excellent presentation skills and abilities

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Leading Staff

- Meet regularly with Mentors to provide information and support them in their roles and share relevant information from PLT meetings.
- Assist and guide Mentors to communicate effectively with parents, especially at the start of the year.

- Monitor Mentor completion of a range of administrative tasks associated with their group
- Supply Mentors with the equipment and information needed to fulfil their roles as Mentors
- Hold professional growth discussions with each mentor in your year group
- Assist with the supervision and leadership of the 7-8 HUB
- Provide guidance to Mentors regarding pastoral comments for Semester reports as required
- Support new staff and early career teachers in particular to understand their Mentor role and develop the skills required
- Support the Director of Sport and Director of Cocurricular and other relevant staff to ensure the smooth running of interhouse competitions and events.
- Support Mentors in the delivery of a GROW Program

Leading Students

- Be a primary support for the physical, emotional, academic, cultural and spiritual needs of the students in the year group
- Monitor and encourage the positive wellbeing, health, and safety of students in the year group
- Lead students in their regular engagement in Chapel and Congo programs
- Implement behavior management strategies which are constructive, and which respect the rights of the students in accordance with the Senior School Code of Conduct and Positive Behaviour Support Policy
- As appropriate work in consultation with the Pastoral Leadership Team to support students and families in their engagement with the School
- Liaise with School Counselors and Inclusive Education regarding support for specific students and the implementation of any specific support structures or behavior management plan
- Track student attendance, implementing and supporting plans to encourage school attendance for those that are falling under Government guidelines
- Provide structured opportunities for leadership, teamwork and citizenship
- Involve students in the initiation, planning and delivery of functions and activities
- Provide opportunities for parents to engage with you at point of need
- Support students leaders and facilitate School's leadership programs
- Engage in all aspects of the student experience. This may include attendance at events outside school times including weekend sport
- Monitor academic progress and engagement of students and engage students in goal setting/ coaching for academic growth, as needed

Leading the Community

- Be the pivotal point of contact for communication link on Year group matters and engage regularly with parents and other members of the community
- Organise and conduct meetings with parents if and when pastoral/ behavioural/ academic concerns arise

- Inform parents of serious academic or pastoral concerns regarding their child and to encourage the development of shared responsibility and to keep records thereof
- Maintain ongoing communication with parents regarding issues such as behaviour, academics, leave, careers, pastoral care, sickness, family issues, changes to School routine where appropriate and to keep records thereof
- Be a positive School ambassador
- Organise and lead year based events
- Welcome new students and families to the School prior to their commencement
- Contribute to School publications and lead fundraising initiatives

General Administration

- Maintain up-to-date records for students
- Apportion responsibilities and duties amongst the students.
- Report maintenance issues for the HUB through My Maintenance
- Monitor each student's attendance at classes, and other official occasions and liaise with the Student Services Administrator regarding absences
- Facilitate the authorised collection of information from students and be a point of distribution.
- Take a continual improvement approach to managing the HUB, engaging with student leaders and students to introduce new initiatives
- Support mentors in their reporting practices
- Ensure the HUB, including lockers and furniture, is maintained in a tidy and clean manner

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.