



2 Corcoran St, Marsden Park NSW 2765
P 02 8806 6300
employment@mpac.nsw.edu.au



HEAD OF SENIOR SCHOOL

Marsden Park Anglican College provides a learning environment where the strength and character of each individual is encouraged and celebrated.

Established in 2016 as a campus of Richard Johnson Anglican School, through strong growth and the introduction of the Senior School, from 2024 the campus will now operate as a stand-alone school, known as Marsden Park Anglican College. With over 500 students from Pre-K to Year 7 in 2024, by 2029 the school will operate from Pre-K to Year 12 with approximately 1200 students.

Our mission is to see young people develop a love of God, a love of life, a love of learning and a love for others. We are committed to providing opportunities for every individual all in the context of a joyful, safe and encouraging community.

As part of the Anglican Schools Corporation, Marsden Park Anglican College seeks to deliver affordable high- quality education, shaped by the Bible, to local families. The College is committed to providing excellence in education, seeing every student succeed academically, develop lives of rich character and enjoy an offering of co-curricular activities to pursue their passions.

Position Title	Head of Senior School
Department	Senior School
Award/Agreement	Remuneration, duties, and conditions will be as per the Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021 (or as revised).
Status	Permanent Full Time
Reporting	Principal
Key Relationships	Principal, Head of Junior School, Teachers, Administration Staff
Teaching Load	The teaching load will be determined annually by the Principal and will reflect the learning, well-being, cultural, community and administrative responsibilities of the role.
Commencement	By negotiation – November 2023 or latest January 2024



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THE POSITION

The Head of Senior School is an exciting opportunity for a highly skilled, innovative and experienced educational leader who enjoys working in a collaborative and dynamic environment and is keen to make a major contribution to the continuing growth and development of Marsden Park Anglican College.

The Head of Senior School is responsible for leading the teaching and learning in the Senior School, overseeing programs, assessment, reporting and curriculum compliance, overseeing the pastoral wellbeing of the students and supporting staff to foster an innovative, collaborative, student-centred learning environment.

The Head of Senior School may also deputise for the Principal from time to time.

KEY RESPONSIBILITIES

EDUCATIONAL LEADERSHIP

- Lead academic planning and curriculum implementation for the Senior School
- Ensure NESA accreditation requirements for programming and assessment are consistently maintained by Senior School teachers
- Lead the strategic direction of teaching and learning in Senior School and maintain a climate of quality and excellent
- Promote the development of high-quality teaching programs that are embedded with genuine contextual differentiation and high impact teaching strategies
- Foster an innovative, purposeful, relevant and authentic learning environment
- Oversee the implementation of NAPLAN, analyse the data and make recommendations to improve literacy and numeracy across Senior School
- Ensure that data relating to students, curriculum and quality processes is accurate and robust and is used by teachers to inform teaching and learning
- Work closely with Learning Support Staff to ensure students with additional needs are supported
- Respond strategically and proactively to the changing education sector, lead innovation collaboratively and model a positive approach to change

STAFF OVERSIGHT

- Prepare staff timetables and rosters, manage staff absences and oversee the onboarding of new staff members
- Foster a collaborative culture across the staff team, ensuring there is understanding, engagement and buy-in from all staff
- Monitor staff well-being and bring concerns to the attention of the Principal
- Lead Senior School team meetings and professional development where required
- Provide support for Senior School teachers' academic professional learning by researching, monitoring and advising appropriate development areas and opportunities that are available
- Work with the Executive Team to determine the Professional Learning program for staff
- Share current research and topical articles with the Senior School Team

PASTORAL CARE AND STUDENT MANAGEMENT

- Oversee the pastoral care needs of the students in the Senior School
- Establish a pastoral care and wellbeing model and work with teaching staff to embed effective pastoral routines into the classroom
- Ensure a positive culture of wellbeing for staff and students
- Monitor Senior School uniform standards and playground conduct
- Manage mid-level student issues in collaboration with teachers
- Work collaboratively with teachers, Learning Support and other key stakeholders to ensure that learning, risk



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- and safety management plans are developed for identified students
- Prepare a program for student well-being and service for the Senior School
- Assist with the leadership of Chapel
- Organise and attend Senior School Camps

CO-CURRICULAR PROGRAM AND SCHOOL EVENTS

- Lead Senior School Assemblies and Chapels
- Support the development of co-curricular opportunities for Senior School students
- Oversee student and staff involvement in the co-curricular program
- Maintain communication with the parents around co-curricular offerings and school events
- Work with the Executive Team in the scheduling of Senior School events
- Co-ordinate Parent/Teacher Interviews and reporting
- Attend Senior School events

OTHER

- Oversee publications and communication
- Foster a positive relationship with the students, parents, staff, local community and other key stakeholders
- Participate in appropriate professional development opportunities
- Maintain a teaching load across Senior School as required by the Principal
- Carry out other duties as required by the Principal

It should be noted that, while detailed, this role description is not exhaustive and the Principal may, at their discretion, vary these responsibilities as required by the learning, wellbeing, cultural, community and administrative requirements of the College.

It is envisaged that this position will be supported by other leadership roles in the areas of curriculum and pastoral care.

THE CANDIDATE

A suitable candidate for this position will be an effective educational leader who is passionate about teaching and learning, be innovative in their approach, have experience leading the implementation of curriculum requirements and pedagogical frameworks, have a natural affinity with students, experience in pastoral care and well-being, be an engaged life-long learner, be able to lead and develop the Senior School staff, have excellent interpersonal and communication skills, be a team player, show loyalty to the Principal, present a professional image, demonstrate an active Christian faith and involvement in their local church.

- A degree in Education from an approved and recognised tertiary institution
- A Masters in a relevant discipline, or willingness to undertake
- Be accredited with the NSW Education Standards Authority (NESA)
- Current Working with Children Check Number for paid work

EXPECTATIONS

As a leader, you will be expected to:

- support the mission and vision
- support the mission vision and objectives of the Anglican Schools Corporation
- be a loyal team member
- be an outstanding practitioner, passionate about your craft
- be a dynamic, warm and engaging leader
- be approachable and a good communicator



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- be invested in the School's pastoral and co-curricular program, including camps and out of hours events
- safeguard and promote the welfare of children
- be experienced in supporting students with complex needs
- possess exemplary and innovative pedagogical skills
- have a broad knowledge of NSW curriculum requirements, assessment and reporting, and be creative and flexible in program and unit design

APPLICATION PROCESS

Interested applicants are encouraged to apply early as interviews may commence prior to the closing date. Applications will close when a suitable candidate is found. Marsden Park Anglican College reserves the right to make an appointment by invitation.

Interested applicants should submit the following:

- A completed Application for Employment form accessed from www.mpac.nsw.edu.au
- A cover letter addressing Key Responsibilities and Expectations (no more than two pages)
- A Curriculum Vitae (no more than five pages)
- Three Referees, one of whom should be your Church Minister or Pastor
- Copies of qualifications
- '100 Point' [proof of identity](#) (Driver's Licence, Medicare card, birth certificate, passport)
- Current Working with Children Check Number for paid work

Applications should be addressed to Mr Darren Cox, Principal and submitted as one PDF file saved as applicant's full name by email to employment@mpac.nsw.edu.au

Applications close Friday 8th September at 4.00pm

CHILD SAFETY

Marsden Park Anglican College is committed to child safety and complies with the requirements of the *Child Protection (Working with Children) Act 2012*. All staff are required to comply with the applicable child protection legislation and ensure that the College's Child Safety policies and procedures are implemented at all times.

Education has an important role in supporting children and young people and identifying where problems arise that may put their safety, welfare, or well-being at risk. All College staff have a responsibility to report risk of harm concerns about children and young people, within their roles, and to provide support to children and young people.