



Head of Year 11 and 12

Position Description

Area of Employment	Woodcroft College Senior School
Status and Tenure	Tenured Position – 3 years, plus 2 year renewal option
Position Reporting To	Head of Senior School
Accountability	Principal
Classification	Woodcroft College Enterprise Agreement

Position Objectives

The Head of Year is assigned specific responsibility to work with the tutors, students and parents to facilitate oversight, management and development in a particular year.

The Head of Year is a leader of learning and teaching with responsibility for supporting and overseeing the efficient and effective operations of the year level.

At the heart of this position is a leader who can work to promote a collaborative and collegial culture within the College where high-quality professional learning, and the sharing of practice and ongoing feedback, inspires the pursuit of excellence across all areas.

Reporting and Working Relationships

The Head of Year reports directly to the Head of Senior School with Accountability to the Principal.

PART A

Key Areas of Responsibilities

Leadership and Student Management

- Serve as the primary pastoral leader for the year level, promoting personal excellence, school values, and community engagement.
- Monitor and support student attendance, punctuality, behaviour, uniform compliance and wellbeing, including being a presence every morning before Tutor Group greeting students, and addressing issues promptly and in collaboration with relevant staff and families.
- Lead the team of Year Level Tutors by providing regular guidance, mentoring, and professional support.
- Manage student records and confidential information sensitively and in accordance with school policies.
- Assist year level teachers in the implementation of the College's discipline policy, including communication with students and families.
- Oversee student reports, including reviewing prior to publication and following up any inconsistencies.





Pastoral Care Program Development and Delivery

- Design, implement, and review the Pastoral Care program tailored to the needs of the year level.
- Lead or assist in pastoral lessons, assemblies, and key initiatives promoting resilience, leadership, and student development.
- Plan and deliver meaningful weekly year level assemblies, events and activities that relate to the Pastoral Care plan, Anglican Values and Wellbeing keys.
- Coordinate key year-level events such as camps, sporting activities and events, enrichment week, orientations, and leadership programs.

Collaboration and Communication

- Liaise regularly with Heads of School, subject teachers, school counsellors, and external agencies to support student success.
- Facilitate effective communication with parents, addressing concerns and fostering positive partnerships.
- Facilitate effective methods of communication with students across the year level.
- Participate actively in relevant staff meetings and professional learning communities.

Event and Program Coordination

- Organise and oversee year-level activities, excursions, and co-curricular events, ensuring smooth operation and student engagement.
- Support and attend college-wide events and events relevant to the year level and contribute to promotional activities alongside the Marketing team.
- In conjunction with Heads of School and Director of Inclusive Education, assist with special student needs for examinations and support examinations each day.
- Manage student leadership selection and development processes.

Professional Responsibilities

- Abide by College policies and procedures.
- Undertake relief lessons, yard duties and other routine responsibilities as required.
- Participate in professional development activities.
- Contribute to the ongoing development of a safe, dynamic, supportive learning environment.
- Support the strategic direction of the College.

Legal Responsibilities

- Adhere to company processes and procedures to comply with Australian Privacy Principles.
- Adhere to all applicable WHS legislations.
- Abide by College policies and procedures.

Remuneration

The Head of Year role attracts a discount in face to face teaching time and a Band 2, Level 2 allowance.

PART B

Personal Specifications

The Head of Year will have:

Personal Skills and Abilities

- Skills in establishing effective working relationships with staff, students, and parents.
- Skills in managing people to achieve educational, pastoral, and organisational goals.





- Highly skilled written and oral communication skills.
- A competent understanding of the unique needs of young people.
- Up to date and comprehensive knowledge of current research and developments in adolescent wellbeing, pedagogy and metacognition.
- Ability to professionally represent the College during formal occasions including Parent Information nights.
- Ability to prioritise and work efficiently under pressure.
- Demonstrated skills in team leadership and peer support.
- Demonstrated skills in counselling students and parents.
- A desire to motivate, engage and inspire students.
- The ability and a willingness to support the Christian ethos of the College.

Essential Knowledge

- A sound understanding of the theory and practice required as a Head of Year.
- A sound understanding of the theory and practice of student behaviour management.

Essential Experience

- Proven ability to promote and model good teaching practice.
- Effective collaborator with a strong track record of teamwork.
- Experienced in leading projects or managing teams to successful outcomes.

Desirable Experience

- Experience in curriculum design, development and evaluation.
- Demonstrated organisational and educational leadership.

Performance Review and Development

- All staff at Woodcroft College participate in a regular performance review and development program to support their professional learning and growth.
- As the programs and activities of Woodcroft College are based on strong Christian principles and traditions, all staff should be supportive of and comfortable within such an educational environment.

Essential Requirements

- Current SA Teacher Registration.
- Current Working with Children Check (WWCC).
- Current Responding to Abuse and Neglect Certificate (RRHAN-EC).

