



Job Description

Position title	Assistant Head of Senior School
School / Entity	St Philip's Christian College Gosford
Reports to	Head of Senior School
Classification	Co-ordinator Level One
Date	14 September 2023

What's it like working at St Philip's?

We aim to provide quality education in a caring, secure and challenging learning environment based on Christian beliefs, values and practice.

Our organisation's core values are:

- Christ First – we want to honour Christ in all things.
- Serve One Another – we want to appreciate the unique God-given potential of each person.
- Strive For Excellence – we want to aim to do our very best all the time.
- Do What Is Right – we want to always behave in a Christian manner.
- Build Community – we want everyone to feel they belong.

What is it like working at St Philip's Christian College Gosford?

The Senior School Team is vibrant, collegial and cohesive. Our vision is to create, maintain and grow a dynamic Christian learning community to ignite passion and purpose in each of our students for the whole of their lives. We are looking for Christ-centred, passionate, energetic, gifted and focused staff to work together to achieve this purpose.

What is the focus of this position?

The role of the Assistant Head of Senior School is to support and promote the mission and vision of the College with a particular focus on further developing Pastoral Care, Student Leadership and House Culture by working alongside the other Year Advisors, Pastoral Care Teachers, Wellbeing Staff and the Head of Senior School to:



- Have oversight and responsibility for the House Captains and the Student Representative Council.
- Develop cross sub-school leadership initiatives.
- Develop and implement House Challenges and regular House Activities.
- Develop and implement Senior School cultural activities (including charities, special events).
- Assist and support Pastoral Care teachers and other Senior School staff as required.
- Assist and support the other Year Advisors and the Head of Senior School as required.
- Carry out the role of Year Advisor (see next page for more details).

The role and it's allocation.

It is assumed that the Assistant Head of Senior School would also hold the role of a Year Advisor. Hence this could be filled by one of the current Year Advisors or by someone completely new to the roles. The Assistant Head of Senior School role attracts an allocation of thirteen periods per fortnight and a Coordinator One allowance. It is therefore suitable for a full-time staff member and will obviously involve a significant teaching component.

Year Advisor responsibilities.

The Year Advisor will focus on the needs of their year group and this will require them to:

- Pray for their students and demonstrate a commitment to grow in their own personal faith.
- Plan and run year meetings including presenting the Wellio Wellbeing Program.
- Teach Christian Life Studies (CLS) to their corresponding year group where possible.
- Assist in the development of academic/behaviour plans with/for students.
- Monitor student behavior and attendance and provide support and intervention where needed.
- Supervise detentions and in-school suspensions for students in their year group.
- Form good partnerships with parents by being proactive in their communications.
- Work closely with the Wellbeing Team when required.
- Mentor and support staff where needed.
- Organise and oversee camp for their year group.
- Assist in the coordination and communication of any year group specific activities e.g work experience, picnic days etc.
- Be involved in Senior School Information Evenings and other activities.
- Be involved in Student Leadership nomination and selection (House Captains, SRC and Prefects).
- Attend various meetings before and after school each week.
- Attend to other matters as directed by the Head of Senior School.

This not an exhaustive list of duties and as is the case in any role, additional responsibilities may arise as necessary.



The essentials you will need.

The Assistant Head of Senior School will be Christ-focused in all aspects of their role and be a strong role model. They will need to demonstrate initiative, vision, influence, wisdom and administrative skills. The successful applicant will need to work collegially within a team and inspire others.

It is important to note that all employees of St Philip's Christian College are responsible for ensuring the workplace is free from sexual harassment and must not engage in any behaviour that could amount to sexual harassment.

We will encourage you along the way.

We will partner with you to support your performance and ongoing development to ensure you are fully prepared for future challenges as this position and our organisation adapts and grows. If you think that you are a suitable candidate for the role please complete the acknowledgement below.

I acknowledge that I have read and understood the requirements and responsibilities of this position as detailed in the Job Description (JD) and if appropriate have discussed the JD with my Manager.

Employee Name:	
Employee Signature:	
Date:	