

MIDDLE SCHOOL LEADER

This document is to be read in conjunction with the Teacher Duty Statement.

Position Description

Function

The Middle School Leader has responsibility for the annual and day-to-day educational, social and cultural operation of the Middle School through considered, effective, proactive and efficient management and leadership.

The Middle School Leader encourages individual and collective success by leading, managing and supporting Middle School team members and ensuring that inclusivity, wellbeing and high expectations are evident in all aspects of Middle School teaching and interactions with students, parents and colleagues.

The Middle School Leader supports the academic programs within the College by seeking excellent achievement and learning outcomes for all Middle School students. Close professional relationships with, and high expectations of the School Learning Leaders, Faculty Leaders and teachers are essential.

Tenure

This position of additional responsibility (PAR) has a 5-year tenure.

Conditions

This full-time (1.0FTE) position of additional responsibility attracts Leadership Points as per the current Lutheran Schools SA Enterprise Agreement. A time allowance of approximately 0.6FTE is provided to fulfil the responsibilities of the position, with approx. 0.4FTE teaching and other duties.

Line Management

This position directly reports to the Principal Concordia Campus. Allocated Year Level Leaders, Counsellor and Operational staff directly report to the Middle School Leader.

Essential Characteristics

Education & Qualification

- South Australian Teacher Registration
- LEA accreditation appropriate for the role
- Post-graduate qualifications in Education (desirable)

Knowledge & Experience

- Knowledge and understanding of relevant curriculum and IB MYP & SACE frameworks.
- Knowledge and understanding of contemporary research, practices and educational trends.
- Experience in leading teams of staff, projects, and/or educational change.
- Capacity to create partnerships with institutions and organisations beyond the educational environment.

Personal Qualities

- Demonstrates alignment with the College values:
 - **Integrity** (Our actions align with our words, even when it is difficult.)
 - **Courage** (We embrace challenge and take healthy risks.)
 - **Aspiration** (We strive for continuous growth and improvement.)
 - **Care** (We show respect and kindness to ourselves and others.)
 - **Connection** (We welcome, include and appreciate others)
 - **Grace** (We show humility, gratitude and forgiveness)
- Motivates and influences through exceptional communication and collaboration
- Demonstrates excellent professional judgement, composure and resilience when faced with challenge
- Openness to change and improvement
- Ability to work in a demanding role, including working out of normal hours.
- Projects positivity and displays genuine enthusiasm and optimism.
- Contemporaneous approach to curriculum and teaching and learning.

Selection Criteria

Daily Operations	<ul style="list-style-type: none"> • Manages the Year 6 into 7 transition, and the transition of Year 9 into 10 responsibilities. • Demonstrates high levels of expertise in efficient and effective organisation, administration, leading and implementing day-to-day operations, meeting deadlines and record keeping. • Manages daily operations of Years 7 - 9, ensuring that staff meet their daily and routine responsibilities and obligations. • Effective engagement in collaborative team discussion and decision making. • Plans a balance between curricular, co-curricular, pastoral and extra-curricular offerings within each year level. • Supports staff in managing student needs and behaviours aligned with College guidelines.
Strategic Directions	<ul style="list-style-type: none"> • Consistently shows support for school wide policy initiatives and strategic plans, both within and outside the College. • Consults with relevant stakeholders in decision making matters, as appropriate, ensuring that the best interests of all are maintained. • In collaboration with Year Level Leaders, Faculty Leaders and teachers, makes decisions relevant to implementing strategically aligned projects and activities. • Demonstrates successful experience in effective project management, including collaboratively designing, implementing, managing, completing and evaluating projects.
Leading People & Culture	<ul style="list-style-type: none"> • Lead in a manner that supports the College's vision and role models the College's values framework. • Build a positive environment that promotes the College's values framework. • Promote positive conversation about the College and consistently show support for College initiatives and strategic plans, both within and outside the College. • Support, monitor and mentor staff working in the Middle School, creating opportunities for staff to lead and grow professionally.
Teaching & Learning Program	<ul style="list-style-type: none"> • Supports and ensures the consistent implementation at each year level of College learning and pastoral programs which reflect the Learning Well framework, Wellbeing Framework and Inclusive Learning. • Ensures vibrant student learning environments which are reflective of current units of work, pastoral programs and expectations. • Works with Year Level Leaders, Faculty Leaders and teachers to support students within the Middle School to achieve their personal best. • Manages and assists with the implementation of co-curricular activities relevant to each year level.
Personal Qualities	<ul style="list-style-type: none"> • Displays a positive attitude and is a life-long learner. • Is solution focused. • Consistently demonstrates, expects and communicates behaviours that reflect the values and culture of the College, including the strong Christian foundations of the community. • Leads teams to achieve high level outcomes within a positive workplace environment. • Communicates a passion for contemporary education as a transformative agent within the lives of young people and adults. • Displays personal integrity, honesty, resilience and courage. • Demonstrates excellent professional judgement and initiative within the scope of the role.
