



**Thrive on Diversity**

**Rossbourne School exists to enhance the life chances of all its students by embracing neurodiversity, developing personalised learning experiences, and supporting our young people to achieve a sense of belonging, co-operation and success.**

**This organisation promotes the safety, wellbeing, and inclusion of all children, including those with a disability, those from culturally and/or linguistically diverse backgrounds and Aboriginal children. Rossbourne School encourages applications from culturally and/or linguistically diverse backgrounds and Aboriginal peoples.**

**Rossbourne is committed to creating a child safe organisation through the implementation of the child safe standards as specified in Ministerial Order No 1359 (2022).**

**We will implement strategies policies, procedures and practices that will comply with the prescribed standards, to ensure the on-going safety of students.**

## **POSITION DESCRIPTION**

**Position Title: School Section Leader**

**Reporting to: Deputy Principal**

**Tenure: 1 Year** (Please note; this does not affect a current staff member's ongoing employment at Rossbourne School. Tenure refers only to the School Section Leader component, which is adjunct to a teaching role).

### **Summary of Position**

It is expected of all staff at Rossbourne School that they support and contribute to the promotion and implementation of the current Strategic Priorities of the School. All staff are required to be involved in co-curricular activities and attend at least one school camp as directed by the Deputy Principal.

The School Section Leader is responsible for the management and guidance of school students and staff within their school section. In particular, this role requires leadership in the areas of pastoral care and curricular and co-curricular development. The School Section Leader should engage a relational/collaborative leadership style with teachers to create a co-operative and cohesive team, ensuring that academic goals and social-emotional wellbeing are prioritised.

The School Section Leader will work together with fellow School Section Leaders under the direction of the Deputy Principal. The specific focus of the role is dependent upon the needs of the school at the time and will vary accordingly.

The role will be a member of the School's Management Team.

### **Key Selection Criteria:**

#### **Professional Capacity**

The School Section Leader will show initiative, perseverance, acceptance of responsibility, effective organisational skills, ability to communicate appropriately and ability to foster cooperation and collegiality.

### **Key Responsibilities:**

#### **The School Section Leader is responsible for:**

##### **Student Learning, Wellbeing and Behaviour Management (Consistent with the school's Codes of Conduct)**

- Promote positive staff and student relationships within the school section.
- Demonstrate positive behaviour and discipline strategies that adhere to the policies of Rossbourne School.
- Support staff and homeroom teachers in the performance of their duties.
- Support staff with the social and emotional wellbeing and discipline of students.
- Inform the school's Deputy Principal and Principal of major social and emotional matters, referring all matters related to poor mental health, including self-harm, depression and suicidal thoughts.
- Informing the Deputy Principal of significant discipline matters, referring all matters related to alcohol, drugs, tobacco, serious bullying and stealing.
- Act to advise, guide and support students and parents, especially in relation to matters related to social and emotional wellbeing and discipline.
- Support students to comply with uniforms standards.
- Inform and liaise with school leadership and staff regarding the pastoral/wellbeing needs of individual students.
- Co-ordinate the placement of students in homeroom groups and subject classes.
- Oversight of the development and implementation of ILPs for all students in school section.
- Collaborate with the Principal, to facilitate the trial student process.

- Facilitate parent information nights within the school section.

### **Pastoral Care**

- Oversight and support of teachers in matters concerning the wellbeing and behaviour of students in subject classes.
- Implementation of pastoral care programmes.
- Member of the school's Multi-discipline Wellbeing Team.
- Co-ordinate NCCD information gathering for each student in school section.
- Member of NCCD panel.

### **Planning, Organisational, Administrative**

- Exercise effective leadership, management, and administration to facilitate the educational process of the school section.
- Organise and lead school section meetings.
- Collaborate with team members to evaluate and develop curriculum and pedagogy specific to the needs of the students and school section.
- Liaise with specialist and support staff to evaluate and develop interventions specific to the needs of individual students, and the school section cohort.
- Organisation of and participation in, school section camps, excursions, and incursions.
- Assist with the development and implementation of Rossbourne School's strategic plan.
- Ensure school deadlines are met and staff documents adhere to Rossbourne standards e.g. curriculum documents, reports, ILPs, weekly plans and student outcomes.
- Ensure all relevant curricular and pastoral care documentation is on the school's LMS (SEQTA) and school section staff are supported in the effective use of SEQTA.
- Regular and timely communication with students, staff and parents.
- Oversee the proof reading and checking of all school section student reports.
- Submit a written review of the school section budget in collaboration with the Business Manager.

- Submit a written review of the school section's event programs and activities for the Rossbourne Report and Pebble Magazine.
- The role requires availability for meetings, planning days etc, when required.

### **Requirements:**

#### **Qualifications**

- A recognised teaching qualification (recognised post-graduate qualification in Special Education is highly desirable)
- Current VIT registration

#### **Capabilities**

- To understand and relate to adolescent students with learning needs.
- Well versed in handling disciplinary matters in a firm but fair manner by having both good listening skills and decision-making ability.
- To inspire others and be an energetic leader within a strong teaching and learning community.
- Proven skills and enthusiasm as an effective classroom teacher.
- Communicate effectively with parents.
- Show support and flexibility as an effective team member.
- Work within all policy and school guidelines including legal obligations as an employee of a Child Safe School.
- Engage in other duties as reasonably directed by the school's Principal.

### **ADDITIONAL INFORMATION**

Rossbourne School supports the principles of equal opportunity employment and encourages diversity in the workplace. Child protection legislation requires preferred applicants to be subject to employment screening.

All new staff members will be provided with access to the Staff Handbook that sets out the expectations and requirements of employment at Rossbourne School. All staff members are required to work within the school's policies, procedures and guidelines including its legal obligations as an employee of a Child Safe School.

**Positions descriptions are dynamic documents. They may be reviewed annually or as required.**