

JOB DESCRIPTION

Position: Head of Senior School

Appointed by: The Principal

Report Directly to: The Principal

Commencing: Term 1 2026

Overview:

The Illawarra Grammar School is a co-educational Anglican school located in the Illawarra, catering for students in Preparatory to Year 12.

The School is earning a reputation for achieving excellent educational outcomes for its students. This is a reputation that our learning community is determined to enhance.

The TIGS Statement of Mission and Values captures the School's fundamental commitment to quality teaching and learning that:

- has rigorous student learning as its core business
- is built around the pursuit of academic excellence, and
- cultivates an aspirational ethos that pursues the achievement of outstanding learning outcomes.

The School's Mission Statement reads:

"The achievement of academic excellence in a caring environment that is founded on Christian belief and behaviour, so that students are equipped to act with wisdom, compassion and justice as faithful stewards of our world."

A demonstrated commitment to, and support of, the School's Mission and Values Statement are essential.

Position Overview:

The Head of Senior School provides strategic and operational leadership and plays a vital role in leading initiatives aligned to achieving the School's strategic vision. With responsibility for promoting and maintaining a respectful, engaged and positive environment for learning, the Head of Senior School is instrumental in shaping culture and enhancing the overall experience for Senior School students at The Illawarra Grammar School, in line with the School's Mission and Vision.

The Head of Senior School is directly responsible to the Principal and is a member of the Heads Team. In partnership with the Head of Academics and Head of Academic and Pastoral Care, the Head of Senior School will maintain a rigorous focus on the pursuit of academic excellence for all students. The Head of Senior School will teach approximately 0.2FTE and will model outstanding classroom practice.

Key Responsibilities

1. Leadership

- Ensure alignment of the Senior School and its staff with the strategic priorities of the School.
- Model and actively promote the Christian faith and values of the School
- Be an active and visible leader in the Senior School community, representing the School at promotional, performance, sporting and community events, some of which may occur out of hours
- Actively engage in and support the ongoing professional development of staff
- Ensure innovation and evidence-based best practice continue to inform learning, teaching and supporting administrative systems across the Senior School, including through professional networks and relationships
- Provide support and additional capacity to the Principal, Head of Academics and Head of Pastoral and Academic Care as required
- Lead twice weekly staff briefings (one of which includes a Christian devotion from a staff member) that provide opportunities for colleagues to promote activities, share successes and ensure key information is clearly communicated
- Provide effective line management that ensures alignment with strategic priorities to the:
 - Director of Cocurricular Programs
 - ICT Manager
 - Coordinator of Future Readiness
 - Head of Sport
 - Head of Library Services
 - Careers Advisor
 - School Nurse
 - Senior School Receptionist
- Keep an active oversight on the arrangements of all Senior School activities including excursions and camps to ensure the safety of students, the clarity of communication and optimal learning by students.

2. Operations

- Oversee day-to-day organisation and operations of the Senior School ensuring the continuance of effective provision and smooth running of the School
- Engage and communicate with Senior School families through fortnightly updates in the school newsletter
- Support the Director of Cocurricular Programs in their design, delivery, and maintenance of the Senior School timetable to ensure alignment with strategic priorities and efficient use of teaching staff
- Work closely with the Operations and Facilities Manager to:
 - monitor and maintain the Senior School site to ensure it remains a safe and vibrant location for learning and a reflection of the high standards of the School.
 - oversee the management and ongoing refinement of emergency procedures in the Senior School
- Coordinate and lead weekly Senior School assemblies and other periodic events in the Senior School calendar
- Manage the Senior School budget
- Manage and oversee the Senior School calendar of events including the chairing of weekly planning meetings
- Approve and manage the mitigation of risk and compliance of all Senior School activities
- Contribute to the development and implementation of School policies and procedures.

3. Student Experience

- Work closely with the Director of Cocurricular Programs to ensure effective records of participation are maintained for all students throughout their time in the Senior School
- Work closely with the Head of Academics to enable the successful delivery of effective teaching and learning programs
- Work closely with the Head of Academic and Pastoral Care to support and enable excellence throughout the Senior School
- Collaborate with the Head of Academic and Pastoral Care to ensure formal Student Leadership processes are well communicated and effectively managed
- Ensure graduating Year 12 students are presented with a Graduation Certificate and School Record, outlining the opportunities taken up and contributions made to the School
- Lead and manage the production of a weekly Senior School Assembly ensuring the content is varied, runs to a tight schedule and helps to enrich and develop a culture of excellence reflective of the School's values
- Ensure all written materials relating to Senior School activities (for instance, documentation relating to subject selection in Y8, Y9 and Y11, the Student Diary and so forth) reflect the standards of the School in regard to clarity, tone and accuracy
- Promote high standards in student behaviour and personal presentation in line with the expectations of the School
- Provide mentoring and guidance to Senior School students as required to facilitate academic excellence and strong character development
- Be a high-profile visible presence around the School, undertaking duties and supervision as required.

All staff are expected to act professionally at all times, to be supportive of the Christian ministry of the School and to be loyal to the Principal and publicly supportive of her decisions.

Working Conditions

- This position may necessitate some out-of-hours work on weekends and evenings
- Employment will be subject to the provisions of the Independent Schools (Teachers) Cooperative Multi-Enterprise Agreement 2025, or any industrial agreement that replaces that award.

Dr Julie Greenhalgh

Principal

August 2025