



MELBOURNE  
GRAMMAR SCHOOL  
AN ANGLICAN SCHOOL

# Job Description

## Position

Deputy Head of Wadhurst

## Reporting to

The Headmaster, through the Head of Wadhurst

## Context of the Role

Founded in 1858, Melbourne Grammar School educates some 1,800 students from Prep to Year 12. It aims to develop fully within its students the 'whole person': intellectually, physically, emotionally, psychologically, socially and spiritually.

The School is organised into three campuses to meet the needs of different age groups. Our Junior School, Grimwade House (Prep to Year 6) is located in Caulfield, and is coeducational with 650 girls and boys. The Middle School, Wadhurst (Years 7 and 8), and Senior School (Years 9 to 12) are in South Yarra and cater for 1,150 boys - day students and boarders.

Wadhurst is Melbourne Grammar School's purpose-built middle school learning community for boys in Years 7 and 8. Wadhurst specialises in educating 12 to 14 year olds by addressing the transition from childhood to adolescence. The School is located at our South Yarra campus and is attended by approximately 340 boarders and day boys.

The position will work with Senior School staff and Grimwade staff in building a school-wide ethos and culture that values close cooperation between the campuses.

## Purpose of the Role

The Deputy Head of Wadhurst will ensure the smooth functioning of the middle school campus with particular regard to the welfare of students, staff and parents and operations management. The incumbent will be an exemplar in role modelling the School's vision and values, and encourage good spirit and morale within the Wadhurst community. In addition, the Deputy Head of Wadhurst is responsible for promoting and maintaining open communication between parents, colleagues and the wider Melbourne Grammar School community.

The Deputy Head will initiate and make recommendations (in partnership with members of the Middle School executive team) for implementing the School's vision and values ensuring policy and practice are aligned with the strategic direction of the School, as outlined in the 'Towards 2030 Vision, Values and Priorities'.

This position has a teaching load of up to 0.4 FTE which is a significant aspect of the role.

## Key Internal Contacts

Head of Wadhurst	Head of Learning and Teaching (Wadhurst)
Heads of Houses	Head of Wadhurst Sport
Wadhurst Student Psychologist	Head of Student Development (Senior School)
Wadhurst Teachers	Deputy Head of Grimwade House
Wadhurst Co-ordinator of Leadership & Service Learning	I.T. Department
Students Leaders	Property Department

## Key Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

### General

- Deputise for the Head of Wadhurst in their absence or as delegated
- Take a lead role in the implementation, coordination and management of specific projects as determined by the Head of Wadhurst
- Other duties, as appropriate and as specified by the Head of Wadhurst.

### Student Welfare and Development

- Developing, leading and reviewing student well-being and pastoral care programs and strategies that develop the whole person, through working with the Student Counsellor, Heads of Houses and the Director of Learning and Teaching (Wadhurst)
- Oversee student discipline issues utilising Restorative Practice and where necessary detentions and suspensions.



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Communicate accordingly with parents by providing appropriate documentation, etc

- Contribute, where appropriate, to Parent Information Evenings
- Liaise with Heads of Houses and the Student Counsellor to discuss individual student issues, and how to support and manage these
- Develop student leadership opportunities supporting the Co-ordinator of Leadership and the Heads of Houses
- Have a commitment to and awareness of matters relating to Child Safety

## Teachers

- Assist in matters regarding the welfare of teaching staff, providing guidance, advice and strategies to deal with professional issues or differences and challenges
- Manage the induction and ongoing mentoring programs for new staff together with the Human Resources Department
- Contribute to the Middle School professional development program and staff appraisal processes
- Resolve teacher/parent issues and teacher/student issues as they arise throughout the year, engaging with teachers, parents and the Head of Wadhurst

## Administration

- Organise and contribute to the weekly Wadhurst Assembly and promote student centric content.
- Prepare the staff duty, detention and special rosters.
- Be a visual presence on-site at recess, lunchtime, before and after school
- Organise and communicate arrangements regarding Parent/Teacher Interviews and meeting arrangements
- Oversee Risk Analysis documentation for daily excursions, tours and camps
- Coordinate and support major school functions and activities e.g. Transition Days, Open Days, , student vaccinations, etc
- Represent Wadhurst on relevant committees
- Advise appropriate sections of the school concerning Wadhurst activities that may impact their operations
- Organise class, staff and sporting team photographs
- Organise and oversee Wadhurst evacuation and lockdown drills, ensuring compliance is met
- Ensure the school environment is maintained at the highest standards, liaising with the Property Department for general School maintenance
- Have a commitment to and awareness of matters relating to Occupational Health and Safety.
- Manage general student administrative matters:
  - Allocate book and sports lockers and ensure they are secured at the end of each day.
  - Regularly inspect Student Change Rooms.
  - Oversee student 'Lost Property' including ICT equipment.
- Liaise with the Information Technology Department regarding photos for Student I.D. Cards.
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## Timetabling

- Be actively involved in the construction of Wadhurst student and staff timetables
- Be familiar with current educational issues including curriculum developments
- Determine teacher's loads following discussions with the Head of Wadhurst
- Liaise with the Property Department in arranging the daily bells
- Prepare timetables for Wadhurst which cater for special events e.g., camps etc
- Allocate teaching 'extras' to cover absent staff and organise casual relief teachers, as needed

## Student Reports

- Create the Wadhurst database for Semester One and Semester Two to maintain class lists and student assessment and reporting
- Establish appropriate reporting schedules for the staff, assisting them to complete required tasks before deadlines are reached
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## Subject Teacher



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- Prepare for and conduct classes, teaching up to 0.4FTE, as scheduled
- Organise class materials to facilitate motivation, enjoyment, physical development and learning for each student in the class
- Utilise appropriate technology in teaching and learning.
- Organise and implement assessment instruments including tests, assignments, projects and examinations in consultation with the subject coordinator
- Work as a pedagogical leader, committed to driving and sharing best practice with other teachers in the Departments
- Contribute to curriculum development within the Departments, including skills development and curriculum evaluation
- Monitor, record and report, both verbally and in written form, on individual students' progress
- Liaise with Learning Strategies and/or Counselling Services staff regarding progress with students experiencing difficulties
- Liaise with Heads of House, House Tutors and other staff regarding the individual welfare of students
- Become actively involved in all aspects of school life beyond the classroom including sport, outdoor education and/or cultural activities
- Undertake school-related duties such as staff meetings, Parent Teacher Student Evenings, events, excursions and the like
- Maintain adherence with school procedures in relation to matters such as student attendance, punctuality, care of rooms and school rules
- Actively support the directions, goals and values of the School
- Participate regularly in professional development
- Other duties, as appropriate.

## **MGS Policies: Risk Management, Health and Safety and Child Safety**

- Adhere to and implement all working practices and procedures in accordance with Melbourne Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.



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## Child Safety

Melbourne Grammar School is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires MGS to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment. All staff must comply with the MGS child safety policies and related policies and procedures, uphold the overarching principles and values set out, and take all reasonable steps to promote the safety of children.

## Knowledge, Skills and Qualifications

- Have a passion and commitment to excellence in learning and activating wellbeing in a middle school environment
- Model exemplary ethical behaviour and exercise informed judgements in all professional interactions
- Demonstrate a positive and flexible attitude
- Demonstrate a commitment to personal growth as a teacher and educational leader.
- Capacity, or demonstrated leadership in improving educational outcomes for all students within a context of contemporary Middle School philosophy
- Proven leadership and management of staff and students
- Demonstrated ability to initiate, champion and manage change and/or innovation within the School
- Demonstrated listening skills, and the proven ability to build rapport and authentic relationships with staff, students and parents
- Experience in teaching at middle years level
- Possess excellent communication and presentation skills when dealing with staff, students and parents
- Willingness, ability and skills to contribute to co-curricular activities
- Demonstrated well-developed time management and organisational skills
- Demonstrated capacity to work within existing financial budgets
- Demonstrated capacity to develop appropriate administrative processes and ensure they are followed
- VIT registration, or the ability to gain VIT registration, is essential

The purpose of this job description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Melbourne Grammar School reserves the right to modify this job description in consultation with the incumbent depending on the operational needs and requirements of the School.