Deputy Head / Head of Senior School
Permanent full-time
The history of St Catherine’s

St Catherine’s is Australia’s oldest Anglican girls’ school from Kindergarten to Year 12, catering for boarders from Year 7. Our purpose is to develop young women of character and intellect who are equipped to make their unique contribution to the world. For over 167 years we have welcomed all backgrounds, faiths and abilities, acknowledging that diversity enriches our community. At St Catherine’s each girl discovers her passions and develops her skills within a beautiful environment that overlooks Sydney’s iconic eastern suburbs beaches.

Our identity
We are an Anglican school educating young women for life.

Our purpose
To develop young women of character and intellect who make their unique contribution to the world.

We value
Integrity • Courage • Relationships • Service.
Primary purpose

Position: Deputy Head / Head of Senior School
Reports to: The Headmistress
Effective date: Term 1 2024 or sooner if possible

Details: The Head of Senior School is responsible for the oversight of the Senior School, ensuring students are engaged and connected to each other, their teachers and the school community in order to achieve their pursuits. The Head of Senior School oversees both the academic and pastoral programs of Years 7 – 12.

The Deputy is responsible for representing the Headmistress when necessary, in both Junior School and Senior School settings.

CV and letter of application should be addressed to Human Resources.
Please apply via seek by 22 August 2023.

Active support for the Christian character and purposes of the school is essential.

This position requires the successful applicant to have a Working with Children Check in accordance with the Child Protection (Working with Children) Act 2012. Details of how to apply are available at www.ocg.nsw.gov.au
Major Responsibilities

**Actively support the school’s Christian heritage, beliefs, principles and practices.**
- Lead assemblies and worship services.
- Liaise with the Chaplain to ensure that Christian values and principles are reflected in the school’s daily life.

**Work closely with the Headmistress, Executive and Senior Leadership Teams to drive and implement the school’s strategic direction and goals.**
- Articulate and model an educational philosophy consistent with the vision, mission and strategic priorities and policies of St Catherine’s School.
- Work collaboratively as a member of the Executive and Senior Leadership Teams.

**Lead the team of Heads of Department**
- Provide leadership and support to Heads of Department in all aspects of their role.
- Ensure that full school academic initiatives are fulfilled.

**Oversee the Senior School academic curriculum:**
- Manage the implementation of a cohesive Senior School curriculum framework within which each department can effectively function.
- Monitor the implementation of NESA syllabuses and liaise with external agencies and providers.
- Chair meetings of the HSC Assessment Appeals Committee.
- Oversee the RoSA and HSC requirements.

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Manage assessment and reporting processes in the Senior School, including:
• Overseeing NESA assessment requirements, ensuring each department complies with the standards for registration and accreditation.
• Convening and chairing meetings of the HSC Assessment Appeals Committee.
• Ensuring that assessment and reporting practices reflect St Catherine’s philosophy and educational goals.
• Overseeing HSC Examination requirements
• Overseeing student achievement data through senior school and taking action as required.

Oversee student subject selection:
• Oversee the preparation of Course Handbooks for Years 7 to 12.
• Oversee subject choice information evenings and parent information evenings
• Coordinate student subject selection processes with the director of staff.
• Oversee process for Interviewing students about progress, course preferences and approve student requests to change courses/classes, liaising with parents as appropriate.

Represent St Catherine’s in the school and wider community. This may be by organising, speaking at, or attending functions, including but not limited to:
• Parent information sessions and workshops.
• Presentation and Awards evenings.
• P&F functions and meetings.
• School social functions.
• Community events.

Be prepared to step in for the Headmistress when required.
• This may involve media presence.
• Critical incident management.
• Headmistress duties if Headmistress is unavailable for short or long periods of absence.

Uphold and promote high standards in all areas of endeavour

Direct Reports:
• Director of Day School (Pastoral)
• Director of Staff
• Heads of Department (Academic)
• Director of Learning Enrichment (Senior School)
• Director of STEM and Innovation
• Head of 7 – 10 Curriculum
• Head of Teacher Development (Senior School)
• Head of Research Centre
• Tertiary Adviser

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Selection criteria

The success candidate will possess the following core competencies:

- Senior level leadership experience
- Be an outstanding classroom practitioner who can lead by example
- Excellent interpersonal skills.
- Comprehensive knowledge of current educational research
- Ability to work autonomously and proactively but also as part of a team.
- Ability to meet deadlines.
- Ability to liaise and interact with staff, parents and students.
- Skills in problem solving, setting priorities, giving guidance and direction, coping with pressure and deadlines and multi-tasking.
- Ability to function effectively in a complex environment with a wide variety of personalities and communities.
- Strong written and oral communication and presentation skills
- Active support for the Christian ethos of the school.

Appointment of senior staff

Applicants selected to interview for this senior level position will be selected on the basis of their professional qualifications, their leadership/experience and their ability to personally contribute to the Christian character and purposes of the school.

The interview process will also consider their Christian commitment and involvement in the life of a Christian congregation. All applicants are to provide a written reference from the minister of a Christian church of which he or she is a member, and that addresses their church involvement and their ability to contribute to the Christian character and purposes of the school.

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**Staff benefits**

- Accreditation Support and Professional Learning Program
- Employee Assistance Program (EAP) counselling service
- Mentoring program for new academic staff
- Professional development workshops and seminars
- On site parking
- Annual research scholarships for academic and professional staff
- Microsoft computer for academic staff whilst employed at the school
- IT support provided by ICT Learning and Teaching Facilitators
- Free influenza vaccinations
- Staff Association membership includes invitations to social occasions
- Salary packaging and novated leases available through preferred suppliers
- Voluntary superannuation and option to nominate personal superannuation fund
- Use of the school’s gym and aquatic facilities
- Access to school Research Centre (for borrowing books/DVDs/magazines)
- Access to school deli to order lunch daily