POSITION DESCRIPTION
HEAD OF SENIOR

THE COLLEGE

St Patrick's College Townsville is a Catholic and Independent Secondary Girls' College with a proud tradition of excellence in the education of young women. Responsibility for the governance of the College rests with a Governance Board of Directors and with Mercy Partners, a canonical body which governs Mercy ministries in Queensland. Located on The Strand in Townsville, we endeavour to nurture our students, who are both boarders and day girls, in becoming women of independent spirit and compassion, within an environment that promotes excellence, creativity and leadership.

OUR VISION

St Patrick's College Townsville ignites a passion for knowledge, wonder and curiosity, empowering all to be courageous and compassionate.

GENERAL INFORMATION

Position Information

Position Title	Head of Senior
Classification	Middle Management Substantive Salary Tier 3
Status	Ongoing
Employment Type	Full-time
Agreement	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023-2026
Team/Department	Wellbeing
Reports to	Deputy Principal – Students (Day & Boarding)

Employment Information

Employer	St Patrick's College Townsville
Location	45 The Strand, North Ward Qld 4810

Further Information

For further information about the role, please contact hr@stpatscollege.qld.edu.au

THE ROLE

The Head of Senior provides overall leadership and care of the Year 11 and Year 12 cohorts. Working closely with the wellbeing and academic teams, the role supports strong academic progress and outcomes for all students, including supporting students to attain their QCE, while promoting effective student leadership, meaningful Prefect service, and strong student wellbeing, engagement and participation across all facets of College life.

All positions at the College ultimately report to the Principal. The position reports to the Deputy Principal – Students (Day & Boarding) and works closely with the Deputy Principal - Academic, Heads of House, Dean of Pathways, Dean of Academic Operations and other members of the Leadership Team.

The Head of Senior will demonstrate:

- visible and proactive leadership of the Year 11 and Year 12 cohorts;
- high expectations for student learning, behaviour, wellbeing and engagement;
- a student-centred approach that balances support, accountability and individual circumstances;
- strong relationships and communication with students, families and staff;
- effective collaboration across academic, wellbeing, pathways and boarding areas; and
- sound judgement, initiative and a proactive approach to emerging student needs.

Role Requirements

The role requires attendance at key College activities and events, including parent information evenings, Boarder Transition Weekend activities, orientation and experience days, Valedictory Mass, the Year 12 Formal, House Liturgies, parent functions, College socials, Awards ceremonies, camps and retreats. Accordingly, flexibility in working hours is an inherent requirement of the role.

RESPONSIBILITIES

Leadership and Management

- Model and proactively support the College mission, vision, ethos and values.
- Model for staff a personal commitment to each student's worth and dignity.
- Provide advice to the College Leadership Team around Senior School initiatives.
- Lead proactive and evidence-informed initiatives to support student belonging, resilience and wellbeing.
- Lead cohort meetings that build a culture of high expectations, aspiration, effort and mutual support.
- Oversee and organise Year 11 and 12 events, including but not limited to: Year 11 Leadership Camp, Year 12 Futures and Leadership Symposium, Big Sisters events, Commissioning and Valedictory events.
- Prepare and manage a Year Level Budget in consultation with Director of Students and Director of Business Operations.
- Run leadership workshops to support the Prefect group and meet routinely with Prefects to ensure student voice and positive student leadership impact across the College.
- Facilitate difficult conversations with empathy, professionalism and clarity.

Wellbeing

- Monitor the wellbeing, attendance, engagement and academic data of Year 11 and 12 students to identify trends, risks and opportunities for improvement, providing interventions and support as needed.
- Foster strong partnerships between home and school to support student wellbeing, engagement and achievement, acting as an additional point of contact for Year 11 and 12parents/guardians regarding student progress and development.
- Respond to any behavioural or attendance matters that have been escalated from Heads of House, in relation to Year 11 or Year 12 students.
- Induct and welcome any new Year 11 students into the College.
- Maintain currency of best practice in the area of student care, welfare and differentiated learning needs through ongoing professional reading and research, providing for the professional learning of staff in line with these developments.

- Provide timely responses to all communications; understanding that in caring for Year 11 and 12 students, information may be critical to effective student support.
- Report all critical information in a timely manner to the Deputy Principal Students and/or other relevant member of the College Leadership Team.
- Assist in the management of Homeroom reporting process, including proofreading homeroom comments as needed.

Academic Care

- Keep abreast of all QCE protocols and requirements, routinely reviewing the QCE handbook and communicating expectations clearly to parents and students.
- Work collaboratively with the Deputy Principal: Academic and relevant academic leaders to monitor Year 11 and 12 results, identify students at academic or QCE risk, and coordinate timely intervention, including student and parent meetings around pathway and subject advice.
- Meet routinely with the Year 11 and 12 cohort to build strong partnerships in relation to academic outcomes, approaches to assessment, awareness of QCAA policies and processes, awareness of external assessment protocols.
- Provide mentorship and support to students in Year 11 and 12, ensuring a balance of academic and extra-curricular involvement as they face the challenges of their senior years of schooling, providing feedback around study schedules and study techniques as required, and ATAR indications as appropriate.
- Manage Illness and Misadventure and Principal Reported AARA, in response to emerging pastoral needs, ensuring appropriate engagement with Academic Leaders.
- Communicate routinely with parents of Year 11 and 12 students in relation to senior matters, including events, academic timelines and wellbeing initiatives.
- Be available on Year 12 results release day, to review academic outcomes and meet with Year 12 graduates, to provide support and advice as needed.

GENERAL EXPECTATIONS OF STAFF OF THE COLLEGE

- Demonstrated knowledge and understanding of the AITSL Professional Standards for Teachers as a framework for professional growth and development.
- To support and contribute to the Strategic Plan and Mission of the College: to promote fullness of life and nurture excellence in learning for all young women in a joyful environment.
- To dress, act and communicate in a professional manner that upholds the reputation of St Patrick's College Townsville.
- To adhere to the Workplace Health & Safety and Risk Management practices of the College.
- To attend staff meetings, parent information evenings, and special College functions as arranged by the College Leadership Team, including our annual Open Day and Speech Night.
- To maintain confidentiality and not denigrate the College in any way within the community.
- To contribute to the College extracurricular program willingly and voluntarily.
- As a professional learning community, we encourage teachers to develop positive learning and pastoral relationships with their students, and to work in cooperation with parents to achieve the best possible outcomes for each student.
- In addition to directed duties, classroom teachers are expected to fulfil, in a professional manner, other tasks as assigned including the planning of curriculum units, preparation of lessons, the assessment and reporting of student performance and regular communication with parents/guardian and relevant College personnel in relation to the learning and pastoral needs of students in their care.
- In addition to those responsibilities listed, teachers may be required to complete other appropriate duties and responsibilities as requested by the Principal from time to time.

DUTIES AND EMPLOYMENT CONDITIONS

All staff at St Patrick's College Townsville are employed under Catholic Employing Authorities, Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2023 - 2026, which provides information in relation to levels of remuneration, leave, expected duties and work practices.

In addition to directed duties, classroom teachers are expected to fulfil, in a professional manner, other tasks as assigned including the planning of curriculum units, preparation of lessons, the assessment and reporting of student performance and regular communication with parents/guardians and relevant College personnel in relation to the learning and pastoral needs of students in their care.

The College reserves the right to alter roles and responsibilities at any point in time.

ST PATRICK'S COLLEGE TOWNSVILLE – COMMITMENT TO CHILD SAFETY

St Patrick's College Townsville is committed to child safety. As educators, we strive to provide a safe, happy, and empowering environment that builds confidence, resilience, and self-esteem. We foster respectful and caring relationships between staff and students, ensuring positive interactions that contribute to the overall wellbeing of every child.

We support and respect every child, as well as our staff and volunteers, and we are committed to their safety, participation, and empowerment. The College has a zero-tolerance approach to child abuse. All allegations and safety concerns are treated with the utmost seriousness and addressed in line with our regularly reviewed policies and procedures, which are available on our website. We recognise our legal and moral obligations to notify the appropriate authorities when concerns for a child's safety arise, and we provide clear processes for students, families, and staff to raise concerns or offer feedback.

St Patrick's College Townsville is dedicated to preventing child abuse and identifying risks early in order to remove or reduce them. We work proactively with student and parent stakeholders, delivering educational programs which ensure risk and rights consciousness. We maintain robust human resources and recruitment practices for all staff and volunteers, and we are committed to providing regular training and education to our community on child safety and abuse prevention.

We uphold the cultural safety of children from culturally and linguistically diverse backgrounds, and we are dedicated to providing an inclusive and safe environment for children with disability. We are committed to ensuring that Aboriginal and Torres Strait Islander students in our care are supported to maintain their cultural identity and connections with family and community.

Through strong policies, procedures, and training, our leadership team, staff, and volunteers are equipped to uphold these commitments and ensure the safety and wellbeing of all children in our care.

Position Description approved by:



KATH LITTLE
College Principal

I have read and accept the Position Description of Head of Senior as set out above.

Name	
Signature	
Date	