

POSITION DESCRIPTION

Head of Student Engagement (7-9)



**MATTHEW
FLINDERS**
Anglican College

JOB CLASSIFICATION

Position title:	Head of Student Engagement (7-9)
Reports to:	Head of Secondary
Employment type and tenure:	Fixed term, Full time (5 Year) Contract
Department / School:	Secondary School
Industrial instrument:	The Queensland Anglican Schools Enterprise Agreement 2021
Position classification:	Promotional Position for Teachers (PPT) Level 3
Remuneration:	Teacher Salary + PPT Allowance + Superannuation
Last updated:	May 2023

ORGANISATIONAL CONTENT

Matthew Flinders Anglican College is a co-educational College that cares for more than 1380 students in P-12 and 140 Early Learning Centre children. The College was established in 1990 and is located on the Sunshine Coast in Buderim. The College has extensive facilities, comprehensive sporting and co-curricular programs and is committed to using technology to enhance educational opportunities.

Our Mission

Through transformational learning experiences, we inspire our students to achieve academic excellence, develop a profound sense of humanity and be motivated to create positive change in the world around them.

Our Vision

To Educate for Excellence in Learning and Life.

Our Values

Compassion | We are aware of suffering and are motivated to treat others with kindness, care and understanding.

Courage | We act bravely to overcome our fears, accept challenges and learn from our mistakes.

Integrity | We act with honesty, moral strength and grace, guided by humility and compassion.

Respect | We have a high regard for self and others, and for the wider community, and treat each other accordingly.

ABOUT THE POSITION

Position summary

The Head of Student Engagement (Years 7-9) works alongside the Head of Middle School and the Year 9 Project Leader as a member of the Middle School Leadership Team. The role provides leadership and management and support in areas of pastoral care and wellbeing, student behaviour and appearance, leadership opportunities, and academic administration.

The Head of Student Engagement will foster high-level relationships with staff, students and parents as they attend to the holistic needs of the students in the Middle School.

Key Objectives

- Oversee the development and delivery of pastoral programs in the Middle School.
- Organise and/or assist in the delivery of Year 7–9-year level events, including Camps.
- Take a lead role in enhancing and promoting a #proudtobefinders culture.
- Establish and maintain positive, respectful relationships with Middle School students, staff and parents.

Primary relationships

- Report to the Head of Secondary via the Head of Middle School.
- Collaborate with Heads of Department, Heads of House, College Counsellors, Homeroom Mentors and the Year 7 Teaching team.
- Support, guide and advise students, parents, families and other key stakeholders.
- Liaise with staff, students, parents and members of the Flinders community.

Main responsibilities

Pastoral Programs

- Oversee all aspects of the development and delivery of the WELL4Life program for students in Years 7-9. This will include collaboration with the Head of Middle School, the Head of Student Engagement (Years 10-12), as well as homeroom mentors, Year 7 core teachers and Heads of House.
- In collaboration with the staff mentioned above as well as the Head of HPE, co-ordinate the delivery of key pastoral topics to students in the Middle School.
- Engage with the Flinders Speaker Series organisers to promote guest speakers on pastoral topics which may be of interest to parents and the wider community.

Year Level events

- Working alongside the Head of Middle School, organise or assist in the organisation of significant year level activities, assemblies and events.
- Investigate opportunities for signature events to be organised which ‘signpost’ the students’ passage through the Middle School.
- In collaboration with the Head of Middle School and Year 9 Project Leader, organise Year 7 - 9 Camps including overseeing budget, resourcing and alignment to the Pastoral Program.

- Attend Year 7 - 9 Camps.
- Working closely with the Round Square Coordinator, promote various activities associated with Round Square throughout the student body.

Student Wellbeing

- Develop and nurture relationships with students in the Middle School and their families.
- Communicate effectively and efficiently with other members of staff, including College Counsellors, about the needs of students in the Middle School.
- Working closely with homeroom mentors, establish in Middle School students a clear understanding of the College's uniform and behaviour expectations and the development of #proudtobefinders approach.
- Facilitate authentic opportunities for cross-age interactions between Middle School students and other members of the College community.

Student Leadership

- Working closely with the Head of Middle School, establish leadership opportunities and the development of leadership skills for students in the Middle School.

Parents

- Maintain close links with parents regarding matters relating to their child/ren.
- Maintain a proactive approach to providing support for the family where appropriate.

Teaching and Learning

- Maintain a teaching role at the College with an approximate teaching load of 0.4FTE.
- Model proficiency as a classroom teacher, as described by the Flinders Framework for Teaching, and serve as a role model for colleagues through professional practice.
- Deliver engaging, relevant and dynamic learning experiences for Secondary students.

Administration

- Working closely with the Head of Middle School, monitor academic progress of students in the Middle School, liaising with subject teachers/Homeroom Mentor where intervention, support or affirmation is required.
- Monitor student absences, behaviour, uniform and other pastoral care entries, escalating ongoing or significant issues to the Head of Middle School.
- Provide ongoing feedback and support to homeroom mentors and Heads of House.
- Provide support and encouragement for students in the Middle School through attendance at co-curricular activities in which they participate.
- Actively support the Heads of House in their organisation of whole Secondary School events such as Swimming, Cross Country and Athletics Carnivals.

ABOUT YOU

Person specification

Essential qualifications

- Registration with the Queensland College of Teachers (QCT)
- Degree level qualification/s
- Post Graduate Qualification/s (highly advantageous, not essential)
- First Aid and CPR Qualifications, or willingness to obtain

Knowledge, experience and attributes

- Demonstrated leadership skills.
- Excellent time-management and administrative skills with the ability to meet deadlines.
- Strong written and verbal communication skills with the ability to build strong professional rapport with multiple stakeholders.
- A high level of interpersonal skills, a willingness to be an active team member and contribute to the life of the College.

STATEMENT OF COMMITMENT

Safeguarding our Students

Matthew Flinders Anglican College supports the rights of children and young people and is committed to ensure the safety, welfare and wellbeing of Students. Matthew Flinders Anglican College is therefore committed to responding to allegations of student harm resulting from the conduct or actions of any person including that of employees.

To ensure the safeguarding of our students, all employees must have a current Employee Working with Children Check (Qld Blue Card or Qld Teacher Registration) before commencing work. In addition, included throughout the recruitment process are checks of suitability for employment with children.

Workplace Health and Safety

Matthew Flinders Anglican College is committed to ensuring the physical and psychological health, safety and wellbeing of our people. Employees (including contractors and volunteers) must comply with all legislative requirements in respect to Workplace Health and Safety and follow all policies, procedures and codes to ensure a safe and accident-free workplace is maintained.

Equal Employment Opportunity

Matthew Flinders Anglican College is an equal opportunity employer. We recognise that teams who reflect a diversity of lived experience, identity, perspective, and background help us to create a healthy and inclusive working culture where our staff, students and community can thrive.

A position description is not intended to limit the scope of a position but to highlight the key aspects of the position. The requirements of the position may be altered to meet the changing operational needs of the College.



Matthew Flinders Anglican College

1-47 Stringybark Road, Buderim QLD 4556

P: 07 5477 3200

www.mfac.edu.au

"Surrounded by our past, united by our future." Artwork by David Williams of Gillingbarr.