

Director – Middle Years (7-9)

Title	Director – Middle Years (7-9)
Classification	Above the POL Level
Time allowance	30 x 52 minutes periods per 10-day cycle
Appointment duration	3 years (inclusive of an appraisal during the tenure)
Date Reviewed	October 2021

Whitefriars College, a Catholic school in the Carmelite spirit and tradition, is a faith learning community wherein all members, *'gradually learn to open themselves to life as it is, and to create in themselves a definite attitude to life as it should be'* (*The Catholic School*, n31). The words of Jesus, *'I have come that you may have life and have it to the full'* (John 10:10) and *'As the Father has loved me, so I have loved you'* (John 15:9) provide the basis for all that we do.

The Whitefriars College Mission and Values Statement *'reflects the tradition of the Carmelites who actively seek to live in God's presence by walking in the way of Jesus Christ', 'aims to empower young men to live with integrity through experiences of community and prayer and a sensitivity to justice' and 'assists them to take their place in society as a valued individual, alive with the wisdom of the Gospel.'* This statement is integral to every position of leadership in the College.

Commitment to Ethos

All staff in Catholic schools have an indispensable role to play in furthering the mission of the Church. It is expected, all employed in a Catholic school:

- accept the Catholic educational philosophy of the school
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work
- by their teaching ministry, other work and by personal example strive to help students and families in their faith formation to understand, accept and appreciate Catholic teaching and values
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act
- comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, and activities directed at the broader aims of the College.

Whitefriars College is a Child Safe School in accordance with Ministerial Order 870

Whitefriars College provides employees, volunteers and clergy with regular and appropriate opportunities to develop their knowledge of, openness to, and ability to address child safety matters. This includes induction, ongoing training and professional learning in accordance with Ministerial Order 870 to ensure that everyone understands and is compliant in their professional and legal obligations and responsibilities, and the procedures for reporting suspicion of child abuse and neglect.

Overview

The Director - Middle Years at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. He/She exercises a professional relationship of support and loyalty to the leadership of the College, which shapes and implements the school's vision. The Middle Years is a significant organisational unit for the delivery and implementation of the College's Mission and Values Statement, Learning @ Whitefriars Framework, Global Citizenship definition, curriculum, pedagogy, assessment and reporting processes and procedures.

The Director - Middle Years requires an understanding of the holistic development of a student – spiritual, intellectual, emotional, physical and social.

The Director – Middle Years is a member of the Principal's Leadership Team.

The Director - Middle Years is primarily responsible through the Deputy Principal - Students and Deputy Principal - Learning & Teaching, to the Principal for the overall leadership and administration of Years 7, 8 and 9. Under the leadership of the respective Deputy Principal, the Director is a collaborative and an active member of the Learning Team and the Wellbeing Team.

The Director - Middle Years requires a passion for the learning and wellbeing of students and staff. This is not only manifest in the degree of knowledge they possess, but also in the way they can inspire staff as co-learners. A key responsibility is to build the capacity of staff to influence student learning and wellbeing. The person will be outward looking and requires an understanding of contemporary pedagogy, learning spaces, the use of learning technologies, student wellbeing, restorative practices, and case management.

The Director - Middle Years involves collaborating with Years 7, 8, and 9 students, Pastoral Care Teachers, subject teachers and parents of students, House Leaders, the Director - Senior Years, Transition Coordinator, Pathways Coordinator, Careers Advisor, Learning Leaders, Learning Diversity personnel, Director – College Operations, Development Office, Psychologists and Deputy Principals.

Attributes and Competencies

The Director - Middle Years is expected to exhibit the following attributes and competencies:

- A lively and practical support of the Catholic nature of the College
- An understanding of, appreciation for, and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College
- A firm belief in and commitment to the Mission and Values of the College and an ability to articulate and promote these
- A commitment to the Learning @ Whitefriars Framework and Global Citizenship Statement, with an understanding of contemporary curriculum design, pedagogy and assessment and strategies to build the capacity of staff
- Loyalty to and public support for the Leadership of the College
- Demonstrate a broad knowledge of curriculum issues beyond their own teaching area and wellbeing
- Apply and model excellent teaching and learning skills employing a broad range of learning strategies and learning technologies
- Provide accomplished and respected educational leadership and management
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community
- Develop with subject teachers and other staff, cooperative and collaborative working relationships that promote excellence in teaching, student learning and wellbeing and the leadership and administration of Years 7, 8 and 9
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums
- Demonstrate proficiency in documentation and record-keeping
- Work collaboratively on relevant policy making within the College.

Duties

Faith Formation

The Director - Middle Years is expected to:

- Actively demonstrate Christian service and respect towards Catholic teachings
- Be active faith leaders in the College by demonstrating an involvement in College liturgies, prayer services, faith experiences and service learning
- To lead curriculum design in the context of the Catholic faith and Carmelite tradition
- Liaise with the Deputy Principal – Faith & Mission to generate opportunities for student faith development in Years 7, 8 and 9.

In addition, as a member of the Leadership Team, the Director is expected to:

- Support the Principal in providing a leadership model which embodies critical reflection, commitment to continual personal and professional learning
- Work with the Principal and the team in relation to College strategic planning and the implementation/review of the College Strategic Plan and the CIS Framework
- Provide an exemplary standard of pastoral care to staff, students and parents
- Provide advice to the Principal and Deputy Principals on administrative, staff and student issues.

Learning

The Director - Middle Years is expected to:

- Assume responsibility for the administration of Years 7, 8 and 9
- Lead curriculum design, pedagogy and assessment, in conjunction with the Deputy Principal – Learning and Teaching, Learning Leaders and House Leaders in relation to the capabilities across 7, 8 and 9
- Liaise with the Learning Leader – Enrichment and Data to coordinate the organisation and running of PAT testing (Reading, Mathematics, Science and Languages) and Academic Assessment Service (Year 8) testing, analysis, distribution of results and providing teaching staff with strategies
- Assume responsibility for the Academic Excellence, Academic Endeavour and Academic Colours awards, including the collection and collation of Top 5 and Academic Endeavour nominations each semester for students in Years 7, 8 and 9
- Coordinate, in conjunction with the Director - Senior Years and Deputy Principal – Learning and Teaching, the semester High Achievers' morning tea
- Lead the subject selection process, with the Director - Senior Years, Deputy Principal – Learning and Teaching, Careers Advisor, Pathways Coordinator including timelines, Middle Years Curriculum Handbook, presentations, communication, information evenings, careers advice, course advice day, and web preferences at Years 7, 8 and 9
- Maintain the Timetable database for Years 7, 8 and 9 with the support of relevant administrative staff, including incoming/exiting students and subject selection changes
- Coordinate the organisation and running of the Year 7 and Year 9 NAPLAN testing
- Assume responsibility for the composition of classes and accuracy of class lists at Years 7, 8, 9 and 10
- Assume responsibility for counselling students in regard to subject changes and updating the Timetable database as appropriate
- Assume responsibility, as required, for the preparation, organisation and running of any beginning and end of year programs for Years 7, 8 and 9
- Oversee the Year 6 and Year 8 Scholarship Program with the Development Office and make recommendations to the Deputy Principal – Learning and Teaching and Principal
- Oversee with the Director - Senior Years, Deputy Principal – Learning and Teaching, Learning Leaders and the Director – College Operations, the organisation, communication and facilitation of the end of semester examinations at Year 9
- Meet with Middle Years teachers as the need arises to discuss issues relating to Middle Years students
- Assist Middle Years teachers to develop strategies which foster an improved learning culture at the College
- Organise information evenings for parents in Years 7, 8 and 9 as required
- Oversee the process of the approval of excursions and incursions relating to the calendar and alignment with the curriculum standards
- Under the guidance of the Deputy Principal – Learning and Teaching, track the academic progress of Years 7, 8 and 9 students and, in consultation with Learning Leaders and House Leaders, coordinate appropriate intervention strategies to enhance learning.

Wellbeing

The Director - Middle Years is expected to:

- Assume responsibility for the preparation, organisation and running of the Outdoor Learning Program at Years 7, 8 and 9 (see below for details)
- Assist the Deputy Principal - Students in the interview process for all new students applying for Years 7, 8 and 9, including the review of applications, possible interview and recommendation to the Principal
- Coordinate the transition of new students who enter the College beyond Year 7. This includes the allocation of House and Pastoral Group, booklist, transition program at the start of the year, and the new students' morning tea
- Coordinate, in conjunction with the Deputy Principal – Students and Deputy Principal – Learning and Teaching, the nomination of students in Years 7, 8 and 9 for any external competitions or awards
- Assume responsibility, as required, for the preparation, organisation and running of any beginning and end of year programs for Years 7, 8 and 9
- Assume responsibility for the Middle Years Student Representative Council
- Assist House Leaders with issues of Middle Years student behaviour, attitude and/or application to study which present as a whole class or year level issue
- Organise year level assemblies as scheduled and/or required
- Work with Deputy Principal – Students and Director - Senior Years in the organisation and running of whole school assemblies
- Organise information evenings for parents in Years 7, 8 and 9, as required
- Organise immunisation sessions for Years 7, 8 and 9 students, as required
- In conjunction with the Director - Senior Years and under the guidance of the Deputy Principal – Students, work closely with House Leaders in leading the thorough planning, documentation and staff professional learning of the Wellbeing program (both vertical and horizontal)
- Collaboratively work with Deputy Principals, House Leaders, Counsellors, Learning Diversity, Youth Worker and external services in the case management of students experiencing significant social, emotional, physical and intellectual issues for students in Years 7, 8 and 9
- Assist the Student Empowerment Leader in the organisation of staff and communication for socials at Year 9.

Transition

- Assume overall responsibility for the transition process of students entering the College
- Work with the College Leadership Team and nominated teachers to establish strong links between the relevant staff of the College and its main feeder schools, particularly in Years 6 –7, and fulfil the tasks listed below:
 - Foster ongoing communication between relevant staff from Years 6-7 to ensure a smooth transition
 - Liaise with primary school personnel to ensure that the needs of individual students are met
 - Further develop, maintain and review an effective transition program for students entering the College at Year 7
 - Encourage interaction between the students of the College and its main feeder primary schools through various activities offered by the College or requested by feeder schools
 - Support the House Leaders in an administrative capacity on any transitional matters affecting their students
 - Assist House Leaders in dealing with transitional issues raised by parents of incoming and current Year 7 students
 - Liaise with the Learning Leader - Diversity, Learning Leader Academic Enrichment and Data Coordinator, House Leaders and families where prospective and current Year 7 students who may have special needs
 - Survey Year 7 students to assess the success of the transition program and to address any concerns raised by them.
 - Distribute and coordinate collection of Transition forms from feeder schools and follow up primary school teacher requests for any further communication where needed
 - Liaise with Learning Leader - Diversity to undertake some visits to feeder primary schools where relevant
 - Assume responsibility for the planning and organisation of the Educational Skills Profile session for incoming Year 7 students

- Coordinate all relevant parent nights in relation to transition
- Collate all available information on incoming students (from Transition forms, test results, visits etc.) and distribute this to relevant teachers e.g. House Leaders, Learning Leader - Diversity, College Psychologists
- Assist with Open Day in the Year 7 area
- Liaise with the Director of Development and Enrolment to update and produce Transition Visit Booklets given to incoming students during visits by Transition Coordinator to feeder primary schools and in the production of the Whitefriars College Year 7 Parent Information booklet and package distributed during the Parent Information Evening
- Be responsible for any follow up resulting from any Parent Information Evening involving transition
- Assume responsibility and organisation of visits to selected feeder primary schools with current Year 7 students as Student Ambassadors
- Assume responsibility for the planning and organisation of the Transition Morning for students enrolled as the only one from their primary school (singles)
- Be responsible for formulating Year 7 subject classes using the following criteria:
 - Students placed in same House as brothers or father
 - Students from same school spread evenly across the classes
 - Recommendations from primary schools taken into consideration
 - Balance of academic ability
 - Balance of students with behavioural concerns
 - Students with same surnames placed in different classes
 - Students with same Christian names spread evenly where possible
 - Classes must be finalised for Orientation day
- Assume overall responsibility, after liaising with House Leaders, for the preparation, organisation and running of the Orientation Day for Grade 6 student
- Assume overall responsibility, after liaising with Learning Leader – Coaching and Innovation, for the preparation, organisation and running of the Year 7 Orientation Program for Year 7 students
- Assist the Director of ICLT and Lead Learning, Teaching and Technology Coach in the distribution of tablet computers to Year 7 students at the start of the school year as required
- Assume responsibility, liaising with House Leaders and Director – Middle Years where required, in the preparation, organisation and running of the Year 7 camp
- Organise Parent Information Evening for incoming Year 7 parents at start of Year 7
- Assume overall responsibility, in liaison with the Director – Middle Years and Director – Senior Years, for the planning and organisation of the Educational Skills Profiles for late enrolments Year 7-10
- Provide regular reports to the College community on matters relating to Transition

Communication

The Director - Middle Years is expected to:

- Provide regular reports to the College community on matters relating to Middle Years, including regular updates to the relevant websites, articles in the daily and weekly notices, and articles in the College Yearbook
- Promote the College as a learning focussed school, including Open Day, Twilight Evening and Subject Selection activities
- Assume responsibility for informing students, administration and teaching staff, and parents of all matters concerning the students in Years 7, 8 and 9, e.g. via In Fide, Email, Letter or Twitter.
- Maintain correspondence with parents, other schools and outside agencies as required
- Lead the exit process of students who decide to leave the College from Year levels 7, 8 and 9.

Child Safety and Risk Management

The Director - Middle Years is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect students and staff
- Ensure that members of the College are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices
- Review and approve excursion/incursion/trips and tour applications and risk assessments.

Outdoor Learning Program

The Whitefriars College Outdoor Learning Program aims to provide an enjoyable and challenging range of outdoor living and travel experiences over Years 7-9 to assist students in their personal, social and spiritual development. Its aims arise from and are virtually synonymous with those of the College's Personal Development program and it is indeed one of the means of delivery of the Personal Development program.

In general terms the Director - Middle Years is responsible through the Deputy Principal - Students, Deputy Principal - Learning and Teaching to the Principal for maintaining the vision of the OLP at the College. This involves liaison with the Outdoor Education Group (or other service provider), staff, parents and students over Years 7, 8 and 9. It thus involves a detailed knowledge and understanding of the aims, mediums for learning and activities of each OLP camp. It also requires the Director - Middle Years to act as the focus person at the College for the OLP.

Specifically, the duties of the Director - Middle Years in regard to the OLP are to:

- Be responsible for the development of the Outdoor Learning Program within the College community, curriculum and ethos
- Be responsible for ensuring that the OLP meets its stated goals
- Be responsible for all school-based preparation, organisation and follow up in relation to the OLP
- Be conversant with the College's policies on risk management and the implications of these policies for procedures and practices that affect the OLP
- Ensure that staff involved in the OLP are aware of risk management policies and the implication of these policies on procedures and practices related to the OLP
- Be responsible for OEG contacts, including budget submissions to the Business Manager in liaison with the Director - Senior Years
- Liaise with the OEG's appointed School Manager
- Acquire a detailed knowledge and understanding of the aims, mediums for learning and activities of each OLP camp over Years 7, 8 and 9
- Be responsible for ensuring that the activities offered by the OEG across Years 7, 8 and 9 continue to meet the aims of the College's mission and values
- Be responsible for the formation, development and review of curriculum links between the OLP and the College's overall curriculum
- Inform, motivate and enthuse students
- Inform students of requirements and expectations
- Dialogue with students re their fears and expectations
- Be responsible for arranging appropriate lead up and follow up activities for students
- Liaise as appropriate with the Timetabler in the staffing of OLP camps and activities
- Assist the Deputy Principal - Staff in providing appropriate professional learning for staff involved in the OLP
- Communicate to students, parents and staff as required information about the OLP
- Assume responsibility for promoting the OLP within the College community
- Assist the College's Development Office in promoting the OLP within the wider community, including the Open Day Presentation
- Prepare relevant documentation for the Learning Management System
- Be responsible for the process of reviewing and evaluating each camp
- Be responsible for the process of reviewing and evaluating the OLP at the College
- Act as the first point of reference for parent, staff and student queries and requirements
- Coordinate student camp groupings in collaboration with OEG (Outdoor Education Group) – or other service provider
- Administer completion of medical forms to students and staff and follow-up of all relevant protocols, liaising with OEG in the process
- Coordinate completion of the final students lists for both students attending the camp and those not attending
- Organise Parent/Student OLP Camp Information Nights for Years 7, 8 and 9 – including booking venue and equipment required and arranging appropriate content for presentation
- Facilitate student preparation for and lead-up to the camp
- Organise bus times and groupings

- Organise after hours contact information (e.g. student lists, medical summaries, parental contact procedures) and a contact person at the College to liaise with the OEG after hours
- Provide the OEG with student numbers for each year level
- Ensure where possible a gender spread of staffing between OEG and the College
- Establish procedures for debriefing with staff after each camp
- Develop a contingency plan for replacing College staff who drop out at the last moment or whilst on camp (if possible)
- Coordinate a tally of attendance numbers on the day of the camp's departure
- Communicate the names of students attending the camp – and the venues at which they are located – to the Principal's Personal Assistant on the day of camp departure
- Check that relevant 24-hour emergency numbers are current prior to each camp's departure
- Liaise with teaching staff re ways in which the camp can be followed-up
- Publicise the experience of the most recent camp via the fortnightly bulletin and intranet displays
- Arrange relevant updates for the year level camp on the OLP website
- Coordinate the gathering of student reflections and photographs of OLP camps for College publications.

Miscellaneous

The Director - Middle Years is expected to:

- Oversee the work of and support the Middle Years Administrative Assistant
- Conduct Staff Review meetings with teaching staff once per Semester to build staff capacity
- Supervise Saturday detentions as required
- Attend College functions as required
- To be an active member of the Learning Team and Wellbeing Team, which is responsible leading learning and wellbeing and for making recommendations to the Principal of any significant changes to the learning and teaching programs at the College
- Undertake other relevant duties as directed by the Deputy Principals or Principal.



Director – Middle Years (7-9)

Application

Applicants should submit:

- A covering letter of *no more than one page* outlining why the application is being made for the position
- A statement of *no more than one page* on your educational philosophy in terms of how you view the place of education within the life of a student
- A resumé providing details of all relevant educational experience
- A response of *no more than two pages* on your ability and experience that will enable you to undertake various aspects of the role
- The names and contact details of at least three relevant referees.

Applications should be addressed to Mark Murphy at principal@whitefriars.vic.edu.au no later than **5.00pm on 21 October 2021**

Any enquiries about the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.