



BRISBANE BOYS' COLLEGE

Position Title	Head of Secondary School – Years 7-12		
Reporting to	Headmaster		
Department	Headmasters Office	Sub Department	Secondary School
Location	Brisbane Boys' College, Toowong	Last Review	2024

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

General Expectations

- Support the ethos of the school in actions and speech and uphold the PMSA Code of Conduct.
- Work to achieve the goals of Secondary School as outlined in the College Strategic Plan.
- Contribute to the development of the school as a learning community through reflection, innovation and professional learning.
- Consistently uphold and promote the school's vision, mission and values and promote caring, good, humoured relationships.
- Contribute to an atmosphere of mutual trust and respect in the Secondary School and promote collaboration, discussion, debate and teamwork.
- Promote high professional standards and expectations and model exemplary professional practice to the best of his/her ability.
- Undertake other duties as required by the Headmaster.

Reporting and Collegial Relationships

The following positions report to the Head of Secondary School:

- Heads of Year and Assistant Heads of Year

Critical College-wide relationships with:

- Headmaster
- Deputy Headmaster – Wellbeing (P-12)
- Deputy Headmaster – Academic Performance and Innovation (P-12)
- Head of Junior School
- Director of Corporate Services
- Director of Operations
- Head of Co-curriculum



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- Director of School Development & Community Engagement
- Head of Admissions
- Human Resources Manager
- Health and Safety Risk Manager

Primary Objective

The Head of Secondary School – Years 7 – 12 is responsible for developing, implementing, and managing a secondary school strategy that maximizes the learning opportunities, outcomes, and welfare of students at Brisbane Boys' College from Years 7 through to 12.

Playing a pivotal role within the academic wellbeing structure the role supports the Deputy Headmaster - Wellbeing P-12 with the strategic, pastoral and operational management of the College.

The Head of Secondary School is an active member of the Senior Executive Team and as such, also plays a key role in the development and implementation of various projects of a strategic nature as advised by the Headmaster.

Key Responsibilities

Operations Management

Oversee relevant aspects of each College Day and the adequate supervision of such to ensure an effective and smooth-running school. Such aspects include:

- Leading, delegating and overseeing all secondary programs and opportunities.
- Supervision of buildings and grounds prior to commencement and after the cessation of daily lessons.
- Daily inspection of relevant facilities to ensure a neat and tidy school.
- Curate assemblies.
- Assist the School Sergeant and Year Team Leaders with behavioural investigations.
- Facilitate Prefect meetings.
- Liaise closely with the Deputy Headmaster – Wellbeing (P-12).
- The Head of Secondary School will approve student absences of three days or more.
- Implement, in liaison with the Chaplain, periods for student worship as requested.
- Implement established policies and review policies as required.

Behaviour Management

- Is responsible for the discipline and good order of students and see that high standards of behaviour and endeavour are maintained (7 – 12)
- Liaise with the Deputy Headmaster – Wellbeing (P-12) regarding serious secondary school discipline matters.
- Planning for student outcomes that best support student interests, passions and future goals.
- Revise the behaviour management policy as appropriate and communicate to staff.



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- Assist the Headmaster by acting as a strong advocate for discipline within the College, thereby actively supporting staff, Heads of Year, Heads of House, Heads of Department and student leaders in the performance of their duties.
- Keep the Deputy Headmaster – Wellbeing (P-12) informed of all serious discipline matters, and in particular any matters pertaining to alcohol, drugs, tobacco, serious bullying and stealing.

Human Resource Management

- Where appropriate, in consultation with other Executive staff and the Human Resources Manager, prepare job specifications for staff recruitment and assist in the selection process.
- In consultation with the Deputy Headmasters and as the need arises, prepare formal recommendations to the Headmaster regarding appointments and terminations of academic staff.
- Assist in probationary and performance reviews of academic staff.
- Conduct internal recruitment and selection processes for Heads of Year and undertake performance reviews for these staff.
- Provide counselling and support to staff to help ensure high professional standards are maintained.
- In conjunction with the Deputy Headmaster – Academic Performance and Innovation P-12, encourage staff to review, develop, and implement academic standards and instruction methods consistent with the overall College curriculum and philosophy.
- Encourage staff behaviour is consistent with our Christian philosophy and teaching.
- Manage the appraisal process for all direct reports.

Community Relationships Management

- Oversee the implementation of programs for enhancing BBC's public image through intra-school and inter-school activities in music and drama, sports, public meetings, gatherings of students, parents, Old Boys and supporters, parent groups and link associations.
- Provides effective liaison between the OCA and P&F
- Maintain effective communication with the College community through formal auxiliary bodies and informal contacts.
- Assists with the management and resolution of parent complaints, concerns and/or grievances.
- Be present at as many College functions and co-curricular activities as possible, and, when requested, represent the College at any function.
- Maintain a high profile in support of public and special functions.
- Contribute to the public image of the College by maintaining excellent standards of behaviour by all students in all school and public activities.
- Be an active participant in marketing and promotional activities including rural and overseas marketing trips, community clinics, stalls, and shows.



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Programs, Processes and Events Management

- Oversee the management of files of Secondary School students.
- Ability to lead in collaboration with Year 11 Heads of Year and Deputy Headmaster – Wellbeing (P-12) secondary school leaders and Prefects and the Prefect Process.
- Liaise with the Outdoor Education Co-ordinator regarding secondary outdoor education experiences.

Academic, Pastoral and Co-curricular

- Lead and direct the Heads of Year and Assistant Heads of Year in the holistic development of students in Years 7-12 through observing their academic, social, spiritual, and physical wellbeing, and addressing areas of concern through appropriate interventions.
- Work with the Heads of Year to develop and implement an age-appropriate wellbeing program.
- Coordinate appropriate record-keeping of wellbeing and discipline issues for boys in Secondary School.
- Assist the Deputy Headmaster – Wellbeing (P-12) to map the social and emotional growth of boys in Years 7-12.
- Lead the oversight and care of students progressing from the Junior School into the Secondary School.
- Assist, where necessary, with the interviewing of students (and parents) applying for enrolment.
- Ensure high academic standards consistent with individual student abilities.
- Lead teaching staff and be advised by them in the all-round development of individual students through best use of opportunities for sport, cultural, service and training activities.

Delegated Responsibilities

- Assist in leading the Wellbeing Team with a view to continuing to promote and strengthen the Wellbeing systems at the College as designed by the Deputy Headmaster – Wellbeing (P-12).
- Conduct cycle meetings with all direct reports.
- Liaise with, and support, the Deputy Headmaster – Wellbeing (P-12) regarding the whole school Tartan+ Wellbeing program.
- Assist on appropriate committees as the need arises.
- Empowered to seek and insist upon parent permission or agreement in writing for any activities involving students either on campus or elsewhere, when prudence suggests the necessity for such action to protect the College, staff, or other students from all claims and action.



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- In emergencies, properly deal with representatives of police, legal, medical, financial, civil defence, insurance, audit and other external authorities and institutions. At the first opportunity, report fully to the Headmaster on any extraordinary action taken.
- Perform other duties as required by the Headmaster.

Miscellaneous

- Assist the Deputy Headmasters in coordinating Friday reflections.
- Teach in a specific discipline as requested by the Headmaster.
- Be actively involved in, and support, the College's co-curricular program of activities.
- Help maintain industrial relations in a manner appropriate to the style of BBC.

Skills and Capabilities

- Experience as a senior staff member in an Australian independent school and the ability to lead a College staff with enthusiasm and vision.
- An educator who takes initiative and can do more than what is specifically required.
- Proven skill and enthusiasm as an effective classroom practitioner in at least one subject area.
- Proven ability as an administrator and able to communicate comfortably with the parents.
- Experience in conducting major school events, e.g. assemblies, information evenings.
- Well versed in handling disciplinary matters in a firm but fair manner having both exemplary listening skills and decision-making ability.
- Demonstrated experience of utilising student data to drive forward student growth
- Experience in counselling both students and staff so that they are enabled to realise their full potential.
- A thorough understanding of quality systems management in schools;
- An educator who has a passion for academic and co-curricular excellence and on enabling every student to achieve their full potential.

Other Relevant Information

This role calls for:

- A dedicated professional committed to boys' school education.
- implement and monitor student achievement and proactively monitor continuous improvement.
- An educator with strategic thinking skills.
- A team player committed to promoting the best interests of the boys of BBC.

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.



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- Positively support the College's traditions and Christian ethos.
- All teaching staff must maintain current registration with the Queensland College of Teachers. All non-teaching staff must hold a current blue card for working with children.

Safeguarding

At Brisbane Boys' College, Safeguarding is everyone's responsibility and every staff member must adhere to the [PMSA Child Safeguarding Processes](#). We are committed to child safeguarding and protecting the welfare of the children and young people in our care. All children and young people have the right to feel and be safe. At BBC we view safeguarding as an integral element of providing a high-level education, which aims to assist our students to develop into thriving adults who are positively connected to each other and to the communities in which they live and to which they will serve.

If in the course of carrying out the duties of the role where the Head of Secondary School suspects any instance that a child is suffering or likely to suffer significant harm you must report any concerns to the School's Designated Child Safeguarding Officer or to the Headmaster so that a referral can be made accordingly.

Appraisal Conditions

The appointee to this position will be required to undergo an annual professional review with the Deputy Headmaster – Wellbeing and Headmaster. Prior to completion of the five-year term, a comprehensive Performance Appraisal will also be conducted.

Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.