Appointment of the
Head of Middle School
For January 2024

Candidate Information Pack
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Welcome

It is with great excitement that we commence the search for our Head of Middle School, a key leadership role in one of South Australia’s leading schools for girls.

At St Peter’s Girls’ School, we focus on collaboration, creative thinking and innovation, seeking to foster independent thinking and instilling our core values of courage, creativity and compassion in every student.

We have a proud history of almost 130 years, providing outstanding educational opportunities for students from Early Learning to Year 12. Our all-in-one campus, located in leafy Stonyfell, just 5km from Adelaide’s CBD, boasts spacious grounds and state-of-the-art facilities.

The successful candidate will have significant experience across a range of key aspects of school life including teaching and learning, pastoral care, school operations, strategic planning and human resource management. We are seeking a candidate who demonstrates an exemplary level of professionalism with proven leadership abilities who will inspire staff and provide operational support across our Middle School.

The Head of Middle School will have a strong alignment with the values and culture of St Peter’s Girls’ School and a commitment to inspiring our students to become women of character and influence.

I invite you to read on to discover more about St Peter’s Girls’ School and the wonderful opportunity available for the right candidate to join us as Head of Middle School in January 2024.

Cherylyn Skewes
Principal
Our School

At St Peter’s Girls, we provide outstanding educational opportunities for over 1000 students from Early Learning to Year 12 in an engaging, collaborative and dynamic environment.

Our all-in-one campus is located in Adelaide’s picturesque foothills at Stonyfell, just 5km east of the CBD, and features a mix of historic and modern buildings surrounded by the tranquil bushland of Ferguson Conservation Park.

Our leading edge facilities include a Science Centre, Maker Space, Media Hub, Arts Centre, open and naturally-lit teaching and learning spaces, two libraries, a heated outdoor pool, gym, large sporting oval and netball/tennis courts.

Since 1894, the School has built upon the legacy of our founding Sisters, who were brave pioneers of girls’ education. Their daring vision and faithful determination continues to resonate with students today. Guided by their example, our holistic education encourages students to challenge, serve and lead with integrity and imagination in a global society.

We are an authorised IB PYP & DP World School.

Our Vision

St Peter’s Girls’ School: *Inspiring women of character and influence*

Our Values

**Courage** – pursuing opportunities with confidence and strength

**Creativity** – igniting our imagination to innovate and excel

**Compassion** – connecting with the global community through respect and service
Our School

Early Learners’ Centre

Our Early Learners’ Centre is the perfect place for girls and boys aged 2 - 5 to discover the unexpected, explore their senses and be a part of a community of lifelong learners. Our ELC is surrounded by the natural wonder of Ferguson Conservation Park and features thought-provoking outdoor play spaces and inspiring rooms.

Curriculum for Early Learners

Our education practice is underpinned by the International Baccalaureate Primary Years Programme (IB PYP) and influenced by the Reggio Emilia Philosophy which values each child as strong, capable and resilient. The PYP is implemented throughout our Junior School and supports a consistent inquiry-based learning approach.

We also embrace the National Early Years Learning Framework, *Belonging, Being, Becoming*. Our program has been developed with an emphasis on play-based learning, recognising the importance of social and emotional development, as well as communication. Opportunities are provided for children to access programs delivered by our specialist staff including Art, Chinese, French, Library, Music, Gross Motor Skills and Tennis.

Our Pathway to School

Our Pathway to School is a targeted ELC-to-school experience for all ELC children during the six months prior to their commencement as Receptions.

To complement the globally recognised learning experiences that already take place across our Centre, children are engaged in an extended range of focused learning opportunities aimed at preparing them for a successful and positive start to school.

Fundamental capabilities that are accelerated through our Pathway to School include social, emotional and self-management skills to further develop independence, organisation and resilience.
Our School

Junior School (Reception - Year 6)

At St Peter’s Girls, we recognise that quality junior schooling is the key to building a strong learning foundation. Students experience contemporary classroom learning, responsive and personalised wellbeing, specialist teacher programs and an extensive range of co and extra-curricular options.

International Baccalaureate Primary Years Programme (IB PYP)

Based on the International Baccalaureate Primary Years Programme (IB PYP), our Junior School Curriculum approaches teaching and learning through flexible and responsive methodologies. All students complete six Units of Inquiry throughout the year where they are encouraged to become probing and knowledgeable thinkers and communicators who engage in balanced and reflective risk-taking.

They study languages right from the outset, taught by the same highly-trained specialist teachers who mentor our older girls.

Wellbeing

We provide a nurturing and empowering community wellbeing program. Our values drive personal growth and social responsibility through service, challenge and a maturing awareness of the world around us. We help students to understand the importance of caring, not only for themselves and their peers, but also showing compassion for the local and global community.

The Junior School experience at St Peter’s Girls allows students to thrive academically while exploring their passions beyond the classroom walls. It prepares them for the next step in their schooling lives, creating a seamless transition into our Middle School.
Our School

Middle School (Years 7 - 9)

St Peter’s Girls’ Middle School is an engrossing learning environment that features new, open and flexible learning spaces and provides for the specific academic needs of adolescent girls, as well as their expanding and developing social, emotional, cognitive and spiritual domains. Our spaces boast expansive views of the stunning wilderness in neighbouring Ferguson Park and include state-of-the-art technology to stimulate young minds.

We empower students to be versatile, ethical and motivated individuals who collaborate, communicate and think creatively to achieve their best. Students are offered a broad range of subjects, preparing them for the educational choices of our Senior School.

Our Middle School aims to provide a sense of belonging for each student. As part of our progressively challenging Outdoor Education Program, our girls are encouraged to connect with their peers, experience life outdoors and take controlled risks in beautiful natural settings.

Girls in Years 7 and 8 participate in our unique Futures program to cultivate an entrepreneurial mindset. Students develop independence, initiative and creativity as they seek out an authentic problem worth solving. We also offer a wide range of co-curricular opportunities across Sport, Music, Academia and Performing Arts to encourage students to pursue their individual interests and make connections with like-minded students.

Our Middle School sets our girls up for success and fulfillment as they prepare for the challenges of senior schooling.
Our School

Senior School (Years 10 - 12)

Building on the foundations cemented throughout our Junior and Middle Schools, our Senior School sets St Peter’s Girls apart as a leader in all-girls education, career preparation and wellbeing. It provides extensive academic choice with both the South Australian Certificate of Education (SACE) and the International Baccalaureate Diploma Programme (IB) on offer. The two curriculum pathways provide an outstanding platform for future learning and careers.

Year after year, our Senior School students excel in academics, achieving top accolades at STEM and Music competitions and completing their SACE or IB studies with distinction.

Our Senior Students are strongly encouraged to continue their participation in co-curricular opportunities across Sport, Music, Academia and the Performing Arts to continue the pursuit of their individual interests and prioritise their wellbeing as work demands increase.

We provide our students with the tools to become women of character and influence. Outstanding achievement, academically and otherwise, has been a hallmark of our graduates. Countless numbers of Saints Girls go on to realise their aspirations across a host of disciplines, shaping the world of today for the generations of tomorrow.
Our People

We recognise that the success of our school is only possible through the outstanding commitment and capabilities of our staff.

We seek to foster a school-wide culture of excellence that aligns with our values of courage, creativity and compassion. With relationships at the heart, our staffing structure, roles and responsibilities are designed to strengthen connections, foster collaboration and provide support as we strive to achieve the very best outcomes for our students.

We are committed to providing staff with professional development opportunities to empower them with practices and knowledge that improve student learning outcomes and develop personal capacity. We support staff ambitions and invest in their careers so they flourish professionally and personally.

Furthermore, we are focused on fostering a welcoming and diverse community that creates a sense of belonging and connection for families, students and staff alike.

Leading the School is our Senior Leadership Team including the Principal, Deputy Principal/Head of Senior School, Head of Middle School, Head of Junior School, Director of Teaching and Learning, Business Director and our Director of Enrolments, Marketing and Advancement.

A Career at Saints Girls

- Unique opportunity to work in a highly regarded independent school.
- Collaborative and passionate team environment with a connected and inclusive community.
- Internal and external professional development opportunities.
- Opportunities for interstate and international professional learning within our network of exchange schools.
- Contemporary and high-tech learning spaces.
- Opportunities to engage in co-curricular offerings and School events.
- Well-resourced and supported teaching and learning.
- Competitive salaries.
- Onsite parking.
The Role

Head of Middle School

About the Role

Working with the School Leadership Team, the Head of Middle School (Years 7 - 9) contributes to the strategic direction of St Peter’s Girls to ensure its continued success. Working closely with leadership and staff, the Head of Middle School will provide leadership and vision for the delivery of education of the highest standard and will be committed to the ongoing development and wellbeing of the Middle School girls, teachers, and staff.

The Head of Middle School is responsible for the holistic development of each student within the School and for the implementation of the School’s Vision, Mission and Values in the daily operation of the School. As Head of Middle School, you will be responsible for the overall tone and climate, vision and leadership of the Middle School. You will develop and implement best known contemporary practices in student wellbeing, and the management of behaviour and welfare to enhance the overall wellbeing of Middle School girls.

Reporting/Working Relationships

The Head of Middle School reports directly to the Principal and is a member of the Senior Leadership Team and will have a close working relationship with the Heads of Senior and Junior School. Your direct reports will be Heads of Year 7, 8 and 9. The incumbent will receive support from an administrative assistant.

Knowledge and Experience

- Demonstrated experience in educational leadership with a record of achievement in leading school change and development
- Contemporary knowledge of curriculum, educational trends, schooling practices and pedagogy relevant to girls and staff learning outcomes
- Sound experience and skills in teaching and learning and the wellbeing of Middle School students
- Demonstrated high level conceptual, analytical and planning skills
- The expertise to lead and manage a diverse range of staff

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The Role
Head of Middle School

Key Responsibilities

Strategic and Executive Leadership:
- Ensure the effective and efficient operation of the Middle School, providing students which a highly effective learning environment
- Provide sound and thorough advice and support to the Principal to facilitate effective decision-making
- Inspire collaboration and act as a conduit between all sectors within the School
- Lead strategic and operational initiatives as required
- Lead and manage staff in a consultative and collaborative way, demonstrating high level interpersonal skills in communication, negotiation and conflict resolution
- Ensure school effectiveness research is undertaken in order to promote and sustain school improvement, facilitating the development of appropriate quality assurance and review strategies
- Address and resolve matters of performance and conduct in accordance with School policies, procedures and values
- Foster positive staff, parent and student relationships and ensure conflict resolution processes are established to provide positive outcomes
- Attend and positively represent the School at functions
- Contribute to the development of the School Calendar
- Other responsibilities as required by the Principal from time to time

Teaching and Learning:
- In consultation with the Director of Teaching and Learning, ensure the Teaching and Learning Program in the Middle School is contemporary, innovative and effective for the holistic development of students
- In consultation with the Director of Teaching and Learning, oversee professional learning plans of Heads of Year
- Work with the Director of Teaching and Learning and Heads of Department to guide subject choices
- Maintain an active and visible presence in learning environments in the Middle School
- Use data effectively to make decisions regarding the learning experience of Middle School students
- In partnership with the Director of Teaching and Learning, administer standardised tests, assessments and data collection
- Have an active role in the teacher/student/parent reporting cycle
- Oversee the Year 7 and 8 St Peter’s Girls’ Futures Program
- Administer the state Da Vinci Decathlon at St Peter’s Girls, working closely with the teacher of Gifted and Talented, and assisted by administrative support
- Assist with the recruitment and appointment of staff

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The Role
Head of Middle School

Key Responsibilities

Student Wellbeing:

- Actively lead best practice in wellbeing for Middle School students and the work of Middle School Heads of Year and Home Group Teachers in the design and implementation of the School’s #EMPOWHER wellbeing program, initiatives, services and activities, to promote student wellbeing
- Work with members of the Leadership Team to develop effective measures to assess and track student performance in the Middle School
- Use data to develop responsive wellbeing programs and to inform day-to-day practice
- Assume a visible and active role before school, during recess and lunch as a point of student, parent and staff contact
- Work closely with the Heads of Year and Home Group Teachers in addressing the wellbeing of students in the Middle School
- Support Heads of Year and Home Group Teachers in maintaining high standards of conduct, uniform, punctuality and attendance across the Middle School
- Develop practices to ensure effective transition points for girls in the Middle School
- Work with the School Psychologist and/or para-professionals in supporting students from Years 7 - 9 in their personal development
- Oversee the Head of Health, Physical and Outdoor Education in the effective delivery of Camps for Years 7 - 9
- Work with the Service Learning Coordinator on the design, implementation and oversight of service learning activities within the Middle School
- In consultation with the Head of Senior School, sustain a strong model of student leadership across the School
- Coordinate the selection process for Year 9 leaders in conjunction with the Heads of Year
- Conduct regular meetings of the Middle School staff and actively lead professional learning in Middle School related topics
- Conduct Middle School Assemblies as required
- Interview new students and families commencing in the Middle School
- Lead key Middle School events such as Year 9 Graduation and Middle School Information Sessions
- Be actively involved in School events involving Middle School students such as Presentation Night, Choral Night and Parent Teacher Interviews

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The Role
Head of Middle School

Personal Attributes
- Insightful and strategic leadership skills underpinned by strong emotional intelligence
- Excellent organisational and planning skills with the ability to lead by example and delegate effectively
- Sound judgement and the ability to operate autonomously
- Excellent interpersonal and relationship building skills to ensure the ability to effectively negotiate, resolve conflict, motivate and engage all stakeholders within the School community
- Proven ability to communicate effectively in a variety of contexts
- Proven ability to use data in the decision-making process, and strong analytical and problem-solving skills
- Ability to maintain solidarity and confidentiality within the Senior Leadership Team

Qualifications
- Registration, or ability to gain registration, to teach in South Australia
- Tertiary qualifications in education
- Master’s qualification in education or leadership (highly desirable)
- Valid working with Children Check (WWCC)

Conditions
This is a full-time, 5 year fixed-term contract position with 6 months’ probation and the opportunity for renewal at the conclusion of the contract. The Head of Head of Middle School is expected to teach in their discipline 0.4 FTE (approximately). Salary will be determined based on relevant qualifications, skills and experience. Out of hours work will be required, including possible interstate and overseas travel. The position receives six weeks’ annual leave, to be taken during school holiday periods, with other leave conditions as arranged with the Principal.
How to Apply

Please submit your application via SEEK or at: www.henderconsulting.com.au

Applications are to include a Covering Letter and Resume and should be addressed to Mr Andrew Reed.

For a confidential discussion, please contact Hender Consulting via (08) 8100 8827.