



POSITION DESCRIPTION

Head of Senior School (Keysborough)

HAILEYBURY
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Welcome to our School

Thank you for your interest in the role of Head of Senior School (Keysborough) which leads staff at the Senior School Keysborough campus and makes a strong contribution to future directions and strategy of the campus.

Haileybury is one of Australia's leading schools with five campuses in Victoria including Victoria's first private online school, Haileybury Pangea. We also have a school in Darwin, a school partnership in Tianjin, China and education programs in China, Vietnam, the Philippines and Timor-Leste.

We have four pillars that underpin our success; Education Excellence, Social Justice, Global Outlook and Enterprise and Entrepreneurship.

We believe in shaping the future of education and taking risks to ensure that we are at the forefront of delivery of education excellence. We also believe that every student and staff member matters every day and that high-quality education should have no geographic boundaries.

This role provides the opportunity for someone who is highly engaged, relational and creative to take the next step in their career.

If you share a passion for education and a commitment to excellence and hard work, we look forward to discussing the role with you.

Derek Scott
CEO | Principal



About Haileybury

Since 1892, when our doors first opened with five staff and 17 students in attendance, Haileybury has been a centre of continual development: learning, teaching and location have all undergone transformative change on our path to become the School we are today.

The School has enrolments exceeding 7,000 across its campuses and operations in Berwick, Brighton, Keysborough, Melbourne City, Haileybury Pangea, Darwin (Northern Territory) and across South East Asia in China, Vietnam, Timor-Leste, Vanuatu and Indonesia.

Haileybury has been endorsed as one of Australia's best schools with multiple awards from the Australian Education Awards, including Australian School of the Year, Primary School of the Year and Principal of the Year. In 2025 Haileybury was ranked by NewsCorp Media as the number one coeducational school in Australia. Based on national testing results Haileybury has also been ranked as the number one primary school in Victoria and the number two secondary school.

At Haileybury we use the motto that 'Every student matters every day' and this resonates through everything that we do, both in and out of the classroom.

Discover more:
www.haileybury.com.au

Our strategic plan

Our vision

To be recognised as a great world school.

Our mission

To deliver an exceptional educational experience that fosters the growth of each student through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel.

Our Magenta Principles

Everything that we do is centred around our Magenta principles, striving for and achieving more than expected. Our principles support and shape this in our daily work:

- Every student matters every day
- Every staff member matters every day
- Effective practices support sustainability
- One inclusive community

* zero tolerance for child abuse



Position details

Position title	Head of Senior School (Keysborough)
Location	Keysborough campus
Reports to	Deputy Principal Head of Senior Schools
Manages others	Yes
Employment	5-year fixed term
Commencement date	January 2027 or by negotiation with CEO Principal
Salary range	By negotiation with CEO Principal

Role overview

The Head of Senior School’s primary responsibility is to lead the staff and students of this part of the school with purpose, passion and a clear commitment to the Magenta Principles.

The Head of Senior School (Keysborough) is an integral part of the Senior School Executive Team. Members of the Executive Team will be expected to lead staff at the campus and make a strong contribution to future directions and strategy of the campus.

Key responsibilities

The Head of Senior School’s responsibilities include:

- Lead a positive and inclusive culture that fosters a strong sense of community, where every student and staff member feels valued, connected, and empowered to achieve their very best
- Lead best practice in teaching, learning and pastoral care in collaboration with the other Heads of Senior School and relevant leaders in Teaching and Learning and Wellbeing teams
- Positively challenge and inspire our students and staff
- Oversee the academic results and progress of the students to ensure the pursuit of Education Excellence across all aspects of learning
- Lead, manage and support the staff team, ensuring they are highly professional, motivated, collaborative and effective
- Oversee day-to-day operations of this area of the school including setting and reinforcing high standards across all areas of culture and student conduct

- Contribute to evidence-based best practice approach and demonstrate an understanding of contemporary approaches to wellbeing in educational environments
- Advocate for a culture of learning and empower staff to expect excellence in our classrooms and beyond
- Building strong connections with the school community by attending staff meetings, parent evenings, social gatherings, weekly briefings and other School events
- Other duties as requested by the Deputy Principal, Head of Senior Schools.

Key selection criteria

Required

- Tertiary qualifications relevant to the position
- VIT registration
- Experience in a significant leadership role in an educational setting
- Extensive knowledge of curriculum development, assessment and reporting, pastoral care and operations
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the School
- Ability to build a cohesive and effective team
- Ability to initiate and implement ideas to enhance the School
- Ability to manage pastoral issues through effective dialogue and process with staff, students and parents
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks
- Ability to be an effective member of a senior leadership team
- Outstanding ability and experience in classroom teaching
- A strong understanding of teaching and learning theory and practice
- Ability to be an effective member of a senior leadership team
- Verbal, written and interpersonal communication skills
- Time management skills
- Experience of working with children from a culturally and/or linguistically diverse background.

Commitment to child safety and wellbeing

Haileybury is a child safe organisation committed to the safety and wellbeing of children, with zero tolerance for child abuse in any form. The successful candidate is required to support Haileybury's child safety policies and procedures and commit to their implementation upon commencement.

The successful candidate must provide a safe physical and emotional environment where students are respected and treated with dignity in an appropriate, professional and caring manner; be aware of, understand and ensure compliance with Haileybury's Child Safety Code of Conduct, the Child Safe Standards, and all relevant policies and procedures; complete Child Protection training requirements; take all reasonable steps to protect students from abuse; and report any reasonable belief that a child's safety is at risk.

Applicants should be aware that we undertake Working with Children Checks, Nationally Coordinated Criminal History Checks and reference checks in accordance with our policies.

Further information

Further information about this position is available from peopleandculture@haileybury.com.au.



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