



Position Description

Head of Senior School



Welcome to our School

Welcome to Haileybury Rendall School (HRS) where every student matters every day and where our vision is to be the best school in Northern Australia. Our School is closely affiliated with Haileybury Melbourne which also delivers high-quality education programs across its four campuses in Melbourne, virtual campus Pangea and campus in Tianjin, China. HRS also stands proudly as a leading independent co-educational Tier One School in Darwin, Northern Territory. In 2024 we are also proud to launch NT Pangea as a new campus – the only independent online School in the north of Australia. With the day school, our acclaimed boarding school (that is home to remote, international and domestic students) and NT Pangea, we have education in the Territory covered!

Developing and maintaining a strong academic culture is a high priority at HRS and this goes hand in hand with a holistic education that supports the health and wellbeing of all students. Our teaching framework includes the highly successful Explicit Teaching Model in the primary years and age-appropriate variations of this pedagogy through the secondary years. The strong ties between Haileybury Melbourne and HRS also provide numerous opportunities for our community to take part together in a broad and exciting range of activities. Partly to maintain this synergy, HRS is the only NT School that has adopted the Victorian Certificate of Education (VCE).

We also live the mantra that every team member matters every day and firmly believe that our staff are our greatest asset. High expectations are maintained in all that we do.

As a Territory School of almost 1100 students, we are incredibly proud to be regarded as a Centre for Excellence in Indigenous Education, with First Nations students comprising around 17% of our student enrolment numbers.

Discover more about Haileybury Rendall School at www.haileyburyrendall.com.au

Working with us

Haileybury Rendall School is proudly non-selective when it comes to the students who look to join our outstanding school. We believe in the potential of every child to achieve and contribute.

However, we are by contrast, very selective of staff who wish to work with us, whether they will be guiding our young learners or helping to keep the School operating efficiently and successfully through our Corporate Services department.

Those who join us are passionate about the delivery of innovative academic, co-curricular and wellbeing programs that challenge and inspire our students and make a difference in their lives.

As a school, we value the linguistic and cultural diversity of our staff and students. Staff are encouraged to continually develop their cultural competence in working with children from across Australia and south-east Asia.



Our vision and mission

As part of the Haileybury system of schools known as “One Haileybury”, we aim to be recognised as a great world school but, more locally, to be recognised as the best school in northern Australia.

This is supported by our mission to deliver an exceptional educational experience that fosters the growth of each child through leading teaching and learning programs, a wide array of opportunities, within a culture of high expectations, empowering students to excel. A Haileybury Rendall School education will focus on the complete development of the student and will be characterised by a commitment to academic excellence, social justice, an international outlook and a passion for enterprise and entrepreneurship.

Position details

Position title	Head of Senior School
Reports to	Principal
Employment status	Full-time, 3 year contract (teaching position ongoing)
Commencement date	January 2027, or earlier by mutual agreement
Salary	HRS Executive level

Responsibilities

This Executive leadership position will lead the Senior School and is responsible to the Principal for the day-to-day smooth operation of all aspects of the Senior School which runs from Years 10 – 12 and which will include over 300 students in 2027.

The Head of the Senior School is supported by, and works closely with, the two Deputy Principals of the School who take oversight of critical educational portfolios including teaching and learning, staffing, student wellbeing and behaviour management across the School.

There is also a Head of the ELC, a Head of Junior School (Transition – Year 6) and a Head of Middle School (Years 7 – 9) who also form key parts of the School Executive.

Management and Leadership

The Head of the Senior School will:

- Work collaboratively with all members of the School Executive in the interests of the Senior School and HRS as a whole.
- Lead a team of Year Level Coordinators and Senior School tutors to support all aspects of the student experience
- Encourage and maintain a strong, positive and appropriate culture amongst the student body in all aspects of their School journey
- Encourage and maintain high standards of professionalism amongst teaching staff



- Show initiative to drive positive change in the best interests of developing the Senior School as a highly effective component of HRS
- Contribute to staffing and tutor allocations and make timetable recommendations that support staff and student needs.
- Organise and oversee key events such as Information Nights, School Tours and Assemblies
- Contribute to the successful operation of a diverse House program in the Senior School
- Support the interviewing and employment of new staff as required
- Ensure there is strong and effective marketing and communication across all parts of the School community including making contributions to relevant publications
- Ensure effective planning and administration of the Senior School budget
- Ensure student leadership development occurs across the Senior School and, specifically, appoint and manage official student leaders
- Ensure appropriate opportunities exist for student voice to be heard and considered
- Foster and maintain links across the One Haileybury enterprise
- Work with the Head of Middle School to effectively manage relevant administration support staff

Student Wellbeing and Behavioural Management

- To work with the Deputy Principals, The Director of Student Wellbeing, the Head of Indigenous Student Wellbeing, Year Level Co-ordinators, the School Counsellor and other key pastoral staff to ensure the welfare of all students is monitored and enhanced and appropriate strategies are enacted.
- Support the Senior School academic teachers and tutors as the key staff in managing initial wellbeing and behavioural issues.
- Manage student disciplinary matters and behavioural concerns that are escalated from class teachers and Year Level Co-ordinators
- Work with the Principal or the appropriate Deputy Principal to manage serious behavioural issues
- Liaise with the Director of Boarding on relevant matters in relation to boarding students' wellbeing and progress.
- Conduct enrolment interviews and support new students through their induction
- Help develop and enforce appropriate school policies and procedures that affect Senior School students

Teaching and Learning

- Work with the appropriate Deputy Principals, the Director of Coaching and other staff leaders to ensure that best practice in teaching and learning occurs across the Senior School
- Help monitor and develop the performance of the teachers to ensure high-quality teaching matched with high expectations
- To work with the VCE Coordinator, the Head of Inclusion and Support, the Heads of Department and other key learning staff to ensure that best learning outcomes are achieved for all students
- To monitor student academic outcomes to ensure they are meeting their potential including analysis of, and reflection on, VCE results, learning behaviour reports, examination results, semester reports and standardised testing



- Liaise with the VCE Coordinator, the Head of Applied Learning and leaders in Indigenous Education to ensure all students in the Senior School enjoy opportunity and success
- Take a Senior School teaching load as agreed with the Principal

The Head of Senior School will complete other reasonable duties at the request of Deputy Principals or the Principal.

Key selection criteria

- Proven management and leadership skills
- Passion and enthusiasm
- Experienced and well-regarded classroom teacher
- Ability to lead and work effectively in a team environment
- Proven curriculum knowledge
- Demonstrated ability to work with collegiality
- Strong verbal, written and interpersonal communication skills
- Excellent time-management skills and high-level organisation skills
- Ability to work effectively in a culturally diverse setting
- Proven to display initiative and lead effective change

Personal qualities

- Highly organised
- Patient and relationship-oriented
- Enthusiastic and conscientious
- Ability to be part of a dynamic team
- Flexible and resilient
- A high level of interpersonal skills
- A sense of humour and an appropriate sense of fun

Academic qualifications

- Recognised teaching qualifications.
- NT Teacher registration (TRB)
- NT Working with Children Check (Ochre Card)



Inherent qualities

Cognitive demands

- Ability to work with groups of students and to handle multiple (sometimes competing) demands from them and from colleagues and parents
- Ability to carry out high-level responsibilities, and effectively interact and communicate with students
- Ability to make high-level decisions and/or be involved in high-level decision-making
- Ability to be resilient
- Ability to employ a variety of classroom management strategies and perform role whilst managing students' behavioural demands

Physical demands

- Ability to stand for long periods of time, move freely amongst a class of students for up to seven hours per day and to work at a computer
- Ability to adapt a variety of body postures including prolonged standing, reaching overhead/forward, bending of back, squatting and rotation of neck
- Ability to lift/carry parcels of up to 5 kg for short distances

Environmental demands

- Ability to work in environments of variable noise levels, temperatures and weather conditions
- Ability to assess whether Personal Protective Equipment (PPE) is required for particular activities and wear as appropriate

General information

- Haileybury Rendall School promotes the safety and well-being of children from culturally and/or linguistically diverse backgrounds.
- The successful candidate will be expected to support the vision and ethos of the School at all times
- Staff must ensure that all decisions, pertaining to their role are made in line with legislation and Haileybury Rendall School Policies and Procedures.
- Staff are expected to complete appropriate extra-curricular hours as per the current Enterprise Agreement
- Staff are required to follow NT Chief Health Officer regulations around vaccinations appropriate to working in a school



Commitment to Child Safety

Haileybury Rendall School is committed to the safety and wellbeing of all children, including those under the care and supervision of the School. The School recognises the importance of, and its responsibility for, ensuring a safe and supportive environment which respects the rights of children and fosters their enrichment and wellbeing.

Haileybury Rendall School's approach to creating and maintaining a child-safe environment is guided by the core belief that every student matters every day. The School's mission 'to develop high-achieving students who are connected globally, to each other and to the communities in which they live and serve', can only be achieved if its students are safe, feel safe and are empowered to participate in decisions which affect their lives.

Haileybury Rendall School's robust human resources, recruitment and vetting practices are strictly adhered to during the application and interviewing process. Applicants should be aware that we carry out Working With Children, police records and reference checks to ensure that we are recruiting the right people. Applicants must familiarise themselves with Haileybury's Code of Conduct and Policy on Relationships between Staff and Students available on our website.

Haileybury Rendall School has no tolerance for child abuse in any form.

Further information

For further information please contact Ben Bishop – Director of People and Culture on (08) 8922 1611