



THE KING'S SCHOOL

JOB DESCRIPTION FOR

HEAD OF TUDOR HOUSE

INTRODUCTION

The Head of Tudor House has overarching responsibility for the welfare, academic planning and compliance, staff and physical environment of the Tudor House Campus of The King's School.

The Head of Tudor House is an Executive level position in The King's School, reporting directly to the Headmaster. The Head of Tudor House will work with The King's School Executive team and the Tudor House Management team to lead and manage the School and ensure that the School Council and Headmaster's vision for the school is implemented and realised.

The successful applicant will have a strong commitment to the Tudor House transformation agenda including developing co-education, overseeing the implementation of the PYP, supervising the provision of boarding for primary school aged students, leading staff to ensure quality teaching and learning, engaging with the school community, marketing the school effectively and demonstrating the capacity to inspire all students, catering for their unique individual learning and pastoral needs.

GENERAL REQUIREMENTS

General requirements of the Head of Tudor House include:

- Supporting and advancing the mission of the School as a Christian community that seeks to make an outstanding impact for the good of society through its students and by the quality of its teaching and leadership in education.
- Supporting and advancing the values of the School as a community that seeks to promote:
 - Respect.
 - Responsibility.
 - Integrity.
 - Excellence.
 - Sustainability.
 - Balance.

- Modelling Christian character and good moral behaviour.
- Demonstrating advanced communication and inter-personal skills.
- Creating a productive, efficient and transformative work environment where staff and students are valued and respected.
- Answerable to the Headmaster of The Kings School and The Council of The Kings School in translating, implementing and being accountable for effective and compliant School Governance and School Management.

PRINCIPAL ACCOUNTABILITIES

- The development of a strong School culture in line with The King's School and in collaboration with the Headmaster and Tudor House staff;
- Leadership of the Christian dimension of the Tudor House experience for students, staff and parents;
- Oversight of all students from Pre-K to Year 6, including the development of effective and appropriate pastoral and academic strategies and programs;
- Oversight of all teaching staff, classroom, specialist and non-teaching staff, Pre-K to Year 6, ensuring appropriate performance review and professional development is in place;
- Active leadership and membership of the Tudor House curriculum and management teams;
- Closely supervising the quality of teaching and learning practice in the school and the resultant academic standard and reporting same to the Headmaster at regular intervals;
- Strategic engagement with the enrolment procedures for students at Tudor House, working closely with the Headmaster and The King's School enrolment and marketing teams;
- Closely supervising the operation of the Boarding House and boarding staff performance;
- General oversight and active involvement in the co-curricular activities of the school;
- Liaising with parents and the wider school community to build a culture of collaboration and understanding;
- Engaging with the school's IB (PYP) authorisation from a pedagogical, cultural and standards perspective;
- Working closely with The King's School Head of Preparatory School, the Director of Boarding, the Bursar and Head of Human Resources;
- Actively engaging with the Tudor House and The King's School communities, promoting strong leadership through involvement in key school activities;
- Oversight of issues and discipline involving Tudor House students;
- Building alliances and networks with professional communities beyond the school community, while representing the school in appropriate external forums;
- Oversight of the setting and implementation of the Tudor House budget in collaboration with the Bursar and the Headmaster; and,

- Participating with the Tudor House Foundation as a director on the Board of the Foundation, including interviewing potential bursary applicants via the Jack Egan Award (JEA) structure and arranging Foundation events.

CAPABILITY PROFILE

Thought Leadership:

Strategic Mindset (*creating the new and different*) – seeing ahead to future possibilities and translating them into breakthrough strategies; articulates credible visions of future possibilities that will create sustainable value; creates competitive and breakthrough strategies that show a clear connection between vision and action.

Decision Quality (*making complex decisions*) –making effective and timely decisions that keep the organisation moving forward; Makes sound decisions, even in the absence of complete information; relies on a mixture of analysis, wisdom, experience and judgement when making decisions.

Results Orientation:

Ensures Accountability (*focusing on performance*) – holding self and others accountable to meet commitments; Follows through on commitments and makes sure others do the same; acts with a clear sense of ownership; takes responsibility for decisions and actions.

Results Orientation (*focusing on performance*) – consistently achieves results, even under difficult circumstances; Has a strong bottom-line orientation; persists in accomplishing objectives despite obstacles and setbacks; has a track record of exceeding goals successfully; pushes self and helps others achieve results.

People Management:

Drives Vision & Purpose (*influencing people*) – painting a compelling picture of the vision and strategy that motivates others to action; Talks about future possibilities in a positive way; articulates the vision in a way everyone can relate to; creates organisation-wide energy and optimism for the future; shows personal commitment to the vision

Communicates Effectively (*influencing people*) – developing and delivering multi-mode communications that convey a clear understanding of the unique needs of different audiences; Is effective in a variety of communication settings; attentively listens to others; adjusts to fit the audience and the message; provides timely and helpful information to others across the organisation; encourages the open expression of diverse ideas and opinions.

Self:

Manages Ambiguity (*being flexible and adaptable*) – operating effectively, even when things are not certain or the way forward is not clear.

Deals comfortably with the uncertainty of change; effectively handles risk; can decide and act without the total picture; is calm and productive, even when things are up in the air; deals constructively with problems that do not have clear solutions or outcomes.

Courage (*being authentic*) – stepping up to address difficult issues, saying what needs to be said; Readily tackles tough assignments; faces difficult issues and supports others who do the same; provides direct and actionable feedback; is willing to champion an idea or position despite dissent or political risk.

QUALIFICATIONS AND EXPERIENCE

- Tertiary qualifications in Education.
- Master of Educational Leadership or MBA would be advantageous.
- Extensive experience in innovative pedagogical leadership.
- Knowledge of or experience with the Primary Years Programme of the International Baccalaureate would be desirable.

SELECTION CRITERIA

The successful applicant will:

- Be a committed Christian man or woman, who is an active member of a worshipping protestant church congregation;
- Demonstrate inspirational and transformative leadership within an education enterprise;
- Demonstrate successful leadership of teaching and learning and the attainment of high academic standards in a primary school environment;
- Have a clearly articulated educational philosophy appropriate to The King's School and the future direction of Tudor House;
- Demonstrate a vision for growth and the marketing of Tudor House as the school of choice in the southern highlands of NSW;
- Demonstrate an understanding of effective and appropriate governance practice in a Christian Independent school including accountability to the Headmaster of The King's School and the School Council, and,
- Demonstrate appropriate business and financial acumen in executing the policies of The King's School.

TERMS AND CONDITIONS OF EMPLOYMENT

This position is a Full Time Executive Level position. Staff employed in Executive Level positions may be required from time to time, to work early mornings and evenings, as well as on weekends to fulfil the duties of the position.

WORK HEALTH AND SAFETY

The King's School has a documented Work Health and Safety Policy together with relevant procedures and other documentation. You are required to comply at all times with the Policy and Procedures as well as any reasonable and lawful direction relating to workplace safety.

Your WHS obligations include:

- Cooperating with the School in ensuring your safety and the safety of others at all times
- Following policies, procedures and lawful direction designed to ensure a safe work environment;
- Reporting any hazard, injury, or near miss through the School's RMS system;
- Following emergency evacuation and management procedures if required;
- Following Safe Work Procedures, Standard Operating Procedures and Manual Handling Guidelines appropriate to your duties; and
- Undertaking WHS training as deemed relevant to your role.

FINALLY

No job description can capture the complexity of tasks within a school. Therefore, this job description should not be seen as limiting and some flexibility is required when using this job description. There will be other tasks, not described above, that may be given to this position from time-to-time.

This job description will need to be reviewed periodically in order to ensure it remains relevant in a rapidly changing world.