
Position Description: Head of Middle School (Years 7–10)

Location: Karori, Wellington

Samuel Marsden Collegiate School is widely regarded as one of New Zealand's leading independent schools for girls from Year 1 to Year 13, with a proud history dating back to 1878. Marsden seeks to lay the foundation for lives of meaning, accomplishment and genuine happiness and is New Zealand's first Visible Wellbeing School.

Position Purpose

Responsible to the Principal, the Head of Middle School is a member of the Senior Management Team (SMT). The Head is a key leader and facilitator, covering all Middle School operations. Providing high quality, consistent outcomes in future-focused learning and student wellbeing are at the heart of the role. The Head of Middle School will have a clear vision for Years 7–10 within the broader strategic aims of Samuel Marsden Collegiate School, and the capacity to inspire others to share, build, achieve and extend this vision.

Selection Criteria

The Head of Middle School will be an innovative and creative educator with a record of exemplary classroom practice. The Head will display a commitment to future-focused learning and student wellbeing, and have a proven ability to lead and energise colleagues, parents and students.

Applicants should have current New Zealand teacher registration and be able to provide evidence of their experience and capacity to meet the following criteria:

- A demonstrated capacity to build and maintain effective teams and working relationships that promote quality teaching and learning practices
- The ability to lead change and successfully initiate, plan and implement programmes in response to new educational needs and priorities
- A high level of communication and interpersonal skills when relating to students, colleagues, parents and the wider community and the ability to develop trusting relationships
- Extensive knowledge of contemporary pedagogies for Years 7–10, in the New Zealand context, and how to evaluate the impact of these on student learning
- A reflective approach to their own practice and a proactive interest in their professional growth as a leader and educator.

The Head of Middle School will:

General

- Support Marsden's vision, values and Anglican Church affiliation
- Represent, and act for, the Middle School as an educational leader in the wider community
- Actively foster roll growth in the Middle School
- As a member of the SMT, contribute to the leadership and smooth running of the school
- Assist the Principal with strategic and operational planning, and, promotion of Marsden
- Provide strategic advice concerning the implementation of programmes and the development of innovations which enhance the School's offerings with respect to the Middle School
- Implement the annual operational plan in the Middle School
- Prepare reports and presentations, as required by the Principal
- Accept a teaching load, as deemed appropriate by the Principal
- Attend and participate in broader educational networks to share the Marsden story and knowledge of contemporary issues in education
- Represent the Principal, as required.

Continued over



Leadership of Learning

In partnership with the Academic Director:

- Develop a distinctive approach to curriculum, teaching, learning, assessing, and pastoral care that addresses the developmental needs of students in the Middle School
- Ensure that the Middle School curriculum approach is articulated in a coherent educational framework which is outlined in policies for effective teaching and learning, assessment, study, and homework
- Assist with the appointment of staff and ensure that a comprehensive and supportive induction process is undertaken for new staff
- Ensure that future-focused learning is a central focus of the Middle School
- Ensure the best possible levels of student achievement
- Monitor school programmes to ensure that learning experiences are sensitive to ethnic and gender issues and relevant to the lives of students
- Foster effective staff working relationships
- Accept accountability for student outcomes.

Cultural Leadership and Pastoral Care

- Provide pastoral oversight of the Middle School by developing, implementing, and reviewing quality programmes for the Middle School, including the embedded inclusion of Visible Wellbeing
- Maintain a school culture where students feel safe, challenged and successful
- Ensure the monitoring of standards of safety, social conduct, discipline, uniform, punctuality and attendance
- Ensure that the school is an orderly environment where equipment, resources and facilities are well managed
- Support the Middle School Deans in case management of individual students, in consultation with parents, the Health Team and other external agencies (eg. Camhs, Health School, City School) where appropriate

- Support the Middle School Form Teachers in the implementation of the School's Code of Conduct and other behaviour expectations in a fair and consistent manner
- Recognise individual differences and work with the Head of Personalised Learning to provide variety in teaching methods, groupings and learning modes.

Communication and Community Relationships

- Ensure that the communication network is efficient and effective within and beyond the school
- Actively promote the Marsden Middle School 'story' in consultation with the marketing and communications team
- Maintain the flow of constructive dialogue between parents and teachers
- Ensure that the Principal is kept fully informed of matters pertaining to the Middle School
- Ensure that the supportive and caring culture of Marsden and the emphasis on student wellbeing is reflected in all communication channels
- Assist with the pre-enrolment and enrolment processes for the Middle School in consultation with the Enrolments Registrar
- Plan for and implement effective processes for transition to the Senior School.

Operational Management

- Oversee the coordination of all Middle School activities, including Service Learning and leadership
- Liaise with the appropriate staff regarding Camp programmes, and monitor the involvement of students in the EOTC programme.

Other duties as determined in consultation with the Principal.

