



THE
HAMILTON
AND ALEXANDRA COLLEGE

CONFIDENT FUTURES

Head of Middle Years Position Description

The **Head of Middle Years (HOMY)** is responsible to the Deputy Principal Wellbeing and is expected to be a key leader of staff, students and parents in the school's Middle Years (7-9) pastoral care program.

The HOMY is a member of the Wellbeing Committee and their key responsibilities include: Transition, The Micah Program (Year 9 Experience), Positive Education, Year 7-9 Leadership Programs and Behavioural Management. Together with the Deputy Principal of Teaching and Learning and the Head of Junior School, the HOMY should also focus on measurable improvement strategies for learning.

The HOMY leads a team of staff in our award-winning Middle Years Positive Education Centre (myPEC) built in 2015, which is the home location for Years 7-8 students. Accountabilities will include, but are not limited to, the following:

TRANSITION

- Student transition documentation and briefing teachers on new Year 7 students.
- Work with Head of Junior School to organise and run the Year 7 Orientation Camp and Orientation Day.
- Organise other relevant 'Beyond the classroom' activities, such as writer in residence, parent breakfast meeting, online briefings.
- Allocate lockers for Year 7 and Year 8 students.

THE MICAH PROGRAM

- Assist Head of Year 9 Experience with organisation, staffing and coordination of *The Micah Program*, which incorporates Year 9 Grampians Orientation Camp, Melbourne Experience, Mittagundi Experience and Grampians Peaks Trail. This will include attending each experience in 2022 but will not be an annual requirement.
- Oversee term-time Micah Days and composing a unit on 'best version of self' to be implemented. Resources available.

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Senior and Middle Years 1 Chaucer St Hamilton VIC 3300 **E** reception@hamiltoncollege.vic.edu.au **P** +613 5572 1355
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POSITIVE EDUCATION

- Responsible for the Positive Education Program where Year 7-9 students develop valuable life skills to increase their learning capacity and help to build successful and happy lives. Key Positive Educational concepts support the wellbeing of our students and enable them to flourish as capable and confident young people.
- Ensure annual VIA character strengths testing is conducted.
- Lead the Handbury Hub for Positive Education in Western District.
- Chair the Positive Education Action Group.

LEADERSHIP

- Arrange student meetings to identify responsibilities and leadership expectations.
- Coordinate programs across Year 8 in preparation for myPEC leadership.
- Lead the Year 8 myPEC Captains selection process with Heads of House.
- Hold a weekly meeting with myPEC Captains and Middle Years Prefects, helping to foster and facilitate inclusive activities.
- Coordinate the Year 8 and 9 Middle Years Leadership Badges.

BEHAVIOURAL MANAGEMENT/DISCIPLINE

- Investigate and resolve matters where student discipline is breached up to suspension level, keeping Deputy Principal Wellbeing and parents abreast of all developments.
- Manage Middle Years behavioural concerns and counselling of Year 7-9 students, when referred by Heads of House.
- Hold regular year-group meetings in liaison with Heads of House.

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OTHER

- Review and monitor Year 7-9 student reports, identifying useful data for Digital Learner Profile.
- Oversee and promote 'The Edge' program designed to extend and challenge Year 7-9 students.
- Coordinate Student Review Meetings with teaching staff.
- Flag students requiring intervention and NCCD consideration.
- Work closely with students who require additional support and enhancement.
- Adapt to new initiatives that College puts in place to achieve best practice.
- Organise and oversee running of Year 7 and Year 9 NAPLAN tests and subsequent distribution of materials.
- Recommend class lists for Years 7-9 to Deputy Principal Teaching and Learning.
- Coordination of Engage and Explore Information Nights, plus assist with College Information Nights and Open Days.
- Coordinate fortnightly myPEC Mentor Meetings.
- Liaise with Director of Marketing and Registrar to arrange annual VIBE festival.
- Oversee Peter Scott Award - track nominations and liaise with Peter Scott.
- Responsible for cleanliness and maintenance of the myPEC building.
- Prepare myPEC budget for Business Manager.

The HOMY position description is not limited to the above responsibilities. As other matters pertaining to Year 7-9 students arise, the HOMY will be required to act on these. The HOMY will meet with Principal, Deputy Principal Wellbeing and Head of Senior Years once a term to review developments.

The Head of Middle Years will receive a 14ppc and a RA3 allowance to acknowledge the important work towards successfully nurturing the wellbeing of our Year 7-9 students.

Subject expertise in Science, Mathematics, English and/or Physical Education would be an advantage.

Address applications with a cover letter, CV and three current referees to Deputy Principal Wellbeing.

Send to: whenderson@hamiltoncollege.vic.edu.au (Deputy Principal Wellbeing Assistant).

Due date: 5pm, Monday 2 August 2021.

Dr Andrew Hirst
Principal

Ms Kristen Waldron
Deputy Principal, Wellbeing

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