

Job Description – Head of Secondary

Primary purpose

The Head of Secondary provides strategic and operational leadership to the Secondary School (Years 7–12). Beyond ensuring academic excellence and QCAA compliance, this role supports pedagogical innovation, utilises data to optimise student outcomes, and ensures a culture of proactive child safety and professional growth.

Relationships

The Head of Secondary reports directly to the Principal and is a key member of the Executive Leadership Team. This role leads and manages all Secondary staff and works collaboratively with the Head of Primary to ensure a unified College culture.

Key Responsibilities

1. *Strategic Leadership & Academic Excellence*
 - a. Instructional Leadership: Lead the Secondary School's commitment to high-impact, evidence-based teaching strategies (e.g., Science of Learning). Ensure the Australian Curriculum is delivered with academic rigour and pedagogical innovation.
 - b. Data-Driven Improvement: Lead the sophisticated analysis of student performance data (NAPLAN, ATAR projections, and internal tracking) to drive collective teacher efficacy and bespoke intervention programs.
 - c. Future-Readiness: Drive the integration of "Future of Work" skills, including the ethical application of AI, digital literacy, and critical thinking, ensuring Freshwater graduates are competitive on a global stage.
 - d. Tertiary & Industry Partnerships: Architect strategic pathways with universities, TAFE, and industry to provide diverse, high-value outcomes for students (including ATAR, VET, and School-Based Apprenticeships).
2. *Queensland Curriculum and Assessment Authority (QCAA) Senior System and Compliance*
 - a. Chief Moderator: Serve as the final point of internal accountability for all QCAA procedures, ensuring absolute integrity in endorsement, confirmation, and external examination cycles.
 - b. Curriculum Architecture: Oversee the strategic selection and balance of subject offerings, ensuring the Secondary timetable is optimised for student choice, staff expertise, and budgetary sustainability.
3. *Developing Professional Capacity & Culture*
 - a. High-Performance Coaching: Establish a formal "Lead Learner" culture by implementing a robust observation and instructional coaching cycle for all secondary staff.
 - b. Leadership Pipeline: Explicitly mentor Middle Leaders (Heads of Department and Coordinators), identifying and nurturing high-potential staff to support College-wide succession planning.
 - c. Change Management: Lead staff through educational transitions with a focus on empathy, clarity, and the "why" behind school-wide initiatives to maintain high morale and professional fulfilment.

4. *Student Agency, Wellbeing & Safety*

- a. Holistic Student Growth: In collaboration with the Deputy Head of Secondary (Wellbeing), lead a proactive pastoral care framework that balances student accountability with psychological safety and belonging.
- b. Student Agency & Legacy: Empower the Student Leadership program, moving beyond "prefect duties" to genuine student voice and leadership development that leaves a lasting legacy.
- c. Inclusive Practice: Oversee the integrity of the NCCD process, ensuring that differentiated instruction is a classroom reality and that adjustments for students with disabilities are evidence-based and legally compliant.

5. *Operations & Risk Management*

- a. Strategic Oversight of Operations: Ensure that secondary operational systems—including timetabling, relief allocation, and daily routines—function seamlessly to support, rather than hinder, the learning environment.
- b. Enrolments: Conduct secondary enrolment interviews and represent the College at Open Nights and marketing events.
- c. Proactive Child Safety: Act as a lead advocate for child protection, ensuring that every facet of the Secondary School—from science labs to overnight excursions—adheres to the highest standards of the National Principles for Child Safe Organisations and Queensland legislation.
 - i. Actively contribute to a culture of child safety by protecting students from harm and promoting their overall wellbeing in accordance with Queensland legislative requirements.
 - ii. Maintain a deep understanding of, and full compliance with, the child protection policies and procedures, including the College's child safety/protection policy, procedures and code of conduct.
 - iii. Identify, assess, and mitigate risks to student safety within the school environment and during school-sanctioned activities.
 - iv. Fulfil all legal "Mandatory Reporting" obligations by immediately reporting any disclosures, suspicions, or observations of harm or sexual abuse to the Principal (or delegate) and relevant authorities (e.g., Queensland Police Service or Child Safety Services).
 - v. Establish and maintain professional, respectful, and safe relationships with all students, ensuring personal conduct always mirrors the high standards expected of an educator/staff member.
 - vi. Support the diverse needs of all students, particularly Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, and students with disabilities, ensuring they feel safe and empowered to speak up.
 - vii. All staff, contractors, and volunteers must ensure that their behaviour towards and relationships with students reflect proper standards of care for students. Staff, contractors, and volunteers must not cause harm to students.
 - viii. Ensure all staff are trained in and strictly adhere to Queensland child protection legislation and College policies.
- d. Budgetary Stewardship: Manage the Secondary budget with precision, identifying opportunities for grant-funded innovation (e.g., ISQ initiatives) that enhance the student experience.

6. *Other*

- a. Convey to the public a positive image of the Freshwater Christian College and Freshwater Church.
- b. Demonstrate a commitment to the College's mission, vision, and values.
- c. Maintain confidentiality in all matters related to the College, its staff, students, parents, and others at all times.
- d. Contribute to a pleasant work environment.
- e. Abide by the Statement of Faith, Code of Conduct, and all other College Policies at all times.
- f. Remain up to date with any changes to the Staff Handbook and any other College Policies.
- g. Not have contact via social media with any enrolled student or past student (including graduates) for a minimum of 12 months after the student has graduated from any school (recommended two years) (excluding immediate family members).

Selection criteria

Essential

1. Relevant teaching qualifications and current Queensland College of Teachers registration.
2. Full alignment with the values, virtues, and Christian beliefs of Freshwater Christian College and the presence of an authentic devotional life.
3. The ability to affirm, uphold and model the College's Statement of Faith, Freshwater Standards, and the Staff Code of Conduct at all times.
4. Extensive and successful teaching experience in collaborative, innovative, and caring school educational environments.
5. Proven experience in a middle or senior leadership role in a Secondary context.
6. Experience in providing clear communication to a broad range of stakeholders.
7. Demonstrated success in managing the QCE system and QCAA portal requirements.
8. Ability to interpret complex data sets to drive academic improvement.
9. Strong interpersonal and relationship-building skills to deal with a diverse community of interests and needs within the school community.
10. Knowledge of current educational policies, innovations, and trends within both Queensland and Australia.
11. Knowledge of the educational needs of school students.
12. Ability to work with all members of the College community.

Highly Regarded

1. Postgraduate studies in Education, Leadership, or Ministry.
2. Strong understanding of the VET Quality Framework and ATAR eligibility.
3. Advanced knowledge of legislation relevant to Education.

Status

Permanent, Full-Time.

Probationary period

Six months, commencing from the start date of employment.

Salary and Conditions

Salary and conditions are governed by the Educational Services (Teachers) Award 2020, with above-Award remuneration offered based on the candidate's qualifications and experience.

Note

This document provides a general overview of the major duties and responsibilities for this position; it is neither exhaustive nor all-inclusive. The incumbent may, therefore, be required to perform additional work duties for Freshwater Christian College not specifically detailed herein. Freshwater Christian College reserves the right to modify this job description from time to time in consultation with the incumbent, based on the College's operational needs.

Status	Approved	Supersedes	v2.2
Version	v3	Authorised by	Principal
Last reviewed	29/01/2026		
Review cycle	It is intended that this job description will be formally reviewed every three years or thereabouts, but may be amended sooner if triggered by changes in law, operational shifts, or as part of our commitment to continuous improvement.		