



## Application Pack: Head of High School 2021

Thank you for your interest in applying for the Head of High School Position at Lorien Novalis School for Rudolf Steiner Education.

**NOTE:** Experienced Rudolf Steiner teachers are welcome to apply.

Lorien Novalis School is seeking expressions of interest from experienced Rudolf Steiner teachers who have exceptional communication and organisational skills, the ability to multi-task, develop new skills and to become integrally involved in the high school community, with a passion to see it flourish and thrive. The commencement date is negotiable, with the aim of starting in Term 3, 2021.

### ***ROLE DESCRIPTION***

Position Title: Head of High School

Position Reports to: Head of School

Role Location: Lorien Novalis School for Rudolf Steiner Education, Dural, NSW.

Key Role Relationships:

- High School teaching staff
- Head of School and Management
- All staff, whole school community (staff, parents, students, interested and active parties)

### ***About the position***

The position involves an approximately 0.2 to 0.3 teaching load to enable connection to the students, in addition to 0.7 to 0.8 Head of High School duties, including but not limited to:

- Overseeing general day to day running of the high school;
- Organising, facilitating and chairing of meetings;
- attending meetings, events and extra curricula activities and various school events;
- Organising and facilitating whole high school events;
  
- Overseeing and appropriately intervening with behaviour policies, and high student absences;
- Processing entering and exiting students through interviews and relevant Schools Online documentation;
- TAA duties regarding high school teachers, including, but not limited to, mentoring of staff, overseeing the Accreditation procedures, and staff training;
- Facilitating and coordinating relevant aspects of the school's Registration and Accreditation;



- Maintaining familiarity of, and ensuring implementation of the ACE manual, including but not limited to:
  - patterns of study;
  - monitor senior student HSC and RoSA eligibility;
  - facilitate senior trial exams;
  - oversee any senior students undertaking external courses, TAFE courses or work experience
- maintain relevant policies and procedures;
- maintain and develop relevant brochures, handbooks and booklets;
- oversee class trip approvals;
- oversee and facilitate staffing and timetabling; and
- oversee and facilitate learning support.

Applications close 5.00 pm, Friday 6<sup>th</sup> August, 2021.

All applications received will be acknowledged early Monday 9<sup>th</sup> August, 2021. If you do not receive confirmation of your application by this time, please contact the office (02 96580700) by the close of Monday 9<sup>th</sup> August 2021.

Short listed applicants will be contacted by email or phone and will be required to attend a face-to-face interview. All applicants will be informed on or by 5.00 pm, Tuesday 10<sup>th</sup> August, 2021 as to whether they have been short listed.

## ***How to Apply***

Your application should include:

1. A resume (max. 2 pages), providing a brief summary of your career, outlining relevant positions you have held and major responsibilities; as well as the names, positions and telephone contact numbers for at least two referees who can comment on your suitability for the position.
2. Concisely, but fully, address each of the selection criteria. Number each selection criteria.

Email your application and enquiries to Konrad Korobacz, Head of School, at [konradk@lorien.nsw.edu.au](mailto:konradk@lorien.nsw.edu.au) with the subject: "Confidential: Head of High School 2021"

## ***Teacher Required Qualifications***

- Accreditation to teach with the New South Wales Educational Standards Association (NESA)
- Relevant post-graduate qualifications. Masters in Education preferred but not essential
- Formal studies in Anthroposophy preferred, but not essential
- Current Working with Children Check (WWCC)
- Current First Aid Certificate.



---

## **Selection Criteria**

When addressing the Selection Criteria, be concise, with a maximum overall of 2 pages.

1. (1) Experienced Rudolf Steiner high school teacher, with a dedication to self-development and to anthroposophical study;
2. (2) Exceptional organisational and communication skills, with the ability to function in a variety of situations, with a proven ability to be flexible;
3. (3) Working experience of mentoring staff, facilitating timetabling, staff training and management of meetings; and
4. (4) Working experience of ensuring the meeting of requirements of NESA (or similar).