



THE HUTCHINS SCHOOL APPLICANT INFORMATION

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HUTCHINS
ESTABLISHED 1846



Deputy Head and Head of Senior School

Permanent, Full-Time

Welcome and introduction

The following information has been compiled to give you a better understanding of what is expected of staff when they are part of the Hutchins community. We encourage you to visit our website (www.hutchins.tas.edu.au) should you require further information about the School.

The role

We are seeking applications from qualified teaching staff with leadership experience for a full-time, permanent position commencing in 2023, with a negotiable start date.

A Position Description is included later in the pack for further information about the role.

Selection criteria

To be considered for this role candidates will need to address the following selection criteria and address each of these in the application in their cover letter.

The successful applicant in this process will:

- have a strong commitment to the Anglican faith;
- have a proven record in educational leadership, teaching and learning;
- demonstrate a commitment to the health, wellbeing and pastoral care of students;
- be able to lead and mentor staff through professional learning and development programs and strategies;
- show both management and organisational leadership suitable for an extensive team of qualified, motivated teachers;
- have the ability to take responsibility for events that contribute to the life of the School, promoting the School's culture and presence in the community;
- have an authentic, accessible but strong personal presence, and a personality grounded in an ethical framework that reflects the values of the School;
- have a strong grasp of the relevant curriculum, e.g. ACARA and the Australian Curriculum; and

- have a proven ability to relate to students of all ages and understand the value of single-gender education.

Submitting your application

Applications for this role must be submitted by 9.00am Friday 2 December.

The Hutchins School reserves the right to interview and appoint prior to the closing date.

For a confidential conversation or enquiries regarding the application process, please contact:

National Head of Executive, James Mundy

+61 422 228 164, james.m@anzuk.education; or

Senior Executive Consultant, Brendan Fraser

+61 438 618 604, brendan.f@anzuk.education.

Your application for this role must include a copy of your curriculum vitae with at least two workplace referees and a cover letter of no more than two pages that addresses the selection criteria. Please combine your cover letter and curriculum vitae as a single PDF document, addressed to the Headmaster of The Hutchins School.

Applications should be emailed to:

National Head of Executive, James Mundy: james.m@anzuk.education

Next steps

All applications will be acknowledged.

Shortlisted candidates will be invited to attend an interview and provided updates by phone.

Unsuccessful applicants will be notified at the completion of the recruitment process by email.

The information you provide to us during this process will be treated with respect. To find out about how we safeguard your personal information please refer to our [Privacy Policy](#).

Safeguarding children

The School is committed to protecting children and young people from harm. We require all applicants who are to work with children and young people to undergo an extensive screening process prior to appointment, a process that includes but is not limited to:

- a Registration for Working with Vulnerable People (RWVP) check;
- a national criminal history record check; and

- medical checks (as required).

All staff at the School are required to hold a current Registration to Work with Vulnerable People for the duration of their employment with the School.

Teachers must also be registered with the Teachers Registration Board of Tasmania and uphold their Code of Professional Ethics and Professional Teaching Standards.

The School will not employ a person who is deemed a prohibited person based on the information received during the screening process.

All applicants with direct contact with children and young people are required to attend at least one face-to-face interview.

These recruitment and screening procedures have been developed to ensure that we recruit personnel who are suitably qualified and committed to providing professional, safe and enjoyable education to children and young people.

For more information on the School's commitment to safeguarding children and young people, please read the [Safeguarding Children and Young People Policy](#).

References

We conduct a minimum of two reference checks for all shortlisted candidates.

All applicants are expected to provide a minimum of two professional referees. These referees must be:

- a representative of current or most recent employer; and
- must have had a direct managerial relationship and be capable of commenting on tasks, abilities, and relationships with colleagues.

Personal referees are not preferred. However, if there is no option but to include a personal referee, then that referee:

- may not be related to the applicant;
- must have known the applicant for at least 12 months; and
- must be able to vouch for the applicant's reputation and character.

All referee checks will involve direct contact with the referee. Written character references will not be accepted.



About The Hutchins School

History

The Hutchins School was founded in 1846 as a memorial to The Venerable William Hutchins, first Archdeacon of the colony of Van Diemen's Land.

Hutchins commenced operations under Headmaster J R Buckland at Ingle Hall in lower Macquarie Street, one of the oldest homes still standing in Hobart. In 1849 it moved to a purpose-built schoolhouse on Macquarie Street designed by Tasmanian architect William Archer. The Buckland family's combined 46 years in charge of Hutchins served to set the School on a distinguished educational and spiritual path, and it continues to expand and develop to this day.

The School opened a new sub-primary facility in Sandy Bay in 1947, before adding the Memorial Oval in 1955 and the Junior School in 1957. The Senior School followed in stages after the purchase of the former Queenborough Cemetery in 1960. The boarding house, science wing, administration block and classrooms, all opened in 1964.

The Macquarie Street building was sold in 1965 and Hutchins commenced full operations at Sandy Bay the following year, gradually adding a Middle School, Early Learning Centre, chapel, gymnasium, auditorium, sports grounds and performing arts centre.

- Our vision** Hutchins provides an inspirational education where each student strives to achieve their personal best and is willing to serve their community as an informed and active citizen; locally, nationally and globally.
- Our mission** Hutchins is an Anglican school whose supportive, learning community works together to nurture character of boys.
- Our values** As a community, we aspire to be people of integrity who act with humility, kindness, courage and respect
- Our faith** A Christian life, as a response to Jesus Christ, is commended and encouraged at Hutchins. We express our Christian values in welcoming and respecting members of all faiths, beliefs and traditions.
- Our commitment** The Hutchins School community is committed to providing an age and stage holistic education with a focus on the wellbeing of boys. We aim to inspire students to be creative and adaptable by providing them with the skills to lead and succeed in their global future.

If you have any further queries about The Hutchins School and/or the advertised role, please contact HumanResources@hutchins.tas.edu.au.



THE HUTCHINS SCHOOL

Position Description

Deputy Head and Head of Senior School

Reporting to:	Headmaster
Direct reports:	Academic Assistant Career Education and Vocational Learning Officer Daily Organiser Dean of Studies and Learning Analytics Deputy Head of Senior School Director of Outdoor Education Director of Sport Registrar Executive Assistant to the Deputy Head and Head of Senior School Head of Boarding Heads of House Global Learning Co-ordinator School Counsellor – Senior School
Full Time Equivalent (FTE):	0.8 FTE leadership, 0.2 FTE teaching.
Classification:	Paid in accordance with: <ul style="list-style-type: none">• the Education Services (Teacher) Award 2020; and• The Hutchins School (Teachers) Enterprise Agreement 2022.
Role-specific check(s):	Tasmanian Registration to Work with Vulnerable People (RWVP) Teacher Registration with the Teachers Registration Board of Tasmania
Role-specific resources:	Dedicated office space and administrative support Dedicated car parking Mobile phone

Background and context

The Hutchins School, established in 1846, is an Anglican Pre-Kindergarten to Year 12 day and boarding school in Hobart, Tasmania with an enrolment of over 1,000 students. The Hutchins School is a founding member of the International Boys' Schools Coalition (IBSC).

The Hutchins School benefits from a co-operating schools model, where students from Years 11-12 are able to attend subjects at its sister school, St Michael's Collegiate and nearby independent girls' school, Fahan School.

Reporting directly to the Headmaster, the role of Deputy Head and Head of Senior School is a significant leadership role. The Deputy Head and Head of Senior School is entrusted with delivery of high-quality teaching and learning outcomes from Pre-Kindergarten to Year 12, the day-to-day operations of the School and the broader

Strategic Direction of the School via involvement with The Hutchins School Board, Executive and the co-operating schools.

The Deputy Head and Head of Senior is involved with all facets of the School's management and operations. As such, the role is varied, fast-paced and strives to ensure that students, parents/carers, staff and other members of the School's community are engaged in a manner that is supportive of the School's Guiding Statements which articulate our vision, mission and values.

Purpose

The purpose of this role is to:

- provide for the effective and efficient management of the Senior School;
- advance the guiding statements of the School (including vision, mission and values) by providing a significant contribution to the teaching and learning and overall management of whole-School programs; and
- to deputise for the Headmaster, as required.

Key Relationships

- Assistant Heads of Middle School
- Chief Operating Officer
- Community Engagement and Events Manager
- Executive Assistant to the Headmaster
- Head of Teaching and Learning (Years 7-12)
- Headmaster
- Heads of Faculty
- Heads of School
- Human Resources
- Marketing and Communications Manager
- Members of The Hutchins School Board
- Peers and relevant staff from co-operating schools
- Representatives from organisations and professional associations relevant to education and international student enrolments

Key accountabilities

Deputy Head

- Ensure that the academic, pastoral, co-curricular and other programs offered by the School are aligned to our vision and mission and are offered in a manner that and supports the needs of our students.
- Support Heads of School with the management of serious pastoral matters.

- Oversee the School's compliance with relevant educational standards such as, but not limited to, the Commonwealth Register of Institutions and Courses for Overseas Students (CRICOS), English Language for Intensive Courses for Overseas Students (ELICOS).
- Oversee the establishment and implementation of the teaching timetable each year.
- Oversee the annual and long-term planning of teaching staff including the selection and appointment of staff and allocation of teaching loads.
- Develop and embed standards for teaching across the Senior School in co-operation with the Head of Teaching and Learning (Years 6-12) and Heads of School.
- Lead weekly staff briefings and allocated student assemblies.
- Be an active contributor and supporter of school events and activities and attend such events and activities on a regular basis.
- Act as the Headmaster of the School when required and with significant support from our Chief Operating Officer; assuming all related responsibilities for the period of time that the Headmaster is unavailable.
- Be an ex-officio member of The Hutchins School Board and any of its defined sub-committees.
- Be a proactive member of the School's Executive and act as Chair when the Headmaster is unavailable to attend.
- Lead the ongoing development and implementation of a teacher professional development program including goal setting, appraisals, professional learning and reflection.
- Manage co-curricular staffing and the co-curricular recognition scheme.
- Write articles for school publications including Communique, Magenta & Black, Virtus and external publications when required.
- Oversee short, medium and long-term enrolments for the School to ensure that the School's strategic objectives are met.

Head of Senior School

Leading Teaching and Learning

- Work with the Head of Teaching and Learning (Years 6-12) to promote a culture of high expectations of teaching and learning, including an increasing emphasis on implementing, reviewing and evaluating data-informed practice to identify and support student learning needs and track student learning growth.
- Oversee the accuracy and quality of student reports.
- Demonstrate effective classroom teaching in delivering a teaching load of 0.2 of full-time equivalent.

Developing self and others

- Relate and interact with students to achieve a level of connectedness that is engaging, reflects a high level of personal commitment, is responsive to the attitudes of relevant generations and is 'in touch' with current student needs and life challenges.
- Oversee the Heads of House Committee and Senior School mentors by fulfilling the role of Chair at regular committee and Senior School staff meetings.

- Build strong relationships between students, parents/carers and staff to support student development and wellbeing.
- Support the ongoing development and implementation of the School's pastoral care and student wellbeing systems, encouraging students to explore opportunities, develop a positive sense of self and embrace responsibility and respect for others, empowering them to face the world with confidence to achieve and contribute.
- Support the Heads of House in developing their own leadership skills through strong personal leadership within the School's academic, pastoral and co-curricular programs.
- Provide guidance for school Prefects.
- Support, develop and monitor the implementation success of student leadership programs.
- Liaise with staff from co-operating schools on pastoral matters concerning individual students or program issues.

Leading improvement, innovation and change

- Lead and initiate a program and culture of Professional Learning and Development to enhance the capacity of school staff to meet its vision and strategic objectives, and to support their personal Professional Learning and Development needs.
- Contribute to school reflective practices for relevant staff and consult with Human Resources on staff performance and Professional Learning and Development matters.
- Lead, oversee and motivate staff to peak performance through constructive appraisal, monitoring of professional performance, capability development and mentoring.
- Ensure that students adhere to the School rules and support staff in maintaining and promoting the School's expectations in regard to behaviour and conduct.
- Make a significant contribution to the planning, organising and implementation of the annual Year 10 and Year 11 Leaders' Conferences.

Leading the management of the School

- Review organisational plans for their effectiveness in supporting the School's Strategic Directions.
- Collaborate with key staff and teams in the management and administration of the School's operations and events.
- Work closely with the School's Executive to support compliance with statutory requirements and government reviews.
- Actively manage issues involving Child Protection and Mandatory Reporting.
- Provide leadership and day-to-day support to staff to ensure that academic and pastoral care is of the highest quality.
- Hold regular and engaging staff meetings to enhance communication and learning in areas relevant to the academic and pastoral programs for students and Senior School operations.
- Provide input into the School's annual capital and recurrent budget according to school standards to meet the needs of the School year.

- Assist the Headmaster, in conjunction with Human Resources, with the recruitment of staff.

Engaging and working with the community

- Communicate effectively with stakeholders and model effective communication across the School community.
- Promote a culture that is founded on collaboration and consultation with staff, students and parents/carers.
- Resolve complaints in line with the School's [Complaints and Grievances Policy](#), actively managing critical parent, stakeholder and School community concerns.
- Maintain a strong presence and engagement with stakeholders at School functions and events.
- Engage with staff, parents and School community members regularly through publications, events and other forums, informing them of the School's strategies, direction, successes and challenges.

Position Criteria

Personal attributes

- Model the values of the School in both word and deed, respecting and reflecting its Anglican values.
- Demonstrate an authentic, but strong personal presence, with a natural capacity to inspire students, staff and the School community.
- Engage staff, students and parents/carers with a personal warmth that engenders and encourages mutual respect and builds a commitment to the School.
- Model a strong ethical framework, with the ability to make morally courageous and judicious decisions on behalf of the School.
- Show a drive to achieve the best outcomes for students, parents/carers and the School in all decisions.
- Collaborate and work efficiently within teams, with the ability to be decisive and directional where situations demand it.
- Show the ability to think critically and strategically and engage others in change and improvement.

Qualifications and Experience

- Recognised teaching qualifications are essential and post-graduate qualifications related to teaching and learning or educational leadership are desirable.
- Experience in successfully developing and managing significant teaching and learning and pastoral programs for students within a Pre-Kindergarten to Year 12 school.
- Extensive experience successfully leading and motivating staff using contemporary leadership and management practices.
- Demonstrated experience in managing a teaching timetable, teaching allocations and staff appointments.
- Understanding of, or willingness to acquire knowledge related to, Officer Responsibilities as defined by the Work, Health and Safety Act 2012 for a role on the School Executive committee.



Safeguarding children and young people

Our school takes child protection seriously, and as an employee of The Hutchins School, you are required to meet the behaviour standards outlined in our [Practice and Behaviour Standards](#) and [The Hutchins School Code of Conduct](#), as updated from time to time, and to adhere to the requirements of the [Safeguarding Children and Young People](#) and [Mandatory Reporting](#) policies.

As a part of your duties and responsibilities, you are also required to:

- provide a welcoming and safe environment for children and young people;
- promote the safety and wellbeing of children and young people to whom we provide services;
- ensure that your interactions with children and young people are positive and safe;
- provide adequate care and supervision of children and young people in your charge;
- act as a positive role model for children and young people;
- report any suspicions, concerns, allegations or disclosures of alleged abuse to management;
- maintain valid 'working with vulnerable people' registration; and
- report to management any criminal charges or convictions you receive during the course of your employment/volunteering that may indicate a possible risk to children and young people.

Work Health and Safety (WHS)

The School is committed to achieving the highest attainable standards of Work Health and Safety (WHS) for its staff, students and visitors. As a member of staff, you will be required to:

- take reasonable care for your own health and safety;
- take reasonable care that your acts or omissions do not adversely affect the health and safety of other persons;
- comply, so far as the worker is reasonably able, with any reasonable instruction that is given by The Hutchins School to allow the School to comply with the Work Health and Safety Act; and
- co-operate with any reasonable policy or procedure of the school relating to health or safety that you have been notified of.

Our values

As a community, we aspire to be people of integrity. All staff at the School are expected to model the School's values, inspiring and encouraging others to do the same. The School values humility, kindness, courage and respect.



THE HUTCHINS SCHOOL 71 Nelson Road, Sandy Bay, 7005
www.hutchins.tas.edu.au

The Hutchins School Board as established by The Christ College Act 1926
ABN 91 133 279 291 CRICOS 00478F

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