



**PRAHRAN
HIGH
SCHOOL**

Head of Middle School

Introduction and Core Purpose

The Head of Middle School is a key member of the Prahran High School Leadership Team. The Head of Middle School has significant opportunity and accountability for a strategic sub-school area of responsibilities.

The core purpose of this role is to lead, manage and support the Middle School sub-school at Prahran High School, to ensure that students are engaged and connected, to each other, their school and their teachers. The Head of Middle School will ensure our relevant Middle School strategic priorities are met.

The Head of Middle School will work closely with the Assistant Principal (Connection) to build the capacity of the sub-school team, ensure consistencies and connections across the year levels and oversee the implementation of strategic engagement and relationship building initiatives.

The development of our positive school culture of learning is a shared responsibility. Our culture belongs to each of us. High level leaders like the Head of Middle School have enhanced and consistent responsibility to contribute to the development of this culture through their practices, behaviours and relationships.

At Prahran High School, we expect Leading Teachers to be 'outstanding classroom teachers' who will 'improve the skill, knowledge and performance of the teaching workforce'. At Prahran High School, we believe all leaders are leaders of learning, teaching, engagement and wellbeing.

Role Description

Tenure:	2025 - 2027
Time Allowance:	10 sessions (per fortnight)
Role Accountability:	The Head of Middle School reports directly to the Assistant Principal – Connection. The Principal manages the PDP process with the Head of Middle School

Role Relationships

1. Collaborate closely with the Assistant Principal – Connection
2. Provide leadership to the Middle School Mentor Teachers to develop the program, systems and responsibilities associated with Mentor Groups
3. Lead a Professional Practice group of teachers through the annual PDP process
4. Provide active membership and advice to the Student Wellbeing and Engagement Team
5. Participate fully and actively in the PHS Leadership Team

Key Responsibilities

1. Lead, manage and support the Middle School sub-school at Prahran High School, to ensure that our strategic priorities are being met

2. Provide leadership and support for Year Level Coordinators (YLC) and Mentor Teachers for high-level discipline, social, wellbeing and family issues
3. Ensure consistencies and connections across the Middle School year levels and oversee the implementation of all strategic engagement and relationship development programs
4. Provide high-level coaching and leadership for the Year 7-9 (Middle School) Year Level Coordinators, Mentor Teachers and other teachers as assigned
5. Lead the ongoing development, review and implementation of our Mentor Teacher/Mentor Group program
6. Further develop the PHS approach to student connection, engagement and wellbeing by planning and implementing strategies, professional learning and programs to boost school connectedness across the Middle School
7. Specifically, to use the SWPBS and Connecting Us frameworks to build capacity of classroom teachers in their management of student relationships and behaviour through supporting scaffolds, observation, feedback and coaching
8. In collaboration with the Assistant Principal, support the transition 6-7 process and plan innovative approaches to this vital work, including Orientation Day and induction
9. Work closely with the Head of Senior School to ensure a smooth, meaningful student-centred transition, along with support for the course counselling process from Year 9 – Year 10
10. Conduct Student Support Groups for students where required, including the documentation of individual learning plans and the communication of such plans with school staff
11. Plan, book and coordinate the management of school camps for Years 7-9, supporting camp leaders who take the lead on various camps
12. Model high-level learning and teaching practice, including demonstration teaching for others
13. Contribute to the development of the Annual Implementation Plan, the Annual Report and the Strategic Plan
14. Participate fully in the school leadership team to ensure a focus on your own leadership growth and development is valued and nourished
- 15.** At all times, represent the Prahran High School community with pride and integrity