



The Scots College

Sydney Australia

Role Description – Head of Indigenous Education

"In seeking to serve God faithfully, the Scots College exists to inspire boys to learn, lead and serve as they strive for excellence together"

The Vocation of a School: Brave Hearts, Bold Minds, 2016-2025

- 1. Position Title:** Head of Indigenous Education
- 2. Role Purpose:** Indigenous Education at The Scots College aims to make a profound difference in boys' lives with the opportunity to be a fine Scots boy. This position coordinates and manages the Indigenous Education program and provides oversight of all aspects of the education of Indigenous students at the College.
- 3. Location:** Bellevue Hill, NSW
- 4. Responsible To:** The Principal
- 5. Principle Relationships:** Indigenous students, families and communities, Director of Boarding and Housemasters, Head of Learning Enrichment and Indigenous Academic Mentor, Director of Advancement, Indigenous Advisory Group, members of Senior Leadership Team, mentors and sponsors
- 6. Key Accountabilities:**
 - Educational leadership
 - Student wellbeing and support
 - Partnership development
 - Mentoring program
 - Policy and procedures
 - Admission
- 7. Direct Reports** Academic Mentor – Indigenous Education

8. Key Tasks and Expected Outcomes:

Position Responsibilities	Core Activities	Key Performance Indicators
Educational Leadership of Indigenous Student Program	<ul style="list-style-type: none"> • Lead the Indigenous Education team • promote Indigenous education in the context of The Scots College • develop programs that promote broader community engagement with Indigenous education and culture • develop programs of support for Indigenous students • lead the Indigenous Education Program and ensure that all Indigenous students are engaged with and have access to the curriculum • provide academic guidance and advice to Indigenous students • ensure that all Indigenous students are appropriately monitored and tracked with respect to their educational engagement and achievement • provide training and support to staff teaching Indigenous students • work collaboratively with teachers to ensure that appropriate programs and teaching and learning strategies are put in place to support the learning of Indigenous students. 	<ul style="list-style-type: none"> • Quality of academic program • staff, student and parent feedback • academic progression of Indigenous students • achievement of program goals and strategy • alignment with College strategy.
Student Wellbeing and Support	<ul style="list-style-type: none"> • To act as the point of contact for Indigenous students, Housemaster, parents and carers • to ensure that Indigenous students are supported in all aspects of College life and appropriate supports where necessary are put in place • ensure that strong connections are maintained with Indigenous student's communities and families • to be a passionate advocate for the needs of Indigenous students • provide regular updates of the academic and pastoral wellbeing of Indigenous students to the Principal. 	<ul style="list-style-type: none"> • Quality of pastoral support and Indigenous student wellbeing • staff, student and parent feedback • quality of record-keeping and communication

Partnership Development	<ul style="list-style-type: none"> • Develop and maintain relationships with Indigenous leaders and communities • develop and maintain relationships with Indigenous Church groups and sporting groups • develop partnerships with businesses and educational institutions to provide post-school pathways for Indigenous Students • work with the Director of Advancement and the Indigenous Advisory Board in promoting the Indigenous Education Fund to current and prospective donor to ensure that all students in the program are financially supported. 	<ul style="list-style-type: none"> • Stakeholder feedback • reputation of the College • post-school destinations of Indigenous students • adherence to working with children protocols.
Policy and Procedures	<ul style="list-style-type: none"> • Ensure that all policies and procedures that relate to student care and wellbeing, academic monitoring and progression and Indigenous education are developed, implemented and reviewed • support the Christian ethos of the College • comply with relevant legislative requirements, codes of ethics and conduct established by regulatory authorities, systems and the College. 	<ul style="list-style-type: none"> • Adherence to policy, procedures and legislative requirements • adherence to process and policies regarding child protection.
Mentoring Program	<ul style="list-style-type: none"> • Oversee the Indigenous student mentoring program • develop selection criteria and training resources for mentors • develop and oversee the mentor handbook and ensure it is revised yearly • act as the point of contact for Indigenous students, families and their mentors • promote positive mentor relationships through ongoing advice, training and support to mentors. 	<ul style="list-style-type: none"> • Stakeholder feedback.
Admissions/ Recruitment of Indigenous students	<ul style="list-style-type: none"> • Identify and cultivate strategic partnerships with Indigenous communities • be involved in the selection and admissions processes for all Indigenous students to the College • organise and support sample boarding stays for Indigenous students • provide programs of orientation and transition support for new Indigenous students • monitor Indigenous student attendance and retention rates of Indigenous students. 	<ul style="list-style-type: none"> • Retention rates of Indigenous students • stakeholder feedback.

9. Selection Criteria

- Ability to infuse the Christian ethos and values into teaching practice and pastoral care
- Previous experience in Indigenous education
- Qualification in Education and NESA accreditation
- Previous experience of demonstrating leadership in an educational context
- Propensity to recognise the value and uniqueness of each individual within the College community
- Commitment to one's own ongoing learning
- Professional and personal integrity
- Being flexible and open to change
- Being proactive and innovative
- Effective interpersonal communication skills
- Ability to work in a collaborative environment
- Passion and commitment to the wellbeing of the Indigenous students
- Pro-active nature
- A background in expense management
- A good collaborator across multi-disciplinary functions