



St Andrew's College

Position Description:

Head of Middle School (Assistant Principal) - HOMS

Position	Head of Middle School (Assistant Principal)
Responsible to	Principal of Secondary School
Functional Relationships with	Rector Secondary Leadership Group Deans Tutors (Years 9, 10 and 11) Learning Support, Guidance & Careers Departments Heads of Hauora and Wellbeing Teaching Staff Heads of Department Boarding Staff Support staff Students and their families/caregivers
Responsible for (key staff)	Deans (Years 9, 10 and 11) Assistant Deans (Year 9, 10 and 11). Note that appraisals will be conducted by the HODs. Middle School office Administrator Attendance Officer

CORE VALUES OF ST ANDREW'S COLLEGE:

St Andrew's College offers pre-school to Year 13 education which is:

- Independent.
- Co-educational.
- Christian in its ethos, derived from its Presbyterian foundation.
- Scottish in traditions.
- Focused on excellence, the love of learning and encouraging each student's highest personal achievement.
- Caring, supportive and stimulating.
- Attentive in its provision of opportunities for the development of the values and skills necessary to make a positive contribution to local and global communities.
- Able to offer boarding accommodation during the school year from Years 9–13.
- Inspirational and encouraging, by providing the appropriate support for each student to achieve their potential.

Values – principles in all we do.

VALUE	
Truth Pono	We seek knowledge and act with integrity.
Excellence Kairangi	We strive for our best.
Faith Wakapono	We step forward in confidence.
Creativity Auahatanga	We dare to imagine and make a difference.
Inclusivity Kanorau	We value diversity and embrace difference so we all belong.

Key Strategic Focus Areas

Academic excellence, wellbeing, pathways, student leadership, data-informed practice.

Areas of Responsibility

The Head of Middle School (HOMS) provides strategic, relational, and operational leadership for students and staff within the Middle School.

1. Member of the Senior Leadership Group (SLG)

- Contribute actively to whole-school leadership, strategy, and decision-making.
- Represent Middle School perspectives within school-wide planning and review.

2. Pastoral Care and Wellbeing Oversight

- Provide leadership and oversight of pastoral care systems for Middle School students.
- Ensure a consistent, student-centred approach to wellbeing, restorative practice, and care across year levels, including the PERMA-V framework.

3. Student Discipline and Behaviour Management

- Oversee behaviour management processes within the Middle School.
- Support Deans in managing complex behavioural issues and disciplinary matters.
- Ensure discipline practices are fair, restorative, and aligned with College expectations.

4. Interface and Communication with Parents and Whānau

- Serve as a key point of contact for Middle School families.
- Foster strong, transparent, and constructive relationships between home and school.
- Support Deans in managing sensitive or complex parent communication.

5. Student Leadership

- Provide leadership and oversight of Middle School student leadership structures.
- Promote student voice, agency, and leadership development aligned with College values.

6. Leadership of Year Group Deans

- Lead, support, and manage the performance of Year 9, 10, and 11 Deans.
- Ensure alignment, role clarity, and cohesion across year-level pastoral leadership.

7. Engagement in the Co-curricular Life of the College

- Maintain a visible and supportive presence in co-curricular activities.
- Promote student engagement and connection beyond the classroom.

8. Other Responsibilities

- Undertake additional duties consistent with the role, as reasonably determined by the Principal or SLG.

Person Specification

Significant to the position are the following attributes and capabilities:

1. Relationship Building and Relational Leadership

- Demonstrated ability to build trust and sustain positive relationships with students, staff, and families.

2. Team Leadership

- Proven capacity to lead, motivate, and support teams in a collegial and professional manner.

3. Change Leadership

- Ability to initiate, manage, and embed change in a calm, strategic, and people-focused way.

4. Judgement and Decision-Making

- Sound professional judgement, including the ability to make timely, balanced, and principled decisions.

5. Planning and Organisation

- Strong organisational skills with the ability to manage complexity and competing priorities.

6. Conflict Management

- Skill in navigating challenging situations with professionalism, empathy, and restorative intent.

Regular Meetings to Attend

The HOMS is expected to attend the following meetings as part of their leadership responsibilities:

1. Staff Meetings
2. Professional Learning Groups (PLGs)
3. Senior Leadership Group (SLG)
4. Executive Meetings (by invitation)
5. Pastoral Care Committee
6. Other meetings as required to effectively fulfil the role

Reporting and Performance Appraisal

- The HOMS is expected to report regularly against the performance indicators of the role.
- Annual reporting will align with College goals and be communicated through the Performance and Objectives Setting System (POSS).
- The HOMS will participate in a formal performance appraisal process, which includes both receiving feedback and providing appraisal feedback to others.
- The HOMS will be appraised by the Secondary School Principal.
- The HOMS will appraise:
 - ✓ Year 9, 10, and 11 Deans
 - ✓ Middle Office staff
- The HOMS will also provide evaluative feedback on the effectiveness of Middle School tutors.

Teaching Allocation and Remuneration

Attached to this position is: - 8 hours teaching per week (by negotiation)
 - 5MU

This position is subject to the College policies and conditions of employment as may be determined from time to time.

DUTIES / KEY RESPONSIBILITIES:

The below statements are intended to describe the general nature and level of work to be performed within the role. They are not intended to be an exhaustive list of all responsibilities and activities required of the position.

Responsibility Area One: Member of SLG (Senior Leadership Group)	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Meet with SLG each week and share responsibility for problem solving and teamwork.2. Contribute to operational efficiency of the College.3. Make recommendations to the Executive team for strategic directions / improvements to operations.	<ul style="list-style-type: none">• An efficient, well-connected senior (SLG) team who support each other and contribute to the wider success of St Andrew's College.

Responsibility Area Two: Academic Oversight of Middle School Students	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Maintain regular liaison with the deans re: students at risk and report these each term to POSS.2. Oversee the building of a successful monitoring and mentoring programme for at risk and high achieving students using tutors.3. Oversight of class placement process of new students to StAC.4. Oversee prizes of students for prizegiving.	<ul style="list-style-type: none">• Run a MS Pastoral Care Team meeting on a weekly basis.• Dean and HOMS maintain accurate record of student programs and achievement.• Parents are kept informed of student progress via fortnightly reporting.• All students are provided with appropriate learning opportunities (learning support and extension as appropriate).• Students entering the Middle School are welcomed, well catered for and their courses and class placements are appropriate

Responsibility Area Three: Pastoral Care of Middle School Students	
Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Effective delivery of pastoral care system through deans and tutors.2. Contribute effectively to the Pastoral Care Committee.3. Oversee deans' management of Pastoral Care and deal with cases referred by deans.4. Keep the POSS and the Pastoral Care Committee fully informed of pastoral issues that are occurring in the Middle School5. Effective working relationship with Learning Support/Guidance/Transition and Careers Departments.6. Interview incoming students and parents during the course of the year.	<ul style="list-style-type: none">• Pastoral care system operates efficiently and meets the needs of all students.• The Middle School Pastoral Care Team meets weekly to discuss issues, review progress and propose future course of action.• Close working, positive relationship with deans, tutors and Pastoral Care Committee.• The POSS and the Pastoral Care Committee is fully informed of key pastoral issues related to the Middle School.

Responsibility Area Four: Student Discipline / Behaviour Management

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Implement systems to ensure exemplary standards of discipline and behaviour.2. Ensure that high standards of dress are adhered to in all aspects of College life.3. Maintain proactive and clear communication with parents regarding student concerns.4. Work closely with deans to deal with student issues.	<ul style="list-style-type: none">• Systems and procedures are transparent, efficient and effective and known by students, staff and parents.• Students always wear their uniform correctly and with pride.• Student behaviours are maintained and reported in a timely fashion.

Responsibility Area Five: Interface & Communication with Parent Body

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Respond promptly to parent queries / concerns.2. Regular and informative communication with parents via intranet and newsletters (in consultation with the Communications Department).3. Initiate and run parent evenings/meetings/events as appropriate.4. Oversee the production of relevant handbooks, online publications, and diary for Middle School.	<ul style="list-style-type: none">• Parents feel connected and informed about College activities.• There are “no surprises” for parents regarding student progress.• All parent evenings/meetings/events run smoothly.• All relevant documents are accurate and up to date.

Responsibility Area Six: Student Leadership

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Oversee the promotion of leadership opportunities for students (both within and outside the College).2. Oversee and guide student led assemblies.3. Select student leaders in conjunction with Year Group Dean.4. Provide guidance, mentoring and training for student leaders including Middle School leaders.5. Promote opportunities such as MUNA, Peter Blake Leadership, Global Young Leaders, World Vision, student exchanges etc.	<ul style="list-style-type: none">• Middle School students have appropriate leadership opportunities.• Students are encouraged and supported to develop leadership qualities.• Middle School students run Middle School assemblies.• StAC is well represented in National and International opportunities.

Responsibility Area Seven: Student Pathways / Careers & Transition to senior College and beyond

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Liaise closely, with careers and vocational staff to ensure students gain appropriate information.2. Oversee a co-ordinated programme which meets the individual strengths, learning needs and academic aspirations of students.	<ul style="list-style-type: none">• Middle School provides appropriate pathways for all students.

Responsibility Area Eight: Leadership of Year Group Deans & Middle School Tutors

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Written job description and expectation is provided for Years 9, 10 and 11 deans and assistant deans and updated each year.2. Regular meetings are held with Middle School deans and assistant deans to discuss areas of responsibility and student concerns.3. Year Group deans are appraised with a formal meeting each term and written annual appraisal report (assistant deans are appraised by their HODs).	<ul style="list-style-type: none">• A positive relationship is maintained with tutors and deans.• Deans and Assistant Deans are aware of roles and expectations.• Proactive communication with parents and dealing with issues promptly.• A culture of continuous improvement is a hallmark of the Middle School.

Responsibility Area Nine: Involvement in Co-Curricular Life of the College

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. HOMS be a regular supporter of activities involving Middle School students.	<ul style="list-style-type: none">• HOMS is seen around the College, interacts with parents and develops positive relationships with students and the wider community.

Responsibility Area Ten: Champion of PERMA - V

Key Tasks	Expected Outcomes
<ol style="list-style-type: none">1. Ensure that PERMA-V is a visible, coherent, and lived wellbeing framework across the Middle School.	<ul style="list-style-type: none">• Provide strategic leadership for PERMA-V across the Middle School.• Work in partnership with the Head of Wellbeing, and Deans, and Assistant Deans to ensure PERMA-V is consistently resourced and embedded within the Pastoral Care Programme.• Ensure the pillars of PERMA-V are explicit, aligned, and visible across all pastoral structures, programmes, and daily practice.• Monitor implementation and wellbeing outcomes, leading review and refinement where required.• Model and promote a shared language of wellbeing for staff and students.

NB:

- The above position description will be reviewed annually at the appraisal meeting.
- Professional Development needs will be considered at the annual appraisal meeting.
- Other duties and responsibilities may be excluded or included during an annual review.