

Position/Job Description: Head of Secondary School
Contract Type: Permanent/Ongoing Position Full Time

The Head of Secondary is a key leadership position within the College, complementing and supporting the spiritual, pastoral, academic, and leadership functions that are central to the achievement of the College's Mission. As a member of the Senior Leadership Team, the Head of Secondary is responsible for fostering a positive, engaging, and challenging learning environment that encourages students to develop independence, resilience, and a strong commitment to achieving their personal best.

1. KEY RELATIONSHIPS

The Head of Secondary leads the Secondary School in consultation with the Principal and Deputy Principal.

2. KEY SELECTION CRITERIA

- Supporting the Principal and Deputy in the implementation of the College's strategic vision and educational priorities.
- Strongly influence the cultivation of a confident Islamic Identity among students, working along staff to model Islamic Values consistently across the school.
- Outstanding knowledge of, and proven skills in, curriculum development, assessment and reporting, pastoral care and operations.
- A strong understanding of current educational practice as it relates to student learning and pastoral care.
- Effective leadership in implementing Islamic Pedagogy initiatives focused on grounding Islamic educational principles in the Primary School.
- Demonstrated skill in identifying and implementing significant improvement and change.
- Highly developed leadership and management skills.
- Contribution to the development of authentic faith in collaboration with Illumination (Faith Islamic department) leadership.
- Demonstrated ability to work in a team environment and build a cohesive, effective team.
- A sound knowledge of the Australian Curriculum and South Australian Certificate of Education.
- Demonstrated ability in mentoring, coaching and developing appropriate professional learning opportunities for staff.
- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically, and problem-solve.
- Outstanding interpersonal and communication skills, with demonstrated ability to build rapport and interact effectively at all levels of the College.



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- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and concurrently manage a number of competing tasks.
- Support all school policies including the Behaviour Education Policy.
- Oversight of wellbeing of students and staff
- Strong ability and experience in classroom teaching.

Salary:

Remuneration will be based upon the successful applicant's level of experience as specified in the current Playford College Salaries and Conditions.

Commencement of Duties

January 2027

Application Closing Date:

Friday, 9th October 2026

Interested Applicants should send their resume to jobs@playfordcollege.sa.edu.au and complete the following application

<https://playfordcollege.sa.edu.au/employment>

A note of explanation concerning this round of leadership advertisements.

While four positions are listed, only two are genuinely open; Deputy Principal, following the current Deputy's promotion, and Head of Teaching and Learning, a newly created role. The Head of Primary and Head of Secondary positions are being advertised to give our continuing leaders in those roles the opportunity to apply for the Deputy position.



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Application Declaration

(Teaching and General Staff positions)

This form must be attached to all applications and all areas must be completed.

Section A: Personal Details:

Title: _____ First Name: _____ Surname: _____

Email: _____ Preferred Telephone: _____

Address: _____

Suburb: _____ Post Code: _____

Australian Citizen: _____

Current DCSI or WWCC: _____ Ref # _____ Expiry: _____

Teacher Registration (if applicable): _____ Ref # _____ Expiry: _____

Mandatory Notification (RAN): _____ Provider: _____ Date completed: _____

First Aid: _____ Course name: _____ Date completed: _____

Section B: Position Details

Position applying for		
Application closing date		
Relevant Formal Qualifications (eg Dip Ed, B.Ed, Cert IV etc.)		
Current position held and years of service		
Notice period required		
Referees (Please provide at least 3 professional referees, including their name, company/school, position, contact number and relationship to you)		

Section C: Declaration

Please respond (Yes/No) to the below questions and sign the declaration at the end of this form:

Have you ever been investigated, charged, arrested or found guilty of any criminal offence? (Indicate 'no', where an expiation notice only was received)	
Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory performance?	
Have you ever or are you currently the subject of an investigation or any other process relating to unsatisfactory performance or misconduct by you as an employee?	
Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 years of age) or towards any other person to whom you were responsible for providing education or other service?	
Our process includes asking referees whether there are any child protection concerns in your regard. Do you foresee any problem arising from this process?	
(If applicable) Do you have any conditions on your SA Teachers Registration?	

Please note: if you answer 'Yes' to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as separate sheets)

If you chose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Deputy or Principal to discuss.

☐ I have opted not to answer one or more of the above questions and ask that a meeting be arranged between the Deputy and Principal and myself.

Please note: If you request a meeting you must submit your application at least one week prior to application closing date.

Declaration:

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered the Employment Declaration Form truthfully.

Signed: _____

Date: _____



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Section D: Checklist (documents to be included in your application)

- Playford College Application Declaration (signed and dated) ☐
- Cover Letter / Application ☐
- Current Resume ☐
- Teachers Registration (if applicable) ☐