

Ignite ambition



John Paul College
Unity | Christ | Learning



Position Title	Dean of Studies - Secondary
Department/Faculty	Secondary School
Classification	Award Free
Employment Type	Contract
Reporting Manager	Deputy Principal - Head of Secondary
Reviewed	May 2026

About John Paul College

John Paul College (JPC) is one of Queensland's largest independent co-educational schools, offering a seamless learning journey from Early Learning to Year 12. Established in 1982 by the community for the community, our motto – Unity | Christ | Learning – continue to guide our mission of nurturing exceptional individuals with courage, integrity and a commitment to enrich society.

Our diverse community includes more than 2,400 students from ELC to Year 12, including our John Paul International College English Language Pathways. We develop ethical, creative and service-oriented thinkers who thrive in an increasingly complex global environment, grounded in Christian Ecumenical values welcoming all faiths and backgrounds.

Set on 33 hectares in Daisy Hill, Logan, our campus combines outstanding facilities with a future-focused education. Innovative learning spaces, sporting ovals, aquatic centres and a highly accredited Outside School Hours Care program support every aspect of student growth.

Guided by our mission to accelerate a dynamic learning community and ignite excellence in all, we nurture learners who are confident, adaptable and compassionate, ready to lead and serve in a multicultural, multi-faith global society.

Our Values

Mutual Respect: We show mutual respect by:

- Accepting others, celebrating our diversity and individuality
- Ensuring fairness and equity in every interaction
- Being patient and tolerant with each other.

Integrity: We act with integrity by:

- Demonstrating honesty and truthfulness

- Leading honourable lives with humility
- Taking responsibility and meeting our obligations.

Compassion: We live with compassion by:

- Showing kindness and love to others
- Caring for the vulnerable and marginalised in our community
- Generously giving of ourselves through active service

Excellence: We strive for excellence by:

- Seeking knowledge and a deep understanding of the world
- Rising to the challenge of the complex, difficult and unfamiliar in our lives
- Setting and achieving aspirational goals.

Position Purpose

The **Dean of Studies - Secondary** will provide strategic leadership and operational management across all areas of academic progress, curriculum design, assessment, reporting, and student pathways from Year 7 to Year 12.

Reporting Relationships

The **Dean of Studies - Secondary** reports to the Deputy Principal - Head of Secondary.

Direct reports: Heads of Faculty - Secondary, Head of Careers and Pathways, and the EA to the Deans-Secondary.

The **Dean of Studies – Secondary** will also have oversight of the leadership and management of the Heads of Faculty in driving curriculum, assessment, reporting and academic outcomes.

Key Liaisons: The **Dean of Studies - Secondary** has formal and informal interactions with the Principal, members of the Executive Team, Heads of Year, Teachers, Primary School Deans, the Human Resources Team, Finance and Business Operations, Community Engagement, Counsellors, students and parents.

The **Dean of Studies - Secondary** also works collaboratively with the Dean of Pedagogy – Secondary, Dean of Students - Secondary, and the Dean of Administration - Secondary.

Key Responsibilities

The **Secondary School Deans** are responsible for leading with vision, purpose, and a deep commitment to enhancing the quality of teaching, learning, and wellbeing across the Secondary School.

It is expected that all **Secondary School Deans** will:

- Take a proactive leadership role in the development, articulation, and implementation of the John Paul College Strategic Vision, ensuring alignment with whole-school priorities and initiatives across the Secondary School.
- Drive consistency and excellence in teaching and learning by modelling high-impact teaching strategies, supporting pedagogical alignment with the College's frameworks, and embedding a culture of continuous improvement.
- Work in partnership with the Deputy Principal - Head of Secondary School and other Deans to build teacher capacity through coaching and mentoring.
- Lead the systematic use of data and evidence-informed practice to improve student learning outcomes, identify cohort trends, and design targeted interventions that have

measurable impact.

- Ensure the academic progress, pastoral care, and wellbeing of all students are central to the operations of the Secondary School, through collaborative planning and oversight of programs that support student growth.
- Be visible, present, and actively engaged in the daily operations of the Secondary School, demonstrating strong relational leadership and supporting staff, students, and the JPC community.
- Champion and contribute to whole-school events and initiatives, including co-curricular programs, parent engagement forums, information evenings, and orientation programs.
- Ensure accessibility and responsiveness through an “Open Door” approach to staff, students, and parents, fostering a culture of trust and relational care.
- Stay informed of contemporary educational research and best practice, and actively lead professional learning and innovation in pedagogy, assessment, and curriculum design.
- Work collaboratively with the Deputy Principal - Head of Secondary and Secondary School Deans to oversee the performance, development, and wellbeing of staff including contributing to recruitment, induction, and review processes.
- Promote and model the effective and ethical use of digital tools to enhance learning, streamline communication, and support data-informed teaching practices.
- Build strong cross-campus connections, particularly with the Primary Deans, to ensure continuity, alignment, and shared vision from Kindergarten to Year 12.
- Monitor and manage allocated budgets, resources, and operational plans aligned to strategic goals and student learning priorities.
- Model and uphold the John Paul College values of mutual respect, integrity, compassion, and excellence in all interactions and decisions.

The **Dean of Studies - Secondary** is a pivotal senior leadership role responsible for driving academic excellence and innovation, aligned with the Australian Professional Standards for Teachers and Middle Leaders (AITSL), the Queensland Curriculum and Assessment Authority (QCAA), and the Australian Curriculum, Assessment and Reporting Authority (ACARA), ensuring that John Paul College maintains its commitment to high-quality education and delivers strong outcomes for every student. The Dean of Studies works in partnership with the Dean of Pedagogy to lead teaching and learning across the Secondary School.

The **Dean of Studies - Secondary** will:

Leadership of the “Leaders of Learning”

- Develop and lead a cohesive, high-performing team of Heads of Faculty who are focussed on continuous improvement to ensure quality teaching and the highest possible levels of student learning.
- Foster collaboration and open communication among Heads of Faculty to share best practice, evidence-informed strategies and innovative approaches to teaching and learning.
- Lead strategic planning initiatives across faculties to foster a culture of high-quality teaching and learning that enhances curriculum, assessment and teaching practices, and drives measurable improvement in student outcomes year on year.
- Mentor, coach and support Heads of Faculty in their professional growth, instructional leadership and people leadership capabilities.
- With the Deputy Principal – Head of Secondary and Secondary School Deans establish consistent expectations, performance and growth measures and accountability frameworks for Heads of Faculty, ensuring high standards of teaching,

learning and academic outcomes.

- Work in consultation with the Deputy Principal - Head of Secondary and the wider Secondary School Leadership Team to inform academic staffing and workforce planning, ensuring the timetable is supported by appropriately qualified and high-quality teachers, particularly for senior subjects with specialist requirements.

Human Resourcing

- Contribute to the recruitment, induction, performance management and development of Heads of Faculty in liaison with the Deputy Principal - Head of Secondary and the Human Resources team.

Curriculum Leadership and Innovation

- Inspire, lead and promote the development, implementation and assessment of high-quality, future-focused learning experiences from Year 7 to Year 12, aligned with student needs and ACARA, QCAA and ISQ requirements.
- Provide regular curriculum updates and strategic guidance to staff regarding ACARA, QCAA, ISQ and other relevant regulatory bodies, ensuring full compliance and best-practice implementation.
- Lead and oversee curriculum design, scope and sequence, and curriculum mapping across all subject offerings, ensuring vertical alignment from Year 7 through to Year 12.
- Oversee the College's senior subject offerings, including General, Applied, Vocational Education and Training, and University Subject pathways, ensuring student access, equity and breadth of choice.
- Drive innovation in curriculum design, including the integration of contemporary technologies, artificial intelligence, and authentic learning experiences that prepare students for an increasingly complex global environment.
- Attend meetings with relevant staff, professional learning and other College leaders as required, representing the academic interests of the Secondary School.
- Lead and oversee the annual subject selection process for Years 7 to 12, including the publication of the Course Handbook, coordination of subject information evenings, and management of student and parent transition meetings to support informed academic decision-making.
- Oversee elective pathway processes, year-level academic transitions, and course composition, ensuring informed student choice, balanced cohort distribution, and alignment with QCE and QCIA requirements.

Assessment, Reporting and Feedback

- Develop and lead high-quality assessment and reporting practices that link with Primary School practices and position John Paul College at the forefront of innovative feedback and reporting.
- Ensure consistency, alignment and rigour of assessment practices across all year levels and subjects, including effective moderation, validation and calibration processes.
- Lead the systematic use of academic data to inform teaching practices, identify cohort trends, target interventions and improve student learning outcomes.
- Maintain feedback systems and processes that provide timely, constructive and actionable feedback to students and parents, fostering a culture of academic ambition and continuous growth.
- Maintain high standards for student reporting that meet QCAA requirements, provide meaningful insight to families and support student progress tracking from Year 7 through to Year 12.

External Assessment Management

- Work with the Secondary School Leadership Team to ensure NAPLAN, the QCAA External Assessment Program and other external assessment processes are in place, robust and well-communicated.
- Oversee the administration of external assessments, ensuring full compliance with all regulatory and procedural requirements, including AARA provisions.
- Lead, in consultation with the Dean of Pedagogy - Secondary and the Head of Diverse Learning - Secondary, the College's approach to AARA (Access Arrangements and Reasonable Adjustments), including application processes, evidence requirements, decision-making, documentation, audit-readiness, and any QCAA appeals.
- Ensure procedural fairness in all AARA decisions, with consistent application of QCAA guidelines and clear, timely communication with students and parents.
- Provide leadership in the preparation, support and resourcing of students and teachers for external assessments, including ATAR-related preparation activities.
- Manage the collection, analysis and reporting of external assessment data to inform school improvement strategies, target intervention and celebrate success.
- Communicate assessment outcomes, processes and expectations effectively with students, parents, staff and other key stakeholders.

Academic Integrity, Generative AI and Risk Management

- Lead, communicate and maintain the College's Academic Integrity Policy and associated procedures, ensuring consistent and fair application across all year levels and subjects.
- Develop and oversee the College's position and practice on the responsible use of generative artificial intelligence in teaching, learning and assessment, ensuring alignment with QCAA conditions for Internal Assessments (IA1, IA2 and IA3), ACARA guidance, and contemporary sector practice.
- Ensure all assessment design, conditions and authentication processes uphold validity, reliability and authorship integrity, including the use of authentication strategies, draft requirements, and clearly defined conditions of assessment.
- Manage academic risk, including misadventure, illness and special consideration applications, and academic integrity investigations, in accordance with QCAA, College policy, and the principles of procedural fairness and natural justice.
- In conjunction with the Dean of Pedagogy, provide professional learning, communication and guidance to staff, students and parents on academic integrity, the responsible use of AI in academic work, and the College's approach to authentic assessment.

Quality Assurance and Compliance

- Develop systems for sharing and expanding staff knowledge of QCAA requirements, AARA processes, and Quality Assurance provisions across all year levels.
- Develop and implement robust quality assurance processes to ensure the reliability, validity and fairness of all internal and external assessments.
- Ensure all assessment and reporting processes comply with QCAA, ACARA, ISQ and other relevant regulatory standards.
- Foster a culture of continuous improvement through regular review and refinement of assessment design, moderation and reporting practices.
- Provide ongoing professional development opportunities for staff to enhance their understanding of quality assurance, assessment design and regulatory compliance.

Pathways and Future Readiness

- Ensure quality learning pathways reflect the opportunities, aspirations and

capabilities of students from Year 7 to Year 12.

- Provide strategic oversight of comprehensive career guidance and counselling, supporting students to identify and pursue their academic and career goals.
- Develop and implement learning pathway programs that align with tertiary education, vocational training and emerging industry requirements.
- Establish and maintain strategic partnerships with industry, tertiary education providers, professional organisations and other external stakeholders to enhance pathway opportunities for students.
- Regularly monitor and evaluate the effectiveness of pathway programs, making evidence-informed adjustments to improve student outcomes and engagement.

Acceleration, Extension and Gifted Education

- Develop, lead and oversee programs for academic acceleration, subject acceleration, dual enrolment and gifted education across the Secondary School.
- Establish and maintain processes for the identification, assessment and individualised academic planning of high-ability and gifted students, in consultation with the Head of Diverse Learning - Secondary and Heads of Faculty.
- Build and maintain partnerships with universities and tertiary providers to offer dual enrolment, university extension, and early-entry pathways for students.
- Ensure equitable access to extension and enrichment opportunities for students across the Secondary School, including students from diverse backgrounds and circumstances.
- Monitor, evaluate and report on the academic progress and outcomes of students undertaking acceleration and extension programs, ensuring sustained academic and wellbeing support.

International and Inclusive Learning Liaison

- Provide broad academic and curriculum oversight in support of international student pathways, working in collaboration with the John Paul International College ELICOS and International team, who hold operational responsibility for English Language Pathways and international student programs.
- Work in consultation with the Dean of Pedagogy - Secondary and the Head of Diverse Learning - Secondary to support curriculum-side adjustment evidence in alignment with the Nationally Consistent Collection of Data on Students with Disability (NCCD), ensuring assessment and reporting practices appropriately reflect documented adjustments.

Vocational Education, Training and Careers

- Lead and take strategic responsibility for the College's Careers and VET programmes, ensuring they meet student needs, industry standards and regulatory requirements.
- Oversee the coordination of VET delivery, including school-based traineeships and apprenticeships, ensuring alignment with industry requirements, RTO compliance and student interests.
- Oversee the development and implementation of comprehensive career education programs that prepare students for tertiary study, training and the workforce.
- Build and maintain strong partnerships with local businesses, industries, tertiary institutions and professional organisations to support VET and careers programs.
- Provide individualised support and guidance for students undertaking VET, careers and pathway programs, ensuring their successful transition beyond school.

Other Responsibilities

- With the Deputy Principal – Head of Secondary and Secondary School Deans, provide oversight of staff management and contribute to a positive and productive

staff culture.

- Attend key College events and functions as required, representing the College and supporting community engagement.
- Contribute to school marketing efforts, including providing input into promotional material, tours, and communications.
- Participate in new student interviews, supporting enrolment processes and student transition into the Secondary School.
- Conduct regular classroom visits to support instructional improvement, staff visibility, and student engagement.
- Prepare regular reports for the Deputy Principal - Head of Secondary and Principal, and contribute to Board-level reporting on academic outcomes, including ATAR results, QCE attainment, NAPLAN performance, retention, and key academic performance indicators.
- Assist with student supervision as required, ensuring safe and orderly environments during non-instructional times.

Leadership Responsibilities

- Serve as a key member of the Secondary School Leadership Team, contributing to strategic decisions around curriculum, teaching and learning, staffing, and culture.
- Mentor and support leaders and teachers to strengthen instructional leadership across the school.
- Build a strong culture of trust, professionalism, and high expectations in teaching practice.
- Lead the performance management of Heads of Faculty and academic staff in accordance with the College's Performance and Development Framework, including documented goal-setting, performance reviews, professional growth plans, and Performance Improvement Plans where required.
- Address staff conduct, capability and performance matters involving Heads of Faculty and teachers, in liaison with the Deputy Principal - Head of Secondary, the Dean of Pedagogy and the Human Resources team, ensuring decisions are consistent with the College's policies, the applicable Enterprise Agreement and other industrial instruments, and applicable employment legislation.
- Apply the principles of procedural fairness and natural justice in all staff-related decisions, including providing adequate notice, a genuine opportunity to respond, decisions based on evidence, and stated reasons for the decision.
- Maintain accurate, contemporaneous and confidential records of staff-related decisions and processes, including rationale, evidence considered, and alternatives weighed, to ensure decisions are defensible and aligned with the College's documentation and confidentiality standards.

Teaching Load

- Attend to a personal teaching load of up to 0.2 in the Secondary School timetable.

From time to time, fulfilling these responsibilities may necessitate working additional hours, or attending College events outside of work hours.

This position description is intended to describe the general nature and level of work to be performed. It is not intended to be an exhaustive list of all responsibilities, duties, and skills required. You may be directed to undertake any other duties as reasonably directed by Management, consistent with the skills and requirements of the role.

John Paul College reserves the right to amend this position description at any time.

Skills and Abilities

- Demonstrates outstanding interpersonal and relational leadership skills, with the ability to consult, collaborate, influence, and engage effectively with staff, students, parents, and key stakeholders.
- Proven ability to translate the John Paul College Strategic Vision into impactful daily practice, aligning teaching and learning with whole-school priorities.
- Maintain a deep and current understanding of evidence-informed pedagogy, curriculum design, and student wellbeing, and applies this knowledge to lead instructional improvement.
- Demonstrated capacity to lead and work collaboratively in a high-performing, dynamic environment, fostering a culture of trust, shared responsibility, and continuous growth.
- Possesses high-level written and verbal communication skills, with the ability to prepare clear reports, facilitate professional dialogue, and communicate complex ideas effectively.
- Strong strategic thinking and planning skills, including the ability to set direction, implement action plans, and evaluate the impact of initiatives on student learning and staff development.
- Committed to personal and professional growth, engaging in ongoing professional learning and reflective practice to enhance leadership effectiveness.
- Acts as a senior leader within the College, demonstrating professionalism, integrity, and full alignment with the vision and direction of the Principal and Executive Leadership Team.

Additional requirements

All employees of John Paul College are required to:

- Maintain a degree of flexibility in working hours from time to time as required for the position, including attendance at functions and events early in the morning, in the evening and on weekends.
- Accept that the College reserves the right to modify the position to meet its operating needs
- Assist and relieve in other positions from time to time.
- Demonstrate support for the College's philosophy, policies and procedures and core values.
- Undertake other reasonable and relevant duties within skills, knowledge and capabilities and as directed by the Principal or their representative.
- Support the College's core values and College's Christian Ecumenical ethos.
- This position involves working with children and will be subject to satisfactory employment screening for child-related employment in accordance with the law.

Qualifications

- A Master's degree in Education or a related field is preferred.
- Current registration with the Queensland College of Teachers.
- Senior first aid certificate.

Experience

The **Dean of Studies - Secondary** is an accomplished educator and leader of educators with a proven track record of instructional leadership in curriculum, assessment and academic leadership in the independent education sector, including demonstrated success in delivering strong academic outcomes for students.

A demonstrated commitment to academic excellence, the communication of an educational

vision and a passion for the design of curriculum and assessment that meets the needs of all students, together with a proven capacity to lead, motivate and inspire staff in delivering strong academic outcomes.

Selection Criteria

Leadership and Educational Excellence

- Demonstrated success in a senior leadership role within a secondary school setting, with evidence of strategic decision-making and positive outcomes for students and staff.
- Proven track record as a highly accomplished secondary school educator with a commitment to continuous improvement and professional growth.

Curriculum, Assessment and Reporting

- Expert knowledge of contemporary curriculum design, the Australian Curriculum, QCAA Senior Syllabus requirements, and assessment and reporting frameworks.

Data, Pathways and Academic Outcomes

- Exceptional skills in managing, interpreting and analysing student and College data to drive academic outcomes and inform strategic decision-making.
- Proven experience in leading careers, VET and pathway programs, and the capacity to build and sustain strategic partnerships with industry and tertiary institutions.

Technical and Communication Skills

- Advanced proficiency in Microsoft applications and demonstrated capacity to quickly master new digital systems and platforms.
- Exceptional written and verbal communication skills, with the ability to engage effectively with diverse stakeholders including students, staff, families and the broader community.

Cultural Alignment and Community Contribution

- Strong alignment with and demonstrated commitment to upholding the College's core values of Mutual Respect, Integrity, Compassion and Excellence in all professional interactions.
- Collaborative approach to leadership with a genuine desire to contribute positively to the John Paul College community and its strategic direction.

EBA Conditions – Dean of Studies - Secondary

- This employment is Award Free
- This is a maximum-term full-time appointment for 5 years, with the option at the discretion of the Principal for an additional five (5) thereafter.
- Employment is notionally 38 hours a week.
- As this role is classified as a senior leadership engagement, the salary will be in accordance with the seniority of the position and is paid in full compensation of all time worked and is inclusive of all legislative entitlements arising out of employment, including but not limited to overtime, penalty rates, allowances, and any additional monetary entitlements that may otherwise be payable.
- The salary will be a Total Employment Cost (TEC) package with packaging options available such that the total remuneration is within the TEC for the role.
- The position includes six (6) weeks annual leave per year. Leave loading is inclusive in the TEC for the role.