



Position title: Deputy Head of Bayview (Engagement & Performance)
Reporting to: Head of Campus (Bayview)
Reviewed: July 2026

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Balance of Functions

- POR - 3-year fixed term, with the possibility of a 2-year extension
- Ongoing teaching position
- Duration: Commencement date January 2027
- Time Release: A time allocation of 0.4 FTE
- A Position of Responsibility Allowance will be paid
- The Deputy Head of Campus is expected to undertake and share appropriate professional learning relevant to discipline renewal and the leadership and managerial requirements of the position.

Primary Purpose

The Deputy Head of Bayview (Engagement and Performance) supports the Head of Campus in providing strategic and operational leadership of the Years 7–8 program, with a clear focus on the student journey, particularly student performance and engagement across the middle years. The role leads the design, monitoring, and continuous improvement of structures and practices that enhance academic progress, strengthen student connection to learning, and support positive transitions into and through the Campus. It ensures a high-quality pastoral, academic, and cocurricular experience by promoting student wellbeing, maintaining high standards of behaviour, and fostering a positive, inclusive, and productive learning culture that enables every student to engage, achieve, and grow.



Key Responsibilities

Campus Leadership and Operations

- Align and model leadership behaviours according to our Mentone Grammar Leadership Charter (attached).
- Deputise for the Head of Bayview as required and undertake other duties as directed by the Principal, Deputy Principal, or Head of Bayview.
- Support the Head of Bayview in the day-to-day leadership of students, staff, and campus operations, ensuring a consistent focus on learning, wellbeing, and high standards.
- Lead student transitions into the campus, maintaining continuity of learning and wellbeing.
- In collaboration with Year Level Coordinators, Mentors, and Teachers, implement the School's Student Code of Conduct Policy with a strong restorative focus,
- Maintain strong communication with parents and the wider school community through Parent Information Evenings, Parent Student Teacher Interviews, enrolment processes, school tours and supporting co-curricular events.
- Support quality assurance processes including proofreading student reports and monitoring staff responsibilities such as Yard Duty, alongside maintaining a visible presence through regular Learning Walks.

Student Learning, Participation, and Performance

- Lead and promote the implementation of MG Behavioural Norms, ensuring consistent, high-quality routines in every classroom.
- Model and support staff in embedding agreed routines, expectations and language, using coaching and feedback to strengthen alignment across the team.
- Model and champion the MG Instructional Playbook as a framework for high-quality teaching
- Monitor and respond to trends in student behaviour and engagement, using the MG Playbook and Behavioural Norms to guide proactive and restorative practices.
- Work collaboratively with our Data Analyst to review all recorded data on student's participation and performance. Including Pastoral and academic data.
- Assist with the administration of formal assessments, including NAPLAN and ESPT.
- Support student leadership and the development of additional leadership pathways, student voice, agency, and cross-age mentoring.
- Assist the Sports Department in following up student sport participation / absence or behavioural issues.
- Review external programs to ensure alignment with their intended outcomes and the School's scope and sequence for 'Character Development'
- Support the sequential 'Learning Journeys' program within the middle school.

Student Wellbeing and Pastoral Care

- Collaborate with the Head of Student Wellbeing, Deputy Head of Bayview (Pastoral Care), Year Level Coordinators, and Mentors to address engagement issues.
- Address behavioural and wellbeing concerns promptly, liaising with students, staff, parents, and Counselling Services as required, including supporting at-risk and school-refusing students.
- Liaise with the Head of Learning Enhancement to monitor and evaluate targeted support programs for students with individual learning needs.
- Use data to inform wellbeing strategies and improve student outcomes.

Professional Responsibilities

- Be an active member of the Bayview Leadership Team.
- Communicate effectively and professionally with parents and the wider school community.
- Contribute positively to a culture of high expectations, continuous improvement, and student growth across the Campus.



Occupational Health & Safety Responsibilities

- Cooperating with others in relation to actions taken by the School to comply with Occupational Health and Safety legislation.
- Reporting hazards and incidents.
- Participating in relevant training and induction sessions.
- Taking reasonable care for your own and your colleagues' health and safety.

Key Relationships

Principal	Deputy Principal
Head of Bayview Campus	Director of School Operations
Head of Student Wellbeing	Director of Learning and Teaching
Head of Learning Enhancement	Deputy Head of Bayview (Pastoral Care)
Year Level Coordinators & Mentors	Director and Head of Boys/Girls Sport

Experience, Knowledge, Skills and Personal Attributes

- Experienced school leader with the ability to mentor staff and students across campuses.
- Exemplary teaching practice aligned with the School's Playbook and Teaching and Learning Framework.
- Strong understanding of middle years development, wellbeing, and individual learning needs.
- Skilled in student support, behaviour management, restorative practice, and wellbeing program design.
- Highly organised, detail-focused, and able to manage multiple priorities effectively.
- Strong communicator who builds positive relationships with students, staff, and families.
- Confident in using data and learning technologies, including LMS platforms, to drive student progress.
- Committed to ongoing professional learning and evidence-based curriculum design.
- Active contributor to Faculty and Teaching and Learning teams, supporting a high-performance culture.
- Demonstrates initiative, resourcefulness, and commitment to a safe, supportive school environment.
- Collaborative team member who contributes positively to school life.

Qualifications

Required:

- Tertiary qualification in Education
- Current Victorian Institute of Teachers (VIT) registration
- Other qualifications and training specific to their individual duties e.g. First Aid Certificate, CPR, Anaphylaxis, Mandatory Reporting and Child Safety

Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

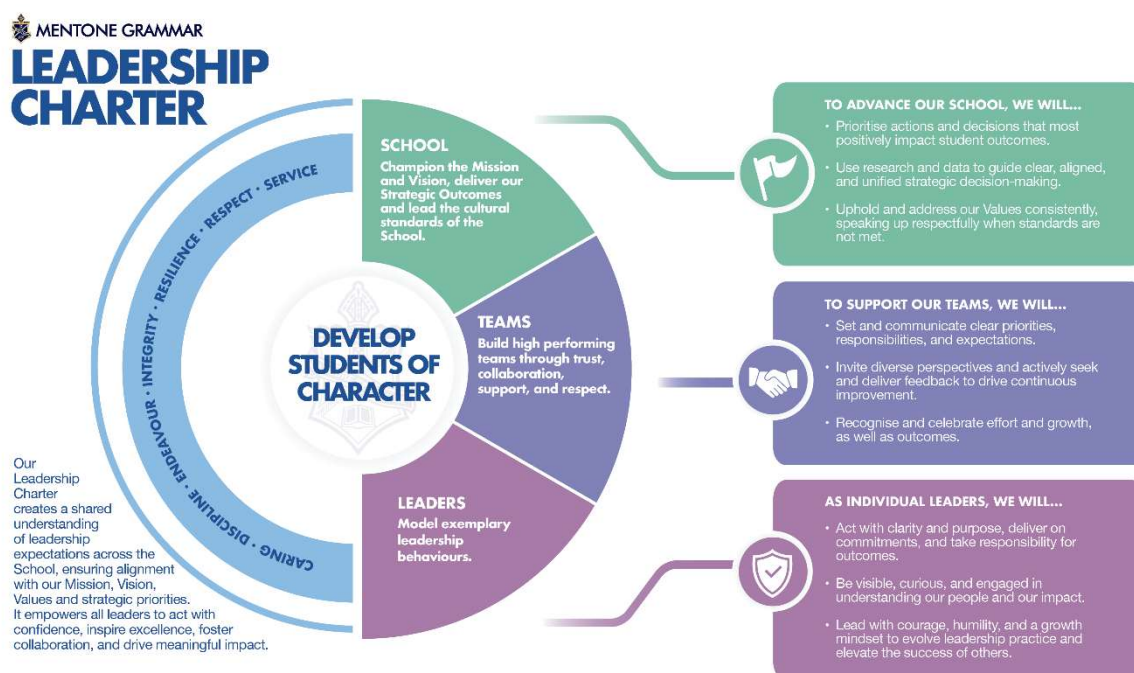
Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.



- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies



Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.