

Head of Students

Years 7 to 10



Job Description

The Knox School is an independent, co-educational, and non-denominational community from ELC to Year 12, where every student is known, valued, and supported to grow. Achievement, Care, Empathy, Resilience, Responsibility and Respect are equally valued here, because education is not just about what students learn, but about creating individuals who are adaptable, thoughtful, and ready to write their own stories.

Our teachers know their students deeply, creating personalised learning experiences that build confidence, spark curiosity, and inspire a lifelong love of learning. We celebrate individuality, courage, and connection, preparing young people to contribute thoughtfully and confidently to the world around them.

We have again been recognised as an Employer of Choice and one of the 5-Star Best Schools 2026 by The Educator, a testament to our commitment to creating an environment where both students and staff feel valued, inspired, and supported to thrive.

The Knox School is seeking an experienced and compassionate educational leader to take on the role of Head of Students - Years 7 to 10. This is an ongoing teaching position with a two-year leadership tenure commencing Term 1, 2027.

This is an exciting opportunity for a visible, proactive and accessible leader who is passionate about student wellbeing, belonging and engagement, and who can build a strong and consistent pastoral culture in which every student is known, supported, challenged and connected.

As a member of the Senior School Leadership Team, the Head of Students will lead and develop the Years 7 to 10 Mentor team, strengthen partnerships with families and work collaboratively with School leaders and staff to support a consistent academic and wellbeing journey for each student.

About the role

- Lead the quality, consistency and continuous improvement of student wellbeing, pastoral care, belonging and engagement across Years 7 to 10.
- Maintain a visible and active presence across the Senior School, building positive relationships with students, staff and families.
- Lead, develop and support Mentors to deliver high-quality pastoral care, student wellbeing support and family engagement.
- Establish clear expectations and provide coaching, professional learning and constructive feedback to build Mentor capability and consistency.
- Develop, implement and regularly review age and stage appropriate wellbeing and pastoral programs.
- Use student wellbeing, attendance, behaviour and engagement data to identify emerging trends and inform effective interventions.

- Lead fair, consistent and respectful approaches to student behaviour, discipline, attendance and engagement.
- Oversee relevant student programs, assemblies, events, camps and the Peer Support Program.
- Contribute actively to Senior School leadership, policy, culture and strategic priorities.

Working at The Knox School offers

- A warm, supportive and stimulating work and learning environment set amongst beautiful grounds.
- Flexible working hours during non-contact time.
- A Collaborative Professional Learning Program built into your timetable.
- Onsite Community Café with barista-quality coffee.
- Reformer Pilates and gym facilities.
- Employee Assistance Program.
- Onsite car parking.

The ideal candidate

- Holds current VIT registration and a satisfactory Police Check.
- Has appropriate tertiary qualifications.
- Has demonstrated experience in student wellbeing, pastoral care or student leadership within a school setting.
- Is a visible, compassionate and confident leader who builds trust with students, staff and families.
- Has the capacity to establish clear expectations, develop staff capability and hold others accountable constructively and respectfully.
- Demonstrates sound judgement and can respond calmly, fairly and sensitively to complex student and family matters.
- Has highly effective interpersonal, written and verbal communication skills, including the ability to manage challenging conversations.
- Uses evidence and data to evaluate programs, monitor student needs and inform continuous improvement.
- Demonstrates strong organisational skills, initiative and the capacity to manage competing priorities.
- Has demonstrated capacity to lead, influence and implement positive change.
- Has contemporary knowledge of student wellbeing, pastoral care, adolescent development and student management practices.
- Supports the School's vision and ethos and demonstrates the School Values of Achievement, Care, Empathy, Resilience, Responsibility and Respect.
- Has knowledge and understanding of the School's obligations in respect of Ministerial Order No. 1359, the Reportable Conduct Scheme, mandatory reporting, record keeping in relation to student safety and wellbeing, the failure to disclose and failure to protect offences, and any other information-sharing and reporting obligations that may arise. Training will be provided.
- Has working knowledge of, and is able to adhere to, the School's policies and student safety practices, including those detailed in the *Student Safety at The Knox School Handbook*, which can be accessed [here](#).
- Satisfactorily completes a values-based interview that will assess suitability to work with children and young people and ensure their rights are respected.
- Displays a supportive and respectful attitude towards students and their families and builds positive connections with all members of the School community.
- Holds, or is prepared to obtain, a current Level 2 First Aid qualification, including CPR, Anaphylaxis and Asthma Training. The School provides training annually.

Commitment to Student Safety

- The Knox School is committed to providing a student safe and friendly environment, where children and young people are safe, feel safe and are able to actively participate in decisions that affect their lives.
- We have a zero tolerance for child abuse or reportable conduct and are committed to acting in our student's best interests and keeping them safe from harm.
- The School regards its student protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a student safe culture.

Applicants are invited to submit their resume along with a cover letter by email to **Fiona Kapkidis, Head of People & Culture (HR)** at hr@knox.vic.edu.au by **Monday 28 September 2026**. In line with our commitment to child safety, all appointments are subject to satisfactory reference checks, identity and police checks, and verification of current VIT registration. Written applications may be reviewed on receipt.

This process is being managed directly by The Knox School. We encourage suitably qualified candidates to apply and kindly request that recruitment agencies do not contact the School regarding this opportunity.