

# SUCCESS PROFILE (SP): Head of Academic Operations, Strategy ELC – 12) (Cross-Campus)

Setting your career for success at GGS



## KNOWLEDGE/ SKILLS

What you need to **KNOW**

- Exceptional analytical and problem-solving skills
- Knowledge and practical application of regulatory compliance systems and frameworks and legislation impacting education management
- Capacity to think strategically to progress strategic priorities
- Exceptional relationship management skills
- Excellent written and oral communication skills
- Well-developed IT skills

## POSITION MAIN PURPOSE:

Provide a holistic and strategic approach to the staffing and daily academic operations of GGS Campuses: Corio, Toorak and Timbertop (ELC – 12).

- This role reports to the VP Learning, Teaching & Academic Innovation and works closely with the VP Residential Education, Community and Care
- To support the implementation of improved operating procedures and provide high level co-ordination / overview of all aspects of academic and pastoral staffing
- Manage the daily operation of the Corio Campus and support cross-campus operational function
- Provide high level logistical and strategic support to key stakeholders across GGS Campuses

## POSITION KEY RESPONSIBILITIES

- Co-ordinate and centrally document staffing allocations in conjunction with key stakeholders
- Ensure staff load allocation policies are adhered to
- Lead the building and maintenance of the timetable for Corio campus ELC-12
- Provide logistical support for subject selection processes
- Conduct and provide student academic testing data
- Manage internal examination schedules (10 & 11)
- Oversee the Daily Organisation (allocation of extras) and calendar in conjunction with the administrative support officer for Corio
- Teach, as required (1 block-0.21 Teaching load)
- Lead and manage direct reports
- Participate as a Member of Leadership Team Corio (LTC) and Executive Leadership Team (ELT) as required.

## PERSONAL ATTRIBUTES/ ATTITUDE

Who you **ARE**

- Courageous
- Curious
- Compassionate
- Collaborative
- A critical thinker
- A problem solver
- Detail, process, and systems oriented
- Open to new experiences
- Comfortable with trial and error
- Resilient
- Respectful and Approachable
- Confident
- Reflective
- Disciplined and measured

## EXPERIENCE

What you **HAVE DONE**

- Previous operational and strategic experience in a similar role within a School
- Experience with problem solving
- Experience leading strategic projects in a school setting
- Demonstrated exceptional technology and data analysis understanding
- Constructed timetables within a school setting
- Worked in a leadership role coordinating staff

## COMPETENCIES/ BEHAVIOURS

How you behave and what you **CAN DO**

- Demonstrates exemplary ethical standards
- Builds positive and professional relationships with staff, students, and parents
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Aligns personal and organisational purpose

- The SP should be read in conjunction with the School's Strategy, performance and development plan, employment contract or relevant agreement etc. Attachments: Philosophy Statement and School Profile.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all the AITSL Standards, First Aid qualifications and current Anaphylaxis Management Accreditation in accordance with the new Ministerial Order 706 and the School's Anaphylaxis Management Policy (2015). Teachers are expected to participate fully in the school's academic, pastoral, and co-curricular programmes.
- Employees are required to attend a three-day minimum Discovering Positive Education training course.
- Geelong Grammar School is committed to the safety of children and has a zero tolerance of child abuse.