

# SUCCESS PROFILE (SP): DEPUTY HEAD OF TOORAK CAMPUS | CROSS-CAMPUS CONNECTIONS (ELC – 8) (Fixed 5 years)

Setting your career for success at GGS



## KNOWLEDGE/ SKILLS What you need to **KNOW**

- Ability to lead, energise and coordinate diverse teams
- Exceptional analytical and problem-solving skills
- Knowledge and practical application of regulatory compliance systems and frameworks and legislation impacting education management
- Exceptional relationship management skills
- Excellent written and oral communication skills
- Well-developed organisational and facilitation skills
- A thorough understanding and knowledge of holistic education pedagogical theory, pastoral care, standards and practice from ELC – Year 8
- Expert knowledge and experience developing curriculum in a PYP context
- An appreciation of the philosophy of Reggio Emilia

## EXPERIENCE What you **HAVE DONE**

- Previous experience in a similar ELC – Middle School role within a School
- Experience in the practical application of contemporary practices and theories of Learning and Teaching
- Completed relevant tertiary qualifications in Education. VIT registration required if successful
- Demonstrable examples of managing complex pastoral matters and working with students to improve academic outcomes
- Demonstrated experience operating as a member of a high functioning team
- Successfully implemented mentored teachers through change
- Developed teachers to achieve personal and organisational outcomes

## POSITION MAIN PURPOSE:

- This role reports to the Head of Toorak Campus.
- To support the day-to-day management of the Campus in collaboration with Head of Campus.
- Strategic leadership of Toorak, Corio, and Timbertop cross-campus connections and transitions.

## POSITION KEY RESPONSIBILITIES:

- Support the leadership of Toorak Campus, deputising for Head of Campus as required.
- Acting Head of Toorak Campus 1 day per week based on Head of Campus' strategic commitments.
- At least 1 day per week working at Corio Campus, planned around Acting Head of Toorak Campus commitments.
- Leadership and day to day management of Toorak Campus, enabling consistent practices and prioritising student safeguarding.
- Cross-campus strategic oversight of ELC – Year 8 connections, including: ELC, JS, & MS, along with supporting transitions to Timbertop.
- Corio Campus residential role with duties in MS Boarding.
- Liaise with cross-campus Academic and Co-curricular teams, along with the three Pillars (Positive, Creative, and Adventure Education) to enhance programmes and student outcomes.
- Collaborate with Teachers to resolve student issues and escalate items as appropriate.
- Parent engagement and partnerships through initiatives and events.
- Teach or equivalent (0.4 FTE) as required.

## PERSONAL ATTRIBUTES/ ATTITUDE Who you **ARE**

- Courageous and Curious
- Compassionate
- Collaborative
- A critical thinker
- An innovative influencer
- A problem solver
- Comfortable with trial and error
- Resilient
- Respectful and Approachable
- Confident
- Reflective
- Disciplined and measured

## COMPETENCIES/ BEHAVIOURS How you behave and what you **CAN DO**

- Demonstrates exemplary ethical standards
- Aligns personal and organisational purpose
- Nuanced communication
- Builds positive and professional relationships with staff, students and parents
- Effectively lead, mentor and advise direct and indirect reports
- Open to new ideas and approaches
- Collaborates effectively with individuals and teams
- Commits to the development of self and others
- Provides goals and objectives to set direction
- Clearly and regularly communicates expectations
- Focuses on people's strengths whilst encouraging development

- The SP should be read in conjunction with the School's Strategy, performance and development plan, employment contract or relevant agreement etc.
- The SP outlines key responsibilities only. Other duties consistent with the position purpose may be expected.
- Geelong Grammar School is committed to the safety of students and has a zero tolerance of student abuse.
- Employment is conditional upon obtaining a Victorian Working with Children Check (Employment) and National Police Check, or where applicable, employment as a Teacher is conditional upon maintaining a current VIT registration (inc. Police Check), proficiency in all of the AITSL Standards, First Aid qualifications and have current Anaphylaxis Management Accreditation in accordance with Ministerial Order 706 and the School's Anaphylaxis Management Policy. Teachers are expected to participate fully in the School's academic, pastoral and co-curricular programmes.
- Geelong Grammar School is committed to experiential learning with and through nature and Creative and Positive Education. Employees are required to attend a Discovering Positive Education training course.