



Position Description: Deputy Director of Glendalough (ELC-6)

Position Objectives:

The Deputy Director of Glendalough is committed to the College's vision and mission and is responsible for coordinating the day-to-day operations of the Junior School, as well as deputising for the Director of Glendalough when required.

Incumbent:	Reports to: Director of Glendalough
Commencement: 2026	KLR Level: 6
Duration: 4 years	Time Allowance: 4 days

All St Kevin's staff are required by their position to:

- Demonstrate commitment to the College's vision and mission
- Model and promote the gospel values and understand the charism of Edmund Rice in all aspects of leadership and community life. Contribute to the delivery of strategy and plan.
- Foster a culture of excellence by supporting and driving high academic standards, innovation in teaching, and evidence-informed practice.
- Demonstrate inclusive leadership by actively promoting diversity, equity, and the dignity of all individuals
- Support collaborative decision-making by practicing subsidiarity and empowering others through shared leadership.
- Strengthen community connections through transparent communication and authentic partnerships with key stakeholders.
- Act as a responsible steward of College resources.
- Stay abreast of and comply with all College policies.

Key Responsibilities:

Glendalough Leadership	• Be responsible for all forward planning activities including but not limited to the Glendalough calendar, aligned with College calendar, staffing requirements, staff meetings, excursions, and Parent/Teacher meetings • Develop and maintain supportive collegial relationships in order to ensure the smooth and harmonious day-to-day operations of Glendalough • Participate in the development and implementation of policies and procedures at Glendalough • Ensure clear and timely communications with all stakeholders to ensure the smooth operations of Glendalough • Work collaboratively with the Glendalough Daily Organiser to proactively manage changes arising from daily operations, ensuring the continued smooth running of the campus. • Schedule and prepare agenda and chair regular operational meetings such as Cluster Coordinator meetings and Calendar meetings • Liaise as required with the Director of Glendalough and the Director of Administration regarding operational matters across the College and at Glendalough • Assist with Glendalough enrolment procedures including conducting enrolment interviews as required and when negotiated out of hours. • Liaise with Outdoor Education staff with regards to the Outdoor Education program
-------------------------------	---

This position description may be amended from time to time, in consultation with the appointed candidate.



Position Description: Deputy Director of Glendalough (ELC-6)

Position Objectives:

The Deputy Director of Glendalough is committed to the College's vision and mission and is responsible for coordinating the day-to-day operations of the Junior School, as well as deputising for the Director of Glendalough when required.

	• Provide practical support to the Glendalough community Associations including Parent Associations (Glendalough Mothers' Association, Glendalough Fathers' Association), Class Representatives and Family Support Group etc. • Represent Glendalough on all College Committees as required • Engage in regular mentoring from appropriately experienced leaders both within and beyond the College, especially in the area of risk and safeguarding
Management of Glendalough staff Operations	• Assist the Director of Glendalough in the task of planning teacher allocations. • Be involved in annual staff reviews, meetings (ARM) • Oversee the operations of the Glendalough Reception/office on a day-to-day basis in conjunction with the Administration Leader • Liaise with Payroll Office regarding payments of CRTs and Time in Lieu • Act as a coordinator of work experience students attending to the completion of required documentation • Support the Director of Glendalough with GAP students
Student Engagement Responsible for Glendalough students	• Oversee the implementation of the Behaviour Management Guidelines • Provide oversight of Level 3 matters involving student discipline and pastoral care • Provide advice and assistance to staff with classroom management concerns • Show interest in and concern for all students and take steps to ensure that they are affirmed. • Monitor the appearance, demeanour and manner of students • Monitor the observance of school rules • Assist the Director of Glendalough with the organisation and conduct of Glendalough assemblies • Actively encouraging students and student groups and their initiatives in conjunction with the Student Leadership role • Work with the Glendalough Learning Diversity Leader and the Glendalough Daily Organiser to ensure Program Support Group meetings are conducted (timetabling of meetings and co-ordination of staff) • Represent the Director of Glendalough at PSG meetings where required • Act as a member of the Glendalough Student Wellbeing Committee attending meetings and liaising with colleagues • Act as a member of the Glendalough Learning Diversity Committee attending meetings and liaising with colleagues • Take responsibility for checking student attendance on a daily basis and respond where appropriate



Position Description: Deputy Director of Glendalough (ELC-6)

Position Objectives:

The Deputy Director of Glendalough is committed to the College's vision and mission and is responsible for coordinating the day-to-day operations of the Junior School, as well as deputising for the Director of Glendalough when required.

Administration of Glendalough	• Be a member of the Glendalough Leadership team • Liaise with representatives from the Out of School Hours Care staff • Work with the College Governance, Child Safety and Finance personnel to oversee the after-school extra-curricular offerings conducted by external providers e.g. Chess Club, Martial Arts, Table Tennis • Coordinate and publish the Glendalough Term Calendar • Oversee all excursions, ensuring that College policy and protocol is adhered to in the planning and execution of all excursions • Oversee the staffing and smooth operations of the Kiss n' Drop and Kiss n' Collect procedures including oversight of traffic management • Liaise with the Director of Glendalough to ensure the day-to-day and holiday cleaning needs of Glendalough are met • Oversee the use of Boyd Egan Hall and the Clovelly Room • Maintain and oversee the documentation of: ○ Record of Parent/Teacher communications ○ Incident reports • First Aid reports (in collaboration with the Glendalough Nurse) • Coordinate all Glendalough photography schedules e.g. Homerooms, Siblings, APS Sport, Music, Sacramental programs and Publications • Proof reading and approving school/home communications and publications i.e. Year level excursion letters and weekly Newsletter prior to sending them to Communications. • Take responsibility for operational budgets i.e. - Excursions and incursions - CRT - General classroom supplies (in consultation with Cluster Leaders)
Risk Management	• Contribute to a healthy and safe work environment by complying with all safe work policies and procedures, and ensuring all reasonable steps are taken to identify and manage foreseeable risks. • Work closely with the Director of Glendalough and the Governance department.
Child Safety	• Comply with the College's child-safe policy, code of conduct and any other policies or procedures relating to child safety. • Assist in the provision of a child-safe environment for students. • Assume the role of Child Safety Officer and work closely with the Dean of Child Safeguarding in relation to support investigations and Child Safety matters
Professional development	• Build capacity through targeted professional learning programs to keep abreast of current educational understanding and personal, professional growth.
General Duties	• Abide by the St Kevin's College Code of Conduct. • As required, attend College meetings, conferences and after school events, faith days and liturgies. • Demonstrate commitment to the College vision and mission. • Champion wellbeing by cultivating respectful, safe and supportive environments for students, staff and families. • Accept reasonable directions and other duties as assigned by the Principal and/or Deputy Principal delegates.



Position Description: Deputy Director of Glendalough (ELC-6)

Position Objectives:

The Deputy Director of Glendalough is committed to the College's vision and mission and is responsible for coordinating the day-to-day operations of the Junior School, as well as deputising for the Director of Glendalough when required.