

JOB DESCRIPTION & EMPLOYEE SPECIFICATION

Position Title:	Dean of Education Enterprise & Operations
College Department:	Teaching
Line Manager:	Head of Secondary
Position Classification:	Senior Leadership Position
Tenure:	Ongoing
Conditions:	Full time (FTE 1.0)

1. Position Summary

The Dean of Education Enterprise and Operations provides value-adding and operational leadership for the effective administration, governance, compliance, and organisational performance of the Secondary School. Reporting to the Head of Secondary, the role is responsible for ensuring that systems, structures, resources, and operational processes enable the successful delivery of the School's educational mission and strategic priorities.

Working closely with members of the Secondary Leadership Team, the Dean leads operational planning, policy implementation, timetabling, compliance, risk management, data reporting, and continuous improvement initiatives across Years 7-12. The role ensures that operational excellence supports outstanding teaching, learning, and student wellbeing outcomes while maintaining alignment with the School's Christian vision, mission, and values.

The position includes a teaching allocation of up to 0.4 Full-Time Equivalent (FTE), with the balance of time dedicated to leadership responsibilities.

2. Key Responsibilities

Strategic Planning & Enterprise Programs

- Lead the review implementation and monitoring of strategic initiatives and Enterprise projects within the Secondary School.
- Support the Head of Secondary in the development and execution of school improvement (empowerment) plans.
- Develop and monitor key performance indicators that support strategic priorities.
- Lead operational reviews and continuous improvement initiatives.
- Provide strategic advice and recommendations to the Head of Secondary and Secondary Leadership Team.

Timetabling and Resource Management (Desirable)

- Oversee the development and management of the Secondary School timetable.
- Coordinate staffing allocations in consultation with the Head of Secondary and relevant leaders.
- Monitor and manage teaching loads and resource distribution, including Cocurricular tracking.
- Ensure facilities, equipment, and resources effectively support educational programs.
- Identify opportunities to improve resource utilisation and operational efficiency.

Compliance, Governance and Risk Management

- Lead compliance activities associated with Secondary School Registration, accreditation, legislative, and regulatory requirements, including Lutheran Compliance.
- Coordinate policy development, implementation, and review processes for secondary school.
- Monitor compliance with Secondary School policies and governance frameworks.
- Lead risk management processes within the Secondary School.
- Ensure appropriate documentation, reporting, and record management practices are maintained.

Data, Systems and Reporting

- Oversee the collection, analysis, and reporting of education-aligned operational and organisational data.
- Maintain accurate education records and reporting systems.
- Use data to inform education planning, decision-making, and improvement initiatives.
- Coordinate reporting requirements for school leadership and external agencies.
- Support data-informed decision making across the Secondary School.

Curriculum Administration and Academic Operations

- Coordinate the development, publication, and annual review of Secondary School curriculum handbooks in collaboration with the Dean of Teaching and Learning.
- Ensure curriculum handbooks accurately reflect course offerings, subject pathways, assessment requirements, and relevant policy requirements.
- Manage timelines, consultation processes, and publication schedules for curriculum documentation.
- Coordinate communication and distribution of curriculum handbooks to students, families, and staff.
- Maintain accurate curriculum records and documentation to support subject selection and academic planning processes.
- Support the administration of subject selection processes for Years 7-12 in consultation with the Dean of Teaching and Learning.
- Ensure curriculum documentation aligns with regulatory, accreditation, and school requirements.
- Oversee the development, production, distribution, and annual review of Secondary Student Diaries.
- Coordinate diary content to ensure alignment with school policies, procedures, academic expectations, and student wellbeing initiatives.
- Collaborate with the Dean of Teaching and Learning and Dean of Students to ensure diary content supports learning, organisation, behaviour expectations, and student success.

- Manage publication timelines and liaise with the Marketing Manager and internal stakeholders regarding diary production.
- Ensure student diaries remain a practical tool for student organisation, communication, and engagement.
- Review and update diary content annually in response to school priorities and operational requirements.
- Coordinate the inclusion of key school dates, academic information, policies, and student support resources within the diary.

Events, Operations and Logistics

- Coordinate operational planning for major Secondary School events and activities. Including but not limited to Year 12 Graduation, Secondary Academic Assemblies.
- Support College Chaplain with Secondary Chapel services.
- Ensure appropriate risk assessments and operational arrangements are in place.
- Support the successful delivery of academic, pastoral, sporting, and co-curricular programs.
- Ensure operational readiness for school events and initiatives.
- Coordinate the planning, administration, and delivery of Parent Teacher Interview events across the Secondary School.

Christian Leadership

- Model and promote the Christian vision, mission, and values of the School.
- Foster opportunities for character formation, service, leadership, and personal growth.
- Contribute positively to the spiritual life, culture, and community of the School.

Other Duties

The duties and responsibilities outlined in this Position Description are not intended to be exhaustive. The employee may be required to undertake other duties, projects, responsibilities, and leadership activities as reasonably directed by the Principal, Head of Secondary, or their delegate, consistent with the employee's skills, experience, classification, and the operational needs of the College.

This Position Description must be read in conjunction with **Appendix A: Responsibility Allocation Matrix (RACI)**. The Position Description and **Appendix A** together constitute the complete statement of responsibilities for this role.

3. Skills and Experience

Essential

- To have a personal faith with the Lord Jesus Christ.
- Master of Education or Master of Educational Leadership (or equivalent)
- Current Teacher Registration with the Teacher Registration Board of Western Australia.
- Demonstrated leadership experience within a secondary school environment, with the ability to lead strategic initiatives, educational programs, and school improvement projects.

- Demonstrated ability to lead and influence staff, build collaborative relationships, and drive positive outcomes across diverse stakeholder groups.
- Experience managing complex projects and initiatives from concept through to implementation and evaluation.
- Highly developed communication, interpersonal, and stakeholder engagement skills.
- Strong strategic thinking, organisational, and project management capabilities.
- Ability to analyse data and feedback to evaluate program effectiveness and inform continuous improvement.
- Demonstrated ability to build partnerships with internal and external stakeholders.
- Proven ability to work collaboratively as part of a leadership team.
- Commitment to the Christian ethos, mission, and values of the School.

Desirable

- Experience within an independent or Christian school environment.
- 5-10+ years of successful teaching experience.
- Experience establishing and developing specialised excellence programs.
- Ability to identify and implement innovative opportunities that enhance the School's educational offering and student experience.
- Commitment to continuous professional learning and the ongoing development of self and others.
- Familiarity with Microsoft 365 and cloud-based services.
- Familiarity with SEQTA
- Familiar with Edval

4. Working Relationships

The Dean of Education Enterprise and Operations is a member of the Senior Secondary Leadership Team and works directly with the Head of Secondary, Dean of Students, Dean of Teaching and Learning. The Dean of Education Enterprise and Operations works closely with the Heads of Learning Areas, teaching staff, and support staff to advance the strategic priorities of the Secondary School.

Through effective communication and collaboration, the Dean promotes excellence in teaching and learning, supports organisational effectiveness, fosters innovation, and contributes to the achievement of the School's strategic goals.

Job Description and Employee Specification is Approved



Des Mitchell
Principal

APPENDIX A

Responsibility	Dean Teaching & Learning	Dean Education Enterprise & Administration	Head of Secondary	HOLA
Teaching & Learning Framework	A/R	C	I	C
Curriculum Planning	A/R	I	I	R
Curriculum Review	A	C	I	R
Subject Offerings	A	C	I	C
Assessment Policy	A/R	I	I	C
Moderation Processes	A/R	I	I	R
Academic Reporting	A/R	C	I	C
NAPLAN Compliance	A	R	I	C
NAPLAN Logistics	C	A/R	I	C
OLNA Compliance	A	R	I	C
OLNA Logistics	C	A/R	I	C
SIRS Reporting	A/R	C	I	C
WACE Compliance	A/R	C	I	C
ATAR Analysis	A/R	I	I	C
Curriculum Handbooks Content	A/R	C	I	C
Curriculum Handbooks Publication	C	A/R	I	I
Subject Selection Policy	A/R	C	I	C
Subject Selection Administration	C	A/R	I	I
Academic Data Analysis	A/R	C	I	C
Professional Learning	A/R	I	I	C
Teacher Development	A/R	I	I	C
Intervention Programs	A/R	I	I	C
Extension Programs	A/R	I	I	C
Timetable Development	C	A/R	I	C
Staffing Allocations	C	A/R	A	I
Teaching Loads	C	A/R	A	I
Parent Teacher Interview Educational Content	A/R	C	I	C
Parent Teacher Interview Logistics	C	A/R	I	I

Responsibility	Dean Teaching & Learning	Dean Education Enterprise & Administration	Head of Secondary	HOLA
Academic Assemblies Content	A/R	C	I	C
Academic Assemblies Logistics	C	A/R	I	I
School Registration Administration	C	A/R	A	I
Lutheran Compliance Administration	C	A/R	A	I
Policy Management	C	A/R	A	I
Risk Management	C	A/R	A	I
Operational Reporting	I	A/R	I	I
External Reporting Coordination	C	A/R	I	I
Strategic School Improvement (Academic)	A/R	C	A	C
Strategic School Improvement (Operational)	C	A/R	A	I

RACI Key

- **R** = Responsible (performs the work)
- **A** = Accountable (ultimate decision-maker)
- **C** = Consulted
- **I** = Informed