



Position of Responsibility Position Description

Position: Head of Campus

Appointed by: The Principal

Responsible to: The Principal

Location: St Annes Campus

Duration: 5 years

Other: This role has a .2 Teaching Load

The Campus:

The Head will be responsible for the day-to-day management of the campus and its resources and will also be expected to contribute to the strategic expansion of the campus in liaison with the Principal. At Gippsland Grammar we follow an Anglican Ethos and this is promoted throughout all campuses and as one School.

This Position Description is a guide and not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.

School Overview

Gippsland Grammar provides an outstanding contemporary, holistic education where our Community has a shared understanding of what we learn, how we learn and who we teach. Our School culture is centred around our core values of Compassion, Leadership, Excellence, Responsibility and Respect and develops people of character who act with integrity and wisdom.

At Gippsland Grammar responsibility for the protection of children is shared because children are safeguarded only when all individuals accept responsibility and work together and play their part in keeping children and young people safe from harm and abuse.

All employees at Gippsland Grammar are required to:

- Support and adhere to the School's Child Protection Program, including the Child Protection and Safety Policy, Child Protection Staff Code of Conduct, Make a Report Procedure and associated policies and procedures.
- Attend and take part in child protection training including the completion of online modules on the detection and reporting of child abuse.
- Report cases of suspected child abuse in accordance with School policy (including the Make a Report Procedure) and legal obligation.
- Follow the CLERR values and Anglican Ethos of the school.

Position Overview

The Head of Campus is responsible for leading and supporting a dynamic and enthusiastic team of class teachers and specialists, and for the day-to-day management of the campus and its resources. He/she will also be expected to contribute to the strategic expansion of the campus in liaison with the Principal and to contribute to the leadership of the whole School through participation in the School Team and Board.

Objectives:

- To provide strategic leadership of the Campus.
- To model exemplary teaching practices and professional behaviours.
- To develop and maintain communication, co-operation and collaboration between all members of the campus.
- To demonstrate a significant understanding of the philosophy, processes, policies and expectations of Gippsland Grammar.
- To ensure that teaching practices and interpersonal relationships within the Campus are consistent with the School Mission Statement, School Values and Education Model.
- To embed wellbeing and child protection initiatives across the Campus, with an emphasis on staff and student wellbeing initiatives, and compliance with our Child Protection policies and regulations
- To ensure that all campus financial activities are conducted in accordance with school policies, financial management procedures and delegated authorities.
- To maintain a strong presence in the school community by attending co-curricular initiatives such as Parent/Teacher interviews, camps and cultural events.
- To engage with the School and broader Community in a positive and proactive manner.

Leadership

- Facilitate a positive and dynamic working environment for each direct report (listed below) by developing a team approach to ensuring open communication, transparent and effective decision making and collaborative work practices:
 - Deputy Head of Campus
 - Campus Leadership Team
 - Personal Assistant to Head of Campus, if in place
 - Timetablers (If position/s are in place onsite)
 - Specialists/Heads of Year/Team (If position/s are in place onsite as per campus)
 - Relevant positions of responsibility as indicated on the Reporting Lines document

Meetings

- To attend Leadership meetings.
- To attend Board meetings if needed.
- To convene and chair regular Campus meetings with a published Agenda and corresponding Minutes.
- To attend whole school meetings.

Requirements, Duties and Responsibilities:

1. Strategic involvement as a member of the School's Leadership Team

- To work with the School's Leadership team and the Board to develop and implement the strategic direction of the School.

2. Campus Management

- Overall management of the Campus and facilities, abiding by whole school policies and procedures, ensuring they are maintained, respected and are of a high-quality fitting the stature of Gippsland Grammar.
- Lead the Campus Leadership Team focussing on short-, medium- and long-term strategic planning and goals.
- Oversee the organisation of special school events, including student awards, celebrations and certificates.
- Lead the improvement of processes to improve efficiency across the campus.
- Overseeing the successful operation of the co-curricular activities, excursions, campus and events (i.e. information nights, open days, etc.). This includes ensuring risk assessments, communications (to staff, families and students), staffing levels/duty rosters and budgetary compliance occurs.
- Ensure teachers maintain appropriate documentation, including updating of VOS, pastoral notes and excursions in line with whole school expectations.
- Undertake co-curricular and other duties as outlined in the current Enterprise Bargaining Agreement.
- Perform other duties as reasonably requested by the Principal.
- The Head will also be expected to work closely with the Heads of the other campuses to ensure curriculum, teaching and learning approaches and events are aligned. There may be events with all campuses coming together and working as one school or 2 campuses together if operationally needed.

3. Leadership in, and the promotion of Academic Care at Gippsland Grammar

- The Head will execute overall leadership of the pastoral care and academic progress of students attending the campus.
- Lead the Principles of Academic Care at Gippsland Grammar

4. Curriculum

Curriculum Development

- The Head will be expected to be a curriculum innovator and will work with Deputy Head and relevant staff to maintain and develop a curriculum which provides access and challenge for all.
- Support the curriculum development for the campus, working with the Deputy Head of Campus.
- Ensure the curriculum is planned, delivered and fit for purpose across the campus.
- Oversee the implementation of reporting and semester academic reports and in implementing and embedding curriculum initiatives across the campus.
- Lead, induct and support new members of the School, especially with regard to becoming familiar with School curriculum documents, ensuring all staff have completed the induction process including understanding of all policies.

Examinations/NAPLAN

- Supporting the examinations process on the campus by working with the Deputy Head of Campus.
- Leading aspects of the exams as needed with the Deputy Head of Campus Overseeing the operations of the exams at the campus level.

5. Teaching and Learning

Professional Development

- Lead the Gippsland Grammar educational model of best practice pedagogy in the classroom and apply the standards set by the Australian Institute for Teaching and School Leadership (AITSL)

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- Lead the Professional Development program and sessions on Campus.
- Lead staff in creating engaging and stimulating and contemporary classroom environments where our students feel safe and willing to take risks in their learning. Participate in appropriate professional development activities and encourage staff to attend professional development appropriate to the needs and current focus of the school .
- Ensure staff implement the curriculum programs.
- Lead effective implementation of student Individual Learning Plans
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High-Quality Learning for all

- Lead practise of quality classroom observations, walkthroughs and debriefs across Campus
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- Lead delivery of best pedagogical practice as described by Australian Institute for Teaching and School Leadership (AITSL)
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Student Progress and feedback

- Lead and deliver compliance with feedback and marking policies across Campus.
- To oversee policies through education and application of consistent standards on Campus.
- Monitor and manage the intervention, support and stretch/challenges in place for students across the campus.

6. Wellbeing

Students

- Oversee that the School has a clearly defined educational model that outlines our next practice approach to student wellbeing. This Academic Care model seeks to promote wellbeing using positive education approaches and to ensure that it is evident across all areas from the ELC to Year 12.
- Oversee service-learning opportunities and wellbeing initiatives for our students
- Oversee the application of our Gippsland Grammar Positive Behaviour model amongst students and staff
- Oversee the Director of Safeguarding and School Operations and Principal in embedding processes around our Child Safety and Protection policies.
- Leading the Service-Learning Captains

Parents

- Working with the Campus Leadership Team, promote opportunities for our Parent Engagement Model. This includes engaging with families to support, refer, inform, connect, share and educate.
- Provide support and education for parents in regard to our Policies, Positive Behaviour Model, Restorative Practices, Child Protection, wellbeing and other pastoral initiatives at Gippsland Grammar.

7. Community Building

- Be a strong communicator with parents, community groups, staff and students, proactively engaging with all stakeholders and prospective stakeholders.
- Lead the quality of communication across the campus including website articles, social media posts and contribution to publications.
- Lead and model a service-learning approach throughout the campus, including supporting others to lead projects.

8. Administration

- Support Marketing and Facilities planning where needed.

- The Head will conduct enrolment interviews, school tours and co-ordinate Open Days and the Primary Scholarship Program, in liaison with the Enrolment function.
- Development of appropriate systems for communication with staff, parents and students.
- Overseeing the After-school care program.

9. Staffing

- Provide direction to Team Leaders/HOYs and Deputy Head of Campus.
- Support the Deputy Head of Campus regarding curriculum development across the School
- Lead staff appraisals, including probation previews, performance and conduct management with support from Human Resources.
- Direct and support teachers, mentors and HOY (Where in position) in the pastoral care of the students.
- Actively lead and implement OH+S, Risk Management policies implementation and model day-to-day safe work practices on Campus.
- Work closely with the Principal on the interviewing and selecting of new staff at the Campus.
- Lead the recruitment process, induct and support new staff members of the Campus throughout the onboarding process, as well as ensuring that staff departing the school are recognised and appropriately farewelled.
- Implement the School's professional growth feedback model.

10. Finance

- Liaise with the Principal and Business Manager in preparing and submitting a budget which details the recurrent consolidated and capital expenditure required by the Campus for the following year, by the end of August.
- Liaise with the Business Manager in monitoring and managing the expenditure of Campus funds.
- Comply with the School's purchasing procedures.
- Authorise all expenditure of Department funds in accordance with approved authorisation limits.
- Ensure all purchasing activities are undertaken in accordance with the schools finance policies and delegated authorities.

11. Other Duties

Child Safety

- Knowledge, understanding and adherence to all School and staff obligations regarding student safety, including Ministerial Order 1359 – Child Safe Obligations other child safe requirements mandated by legislation (as amended from time to time).
- Commitment to providing a child safe environment and child safe conduct in all aspects of employment.
- Comply with all aspects of the School's Child Protection Program and policies.
- Complete annual training in Child Safety as required.

Co-curricular

- Be involved in the co-curricular program, which include activities that extend beyond the school day.

Pastoral

- This position includes duties associated with working with students, including demonstrated empathy and skills in providing pastoral support to students within the pastoral care framework.
- To demonstrate the CLERR values in all pastoral decisions.
- To follow the student, behaviour and safeguarding policies in place.

- To demonstrate a regular review and ongoing development of the pastoral program for all students and staff.
- To ensure that the pastoral approach follows best practice and is applied consistently.
- To promote a culture of respect, inclusivity and positive relationships amongst students, staff, and community.
- To ensure pastoral notes are completed adhering to the school policies.
- To monitor, intervene and report trends on the above.

Professional Responsibilities

- Actively seek pedagogical knowledge through professional reading, research and partnerships.
- Demonstrated genuine interest in working with young people and learning about their education and development.
- Work collaboratively as a member of the relevant team to ensure best possible outcomes for students/staff/school.
- Actively engage in professional development activities and contribute to improved teaching methods, pastoral skills and knowledge.
- Demonstrated strong interpersonal and communication skills.
- Actively oversee and engage in Team and Staff meetings.
- Adhere to and abide by expectations in the Gippsland Grammar Guidelines for Professional Behaviour.
- Execute all responsibilities attached to teaching class/es.
- Participate in and also encourage students to fully participate in the life of our School.
- Comply with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation.

Liaise with teachers on the progress of each student to ensure a holistic approach and development.

Key Selection Criteria:

- a. Demonstrated experienced leader with strong interpersonal skills
- b. Be an experienced teacher with a passion for teaching
- c. Be an effective communicator with exceptional interpersonal communication skills
- d. Proven experience in strategic planning and implementation
- e. Have a history of achieving excellence in educational practice
- f. Strong organisational and operational management skills
- g. Be committed to providing a child safe environment
- h. Hold appropriate tertiary qualifications
- i. Hold current VIT registration

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