



Position of Responsibility Position Description

Position:	Deputy Head of Campus
Appointed by:	The Principal
Responsible to:	The Principal/Head of Campus
Location:	Bairnsdale Campus
Duration:	3 years
Other:	This position attracts a monetary allowance of 12% of Level 9 on the School's Teaching Staff Salary Scale and a time allowance of 0.6FTE.

This position of responsibility is in addition to the normal day to day teaching tasks (as detailed in Teacher position descriptions) and therefore has a monetary allowance and time release appropriate to the role, along with an expectation of reasonable additional hours that may occur outside of regular work hours. Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider School Community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Gippsland Grammar. 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 Deputy Head of Campus will act as Head of Campus in the absence of the Head of Campus, lead Teaching and Learning, support Curriculum, Wellbeing initiatives and daily Campus operations. As a member of the Campus Leadership Team, the Deputy actively drives implementation of the School's curriculum, policies and procedures.

Objectives:

- Support the Head of Campus to implement the School's educational model.
- To support 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 demonstrate a significant understanding of the philosophy, processes, policies and expectations of Gippsland Grammar
- To maintain excellent communication channels with parents, teachers and staff to monitor students' academic, social and emotional development.
- To model exemplary teaching practices and professional behaviour.
- To develop and maintain co-operation and collaboration between year levels and specialist teachers at the Campus and during transition times.
- To collaborate and promote the implementation of curriculum and school initiatives
- To be open to new ideas in education and share these ideas to the Gippsland Grammar community.
- To maintain a strong presence in the school community by attending co-curricular initiatives such as Parent/Teacher interviews, camps and cultural events.
- Oversee key campus events, such as Fellowships/Assembly's, Open Days, Whole staff PL Days, Orientation days, Examination schedules etc.
- Where required, ensure daily campus operations run smoothly, including timetabling, teacher cover, co-curricular programs and special events.

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:
 - Library/Head of Information Services Centre
 - Campus Counsellor (If position/s are in place onsite)
 - Timetablers (If position/s are in place onsite)
 - Specialists/Heads of Department (If position/s are in place onsite as per campus)
 - Relevant positions of responsibility as indicated on the Reporting Lines document

Meetings

- Contribute to Campus leadership team meetings
- Convene and chair staff meetings in the absence of the Head of Campus.
- To convene and chair staff meetings that are specifically for curriculum/Teaching and Learning updates/pastoral welfare/professional development
- Contribute to Curriculum, Operations, Wellbeing meetings
- Attend additional meetings as required.
- To attend whole school meetings.

Requirements, Duties and Responsibilities:

1. Teaching and Learning

Professional Development

- Support the Professional Development program and sessions on Campus, working with the Head of Campus
- Participate in appropriate professional development activities and to encourage staff to attend professional development appropriate to the needs and current focus of the school
- Support staff in the implementation of curriculum programs
- Model effective implementation of student Individual Learning Plans

High-Quality Learning for all

- Support quality classroom observations, walkthroughs and debriefs across Campus
- Model best pedagogical practice as described by Australian Institute for Teaching and School Leadership (AITSL)

Student Progress and feedback

- Ensure compliance with all feedback and marking policies through active monitoring, reporting and intervention as required.
- Ensure student learning intervention, support and stretch/challenge is in place for all students.

2. Curriculum

Curriculum Development

- Lead the curriculum development, policy and planning for the campus
- Lead the Campus curriculum with evidence based best practice in education.
- Ensure the curriculum is planned, delivered and fit for purpose across the campus.
- Support the Head of Campus and Key Staff with the implementation of reporting and semester academic reports and in implementing and embedding curriculum initiatives across the campus.
- In conjunction with the Head of Campus, induct and support new members of the School, especially with regard to becoming familiar with School curriculum documents.

Examinations/NAPLAN

- Lead the campus administration of the relevant annual Examinations/NAPLAN
- Accept delivery of the tests to ensure students receive the correct test booklets.
- Co-ordinate catch up sessions throughout the testing week
- Enter student attendance on the Examinations/NAPLAN website.

3. Wellbeing Initiatives

Students

- Support service-learning opportunities and wellbeing initiatives for our students
- Support our Gippsland Grammar Positive Behaviour model amongst students and staff
- Support the Director of Safeguarding and School Operations and Head of Campus in embedding processes around our Child Safety and Protection policies.
- Oversee the Service-Learning Captains

Parents

- Working with the Head of Campus, 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.

Staffing

- Perform the role of Team Leader for Specialist Teachers
- Support Team Leaders/HODs in their decision-making and execution of their duties, as required.
- Liaise regularly with the Head of Campus regarding curriculum development across the School
- Assist the Head of Campus with staff appraisals, as required.

- Support teachers, mentors and HOY (Where in position) in the pastoral care of the students.

4. Daily Campus Operations/Administration /other duties

Campus Management

- Overall management of the Campus in the absence of the Head of Campus.
- Support the Head of Campus in the organisation of special school events.
- Work with the Head of Campus to improve processes efficiency across the campus.
- Ensure 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.
- In collaboration with Head of Campus, ensure teachers maintain appropriate documentation, including updating of VOS, pastoral notes and excursions.
- Undertake co-curricular and other duties as outlined in the current Enterprise Bargaining Agreement.
- Perform other duties as reasonably requested by the Head of Campus or Principal.

CRT Compliance, induction and performance

- Ensuring CRTs that are engaged hold current VIT registration, have completed the School's child safety modules by working with the designated member of the Leadership Team.
- Overseeing induction of CRTs to ensure that they are fully aware of all school policies and procedures
- Maintaining a folder to be available for all CRTs which outlines key school information including daily timings, evacuation procedures, first aid information and any Learning Support students of relevance.
- Ensuring CRTs fulfil the expectations of a teacher

Daily Organising and timetabling.

Where a daily organiser role does not exist within the campus the Deputy Head of campus will:

- Take responsibility for the day-to-day efficient operation of the daily routines of the campus through the process of coordinating, managing and monitoring short-term cover for teacher absences.
- Be available each morning to arrange cover of classes and duties of absentee teachers either through the allocation of extras to staff or by the use of Casual Relief Teachers (CRTs) if needed.
- Overseeing the administration of the Edval-Daily program which handles daily administrative tasks such as selecting replacement teachers to cover teacher absences, lesson cancellations, room swaps, redistribution of classes, student excursions and changes to student attendance at lessons.
- Ensure all information relating to class coverage is clearly communicated to staff and is available and understandable to staff who require alterations in the day.
- Ensure the allocation of the duties to teachers and CRTs occurs in a fair, equitable and transparent manner, mindful of staff needs, the events calendar and special circumstances in allocation of duties.
- Liaise with teaching staff regarding work left for classes affected by teacher absences
- Raise any ongoing issues with staff absences with Head of Campus and Human Resources
- Oversee the:
 - notification to Payroll of staff absences via production of weekly EDVAL report and ensuring staff submit leave forms
 - Generation of casual invoices using Edval-daily each Friday for the Head of Campus to authorise payment for CRTs.
- Liaise with the Head of Campus ensuring that the employment of CRTs remains within budget limits
- Develop the campus timetable using EDVAL, ensuring when changes have been made to the Master Timetable, that Edval-Daily package is up to date.

Duty Rosters

- Develop duty rosters and schedules, to coordinate these for school activities such as school photos and NAPLAN testing
- Anticipate the events on the school calendar and liaising with staff regarding required coverage.

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.
- Demonstrate the CLERR values in all pastoral decisions.
- Follow the student, behaviour and safeguarding policies in place.
- Regularly review and ongoing development of the pastoral program for all students and staff.
- Ensure that the pastoral approach follows best practice and is applied consistently.
- Ensure pastoral notes are completed adhering to the school policies.
- Promote a culture of respect, inclusivity and positive relationships amongst students, staff, and community.

Professional Responsibilities

- Actively seek pedagogical knowledge through professional reading, research and partnerships.
- 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.
- Demonstrate strong interpersonal and communication skills.
- Actively engage in Team and Staff meetings.
- Adhere to and abide by expectations in the Gippsland Grammar Guidelines for Professional Behaviour.
- Exercise all responsibilities attached to teaching class/es.
- Participate in and also encourage students to fully participate in the life of our School.
- Liaise with teachers on the progress of each student to ensure a holistic approach and development.
- Comply with the School's OHS requirements and other requirements (including in respect to anti-discrimination), as mandated by legislation

Qualifications

1. Current VIT registration
2. Evidence of completed First Aid Training – Apply First Aid HLTAID003 or higher level (or willingness to obtain).
3. Evidence of completion of Anaphylaxis Management Training (ASCIA eLearning VIC, 22300VIC or 10710NAT) and CPR qualifications (as approved by a Registered Training Organisation).

Essential Criteria

1. Satisfactory National Police Check
2. Valid Australian Driver's licence (being at least a probationary licence)

3. Exhibit personal behaviour reflective of the Anglican ethos of the School, and which aligns with the School's Vision, Mission and Values.
4. Demonstrated educational leadership: Proven ability to lead high-quality teaching and learning, including the development, implementation and evaluation of evidence-informed pedagogical approaches that improve student learning, engagement and achievement.
5. Curriculum, staff and instructional leadership: Demonstrated capacity to lead curriculum development and implementation, use student learning data to identify priorities, and build teacher capability through coaching, feedback, professional learning and a culture of continuous improvement.

Desirable Criteria

1. Skilled at scheduling, planning activities and coordinating others, with a strong attention to detail
2. Display adaptability and an ability to work well under pressure and stay calm
3. Be a passionate and inspirational teacher
4. Hold strong interpersonal skills, the ability to build rapport and interact with both adults and students.
5. Be an effective and compassionate communicator
6. Ability to work independently, but also as part of a dynamic, creative and collaborative team.
7. Sound time management skills with an ability to meet deadlines and prioritise competing demands
8. Be professional and reliable
9. Be willing to participate in and also encourage students to fully participate in the life of our School
10. Ability to work well under pressure.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of duties for this position.