



## POSITION DESCRIPTION

St Hilda's School offers a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. We seek to share with the girls the values, knowledge, skills, voice and faith to enrich our world for living our motto, *Non Nobis Solum, Not for Ourselves Alone*.

St Hilda's School is owned by the Diocese of Brisbane and the School Council is appointed by the Archbishop in Council. The major functions of the School Council are the appointment of the School Principal, the fixing of the annual budget and the fixing of school policy. The Principal, in the role of Chief Executive Officer is responsible for the day-to-day running of the School. All staff are responsible for carrying out their duties

In performing their duties, all members of staff are expected to:

- Promote and foster the effectiveness of the School
- Reflect and nurture the vision of the School in the course of their work
- Demonstrate commitment to the Christian leadership through vision, service and example
- Motivate and energise staff, students and parents by fostering quality relationships and community development through dynamic and collaborative performance
- Promote the need for integrity, confidentiality and professionalism at all times and lead by example
- Maintain professional competence and current knowledge in appropriate professional areas
- Consistently demonstrate commitment to the core values of the School of love, compassion, forgiveness, hope and grace
- Demonstrate loyalty, confidentiality and support for the Principal and the School at all times

**Position:** **Director of Studies**

**Classification:** **Full Time, Fixed Term 5-year tenure – Promotional Position  
Senior School Leadership Team**

**Reports to:** **Head of Teaching and Learning – Senior School through to  
Deputy Principal – Head of Senior School**

**Direct Reports:** **Nil**

**Key Relationships:** **Principal  
Senior Leadership Team  
Head of Teaching and Learning – Junior School  
Head of Student Pathways and Careers  
Heads of Faculty  
Timetabling Officer**

## POSITION PURPOSE

The Director of Studies is responsible for tracking and monitoring student learning outcomes. This role involves ensuring high academic standards, supporting faculties, and fostering a positive learning environment for students. The Director of Studies will collaborate with a wide variety of stakeholders to enhance the educational experience and maintain St Hilda's academic integrity and reputation.

Reporting directly to the Head of Teaching and Learning through to the Deputy Principal, the Director of Studies is a member of the Senior School Leadership Team. The Director of Studies is expected to support the vision, mission and strategic plan by working with all members of the Senior School Leadership Team.

The Director of Studies is expected to support the policies of the Leadership Team, promote the ethos of the School and be involved in the pastoral and co-curricular life of St Hilda's. This position is actively involved in assessment and reporting requirements associated with the Australian Curriculum and the QCAA requirements.

## **KEY AREAS OF RESPONSIBILITY**

**Areas of Responsibility include the following but are not limited to:**

### **SPECIFIC ACCOUNTABILITIES:**

- Identify and support high-performing and at-risk students with targeted academic mentoring
- Utilise TrackOne and support data-informed practices for student and staff
- Oversee the accuracy of student data
- Coordinate ATAR results for Year 12 and the analysis of ATAR band estimations for scholarship or early university offers
- Organise and conduct standardised testing including PAT testing and all catch up testing for Years 7 to 10
- Facilitate meetings and provide advice to students regarding the process of subject changes for Years 7 to 12
- Assist with Australian Curriculum advice to staff regarding unit plans and curriculum documents
- Assist the Head of Teaching and Learning and Timetabling Officer with the organisation and supervision of exams in Years 7 to 12, including Year 12 External Exams
- Organise and conduct the administration of NAPLAN for Years 7 and 9 in connection with Head of Teaching and Learning – Junior School
- Collate and analyse NAPLAN data for Years 7 & 9
- Organise the assessment and test calendar across Years 7 to 12 ensuring communication occurs with the Timetabling Officer
- Plan and oversee SET (Student Education and Training) Plan Interviews; this role would personally conduct interviews for high-priority cases
- Assist Head of Teaching and Learning with coordinating Subject Information Evenings and Parent Information Evenings for Years 7-12
- Assist the Head of Teaching and Learning with calculating academic prize awards for Years 7 to 12
- Review all scholarship holders results each semester to report to Principal
- Liaise with the Head of Student Pathways and Careers in developing and maintaining relationships with universities, TAFE and other similar type organisations
- Liaise with the Head of Student Pathways and Careers in tertiary placement assistance and other post-secondary options for senior students (QTAC etc.) in collaboration with the Senior School Leadership Team
- Assist the Head of Teaching and Learning with the annual review and proof-reading of end of semester student reports
- Monitor and review progressive reporting data
- Build staff capacity in the use of data and promote Professional Learning focused on data literacy
- Attend co-curricular events as determined by the Deputy Principal – Head of Senior School and Principal

- Maintain positive and effective communication with all members of the School community and the wider community through the various communication mediums
- Ensure QCAA, QTAC and internal data is accurate and all administrative subject tasks are up to date

#### **OTHER SKILLS AND RESPONSIBILITIES:**

- Demonstrate capacity to maintain strong interpersonal skills and to communicate with purpose, working closely with staff in a team-oriented learning community
- Demonstrate leadership capacity and a willingness to continue to develop leadership and management skills
- Support the ethos and values of the School through the enhancement of effective team work and communication

#### **TEACHING DUTIES**

- Teaching load of up to 0.4 FTE (by negotiation each semester)
- All associated planning, assessment and reporting related to subject faculty area

#### **SELECTION CRITERIA**

#### **SKILLS, ABILITIES AND EXPERIENCE**

- Commitment to the Anglican values and ethos of the School
- Successful background in a key leadership role within a School, with experience with QCAA and student data analysis
- Significant teaching expertise, experience and exemplary performance across year levels in the subject area
- Strong understanding of, and ability to effectively implement policies and procedures mandated by the QCAA for the Senior years of schooling
- Proven experience with Microsoft Suite – advanced Microsoft Excel experience
- Clear and effective communication with key stakeholders including students, parents, and staff
- Proven ability to lead and influence a range of stakeholders
- Strong organisational skills, including the ability to work to deadlines and the capability to plan for short-term and longer-term strategic outcomes
- Well-developed interpersonal, written and oral communication skills appropriate to a range of contexts
- Exceptional problem-solving skills and the ability to mediate and resolve matters with parents, students, staff and the broader community
- An understanding and willingness to work flexible hours as required by the nature of the role and its Senior Leadership commitment
- Demonstrated capacity to lead staff and manage projects or initiatives
- Ability to work as a constructive team member both within the Faculty and among the Heads of Faculty group, and when appropriate, other School planning and Leadership groups
- Ability to work with accuracy and attention to detail
- Ability to be discreet and maintain confidentiality

#### **QUALIFICATIONS**

- A registered Teacher with QCT in Queensland
- Current First Aid/CPR
- Proven QCAA Knowledge and Experience
- Postgraduate qualifications are desired

## **PROFESSIONAL DEVELOPMENT**

- undertake appropriate professional development to maintain Queensland College of Teachers (QCT) requirements
- the appointee to this position will be required to undergo a performance review involving goal setting with the Head of Teaching and Learning and Deputy Principal – Senior School
- all appointees holding Promotional Position status will be involved in a regular process of Professional Reflection and feedback

## **TEACHING DUTIES AND PROFESSIONAL RESPONSIBILITIES**

- teach according to Promotional Position requirements as required by the Principal each semester. This allocation may include timetabled classes and/or collaborative opportunities through special programs delivered at the School
- undertake continuing professional development
- perform other such duties as required by the Principal

### **All staff at St Hilda's School are to:**

#### **DUTY OF CARE:**

- be responsible for and supervise matters relating to Risk Management within the area of responsibility. This includes ensuring staff are operating in accordance with School policy in this area and that appropriate evaluation processes are in place and operative
- take responsibility for pastoral needs, Duty of Care and the standards of behaviour of students inside and outside the classroom. This includes students you do not teach
- act as an appropriate role model for students
- actively support the Code of Conduct for Anglican Schools and Education and Care Services and insist on acceptable standards of behaviour in students
- encourage students to take responsibility for their own actions and make them aware of the need to show respect for others in interpersonal relationships
- know and implement Emergency and Accident procedures
- follow Workplace, Health and Safety procedures
- be punctual to classes, roll calls, House meetings, assemblies, Chapel services, and playground duties
- report irresponsible or improper behaviour to the HOF/HOY/Deputy Head of Junior School, indicating what action you took.
- report student problems (academic/personal) to the Head of Year/ Deputy Head of Junior School, indicating what action you took
- report continuing or significant behavioural problems and academic problems to the Head of Year/ Deputy Head of Junior School at the earliest opportunity
- report failure to complete homework to parents as and when it occurs

#### **PASTORAL CARE:**

##### **Provide supportive and effective Pastoral Care by:**

- insisting on just actions and encouraging gentleness, kindness and integrity in interpersonal relationships
- encouraging students to use pastoral care and personal development opportunities provided
- reporting students' needs promptly to the Head of Year.
- ensuring that the School environment remains clean and pleasant
- participating in the co-curricular life of the School including House activities

## **CLASSROOM / CURRICULUM:**

**Provide dynamic, flexible and effective instruction in the classroom to students to ensure high quality learning by:**

- teaching the timetable of classes allocated
- noting and reporting absent students
- supervising other classes as required
- striving for expert teacher practice
- designing innovative solutions
- using technology as a tool for teaching and learning
- catering for the diversity of learners and implement inclusive practices
- providing students with regular feedback (oral and written) on academic performance and behaviour
- keeping abreast of changes in your discipline/s methodology and assessment procedures for evaluation and measurement
- following School policy in relation to academic matters, including assignments and testing the work programmes, and QCAA and government requirements
- attending professional development activities to improve teaching and pastoral skills and knowledge
- providing reports to parents at meetings, interviews and in writing as required
- participate in the St Hilda's Outdoor Education Program

## **GENERAL**

**Demonstrate support for the School's philosophy, policies and procedures, core values and commitment to the Anglican ethos by:**

- ensuring daily behaviour reflects the School's ethos and values
- fulfilling responsibilities outlined in the School's Child Protection Policy
- ensuring records of communication are maintained by documenting in Teacher Kiosk, and that relevant staff members are included in conversations as required
- communicating effectively with all students, parents, and all School staff
- playing an active role in supporting the cleanliness and safety of the School site
- encouraging cooperative parent contact and fostering positive community attitudes toward the School
- following safe working procedures in accordance with School Policies
- completing an Incident Report Form for all incidents that occur via the online Staff Portal
- reporting any Workplace Health and Safety concerns or hazards immediately to the Facilities department
- setting a good example in terms of dress, punctuality and attendance
- be actively involved in the School's Co-Curricular program
- undertake rostered supervisory duties outside of the classroom and attend and contribute to meetings for subject, faculty and parent teacher meetings, school events, special events, excursions, assemblies and services

## **Other duties as may be required from time to time**

- given the dynamic environment in which the School exists, the Principal reserves the right to alter the position description at any time to reflect emerging priorities and needs. Every effort will be made to consult regarding such alterations.
- participating in the co-curricular life of the School including House activities

## STUDENT PROTECTION IN ANGLICAN SCHOOLS

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have the opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God
- Every child: loveable and loved, unique and unrepeatable
- Outstanding education for the flourishing of people and the good of community

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practised. Working and serving the best interests of children and young people is in everyone's best interest.

This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people;
- create conditions that reduce the likelihood of harm to children and young people;
- create conditions that increase the likelihood of identifying harm; and
- respond to any concerns, disclosures, allegations or suspicions

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do

## VERIFICATION

This section verifies that the position holder and supervisor have read the above position description and are satisfied that it accurately describes the position.

Position Holder:                      Name: .....

Signature: .....

Date: .....

Head of Teaching and                      Name: .....  
Learning – Senior School

Signature: .....

Date: .....