



ST HILDA'S SCHOOL  
GOLD COAST

# Recruitment Position

Director of Studies

Registered CRICOS Provider No. 00510M

## Inspiring Women for more than a century

St Hilda's School is an Anglican Day and Boarding School for girls from Pre-Prep to Year 12.

For more than a century, St Hilda's has provided an outstanding environment for girls' education, delivering the highest standards in teaching, boarding and pastoral care.

Our aim at St Hilda's School is to create a nurturing and engaging learning environment which inspires young women and equips them with the values, knowledge, skills and confidence they will need to reach their full potential, and to serve, shape and change the world. We celebrate intellectual pursuit and consider learning to be a privilege, a joyous life-long journey for both students and staff.

Our 14-hectare campus is located on Queensland's beautiful Gold Coast, where studies are complemented by access to beautiful beaches, rainforests, a vibrant CBD and major sporting facilities.

Our Boarding House is a home-away-from-home for 180 girls from Years 6 to 12, representing families locally and from rural Australia, interstate and overseas.

From modern facilities to stained-glass windows, we honour our century-old heritage while providing first-class spaces designed for optimal learning, training, community and creativity.

As an Anglican School, we are guided in all things by Christian values. Non Nobis Solum (Not For Ourselves Alone) is the heartbeat of St Hilda's School; the motto guides the traditions of leadership, learning and community service, encouraging students to lead positive change in their world, in their way.

We invite you to take a virtual tour of our campus by clicking here <https://sthildas.youtour.com.au/>





# Position Purpose

## *The role of the Director of Studies*

### Background

St Hilda's mission is to offer a rigorous learning environment, which is active, creative and innovative, targeted at developing the whole person. Our students and staff value love, compassion, forgiveness, hope and grace. Our world is constantly changing, and our challenge is to ensure that St Hilda's is prepared to take advantage of the opportunities that change brings and continue to evolve. We need to be creative with our approach to learning and teaching and enrich, protect and nurture the lives of the young women in our care. We have a responsibility to ensure a sustainable future for the School, remain relevant to the community and strive to leave a positive global footprint. A key driver is the need for future young women to be well educated, but to also demonstrate behaviours and attitudes which align with our motto, *Non Nobis Solum* - Not for Ourselves Alone, and be empowered to serve, shape and change the world.

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.



# Appointment

## *Commencement*

The Director of Studies is a full-time role, five-year contract commencing January 2025.

## *Remuneration*

Remuneration will be commensurate with the experience of the successful candidate. This is equivalent to a Senior Leadership Promotional position as per The Queensland Anglican Schools Enterprise Agreement 2021.

## *Staff Benefits*

The School offers 25% discount for children of staff who attend St Hilda's School or The Southport School.

Comprehensive Staff Wellbeing Program and Employee Assistance Program

Complimentary Staff Car Parking

Complimentary Staff Gym

Light rail public transport right near the School

Located minutes from the Gold Coast Broadwater





# Primary Role Purpose

## *The role of the Director of Studies*

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.

<b>Reports to:</b>	Head of Teaching and Learning through to Deputy Principal – Head of Senior School
<b>Classification:</b>	Member of Senior School Leadership Team
<b>Key Relationships:</b>	Principal Senior Leadership Team Head of Teaching and Learning – Junior School Head of Student Pathways and Careers Heads of Faculty Timetabling Officer



# Primary Role Purpose

## *Specific Accountabilities*

The Director of Studies will promote the academic goals of the School by:

- 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



# Primary Role Purpose

## 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 – Senior School and Deputy Principal – Head of 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

- Teaching load of up to 0.4 FTE (by negotiation each semester)
- All associated planning, assessment and reporting related to subject faculty area
- undertake continuing professional development
- perform other such duties as required by the Principal

## 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





# 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

To view the position description please refer to our website <https://www.sthildas.qld.edu.au/employment/>

For enquiries contact Human Resources via [employment@sthildas.qld.edu.au](mailto:employment@sthildas.qld.edu.au)





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