



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

Director of Brigidine Campus: PoL 4 (Years 10-12)

POSITION DETAILS

College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal via College Leader - Student Wellbeing</i>
Classification	<i>Teacher</i>
Employment Type	<i>Full Time</i>
Time Release	<i>Minimum of 15 periods per cycle (30 periods full load) Time allocation will be commensurate with the role</i>
Remuneration	<i>As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA)</i>

POSITION SUMMARY

The Director of Campus is responsible to the College Leader- Student Wellbeing for the duties outlined below in accordance with developed College policies and procedures. The role of Director of Campus is to provide a vision for and leadership in the area of Student Wellbeing, School Administration and Staff Professional Learning. The Director of Campus is a member of the College Improvement Team and focuses on encouraging and promoting excellence and achievement amongst all teachers, students and families in our community.

MISSION AND VISION

All staff members of St Joseph's College are expected to:

- Uphold the Kildare Education Ministries Core Values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources.
- Have a demonstrated understanding of the ethos of a Catholic school and its mission.
- Demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ.
- Demonstrate a commitment to personal witness as a member of a faith community.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will actively and collaboratively promote and enhance the Catholic Mission and Identity of the College and respond to contemporary research and theological thinking through the development and actioning of the school improvement plan. They will facilitate the ongoing development and understanding of the Kildare Ministries Core Values, Living Justice, Living Peace and the implications for our way of being at St Joseph's College. The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder. These core values ensure the College Leadership Team works together in leading this thriving school community.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. This leader will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Improvement Team teachers should be at a 'Lead' standard.

COACHING AND PROFESSIONAL LEARNING

St Joseph's College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. All leaders will coach a team of staff that are allocated by the Director of Capacity and Culture. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

The Director of Campus is expected to:

- Work with the Principal to provide leadership in promoting the mission of the Catholic school
- Participate in developing a clear vision for the future of the College and provide strong leadership in implementing the College's Strategic Plan
- Embed high expectations and the pursuit of excellence
- Share with the Principal in being a presence in the school and wider community
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- Develop authentic relationships with staff, promoting collegiality and open dialogue
- Participate in the staff selection and appraisal processes
- Regularly contribute to Newsletter and other College publications
- Share with other members of the College Improvement Team, duties related to overall management of the College, including attendance at College events and attendance during holiday breaks as requested.

In addition to the role description for a Teacher, the following duties are aligned to the major areas of responsibility of this position of leadership:

STATEMENT OF DUTIES

Specifically, duties include:

- To oversee the day-to-day operation of the Campus
- To oversee the general wellbeing of students and staff based at the Campus
- To oversee the care, tidiness and use of Campus facilities and resources
- To oversee the Campus Emergency Plan arrangements in consultation with the Assistant Principal - Staffing and Culture
- To work in an honest, open, innovative and flexible manner with a focus on improvement of student outcomes and excellence in learning
- To model a distributive and collaborative style of leadership which acknowledges the valuable contribution of each member of the College community, and which reflects and supports the vision of the College.

STUDENTS

- To implement all College Student Wellbeing, SWPB Pastoral Care, Restorative Practice and Respectful Relationships policies and procedures in support of students within the Campus
- To attend to student pastoral needs in cooperation with Learning Mentors, House Leaders, Student Counsellors, Koori Educators and Subject teachers
- To develop, promote and implement the Learning Mentor Program in collaboration with the College Leader - Student Wellbeing
- To oversee student entry and exit arrangements in cooperation with the College Leader - Student Wellbeing and the College Registrar
- To implement and maintain the College Student Uniform expectations
- To assist the College Leader - Faith and Community in developing and implementing the retreat and reflection days

- To arrange regular meetings with the Student Leaders including Campus Captains, College Leaders and House Captains
- To support the College's co-curricular programs
- To work with the House Leaders to collect, review and maintain the Pastoral Wellbeing data
- To work with the House Leaders in identifying students who would benefit from individual Student Management Plans
- To initiate and implement programs or approaches to enhance student wellbeing
- The Director of Campus is one of the designated College Child Protection Officers (see separate role responsibility).

STAFF

- To support staff to build positive relationships with students
- To monitor the College's Staff Dress Code requirements and brief the Assistant Principal - Staffing and Culture accordingly
- To advise the Assistant Principal - Staffing and Culture regarding teaching duties and other relevant staffing matters
- To assist, where appropriate with growth coaching, staff appraisals, staff interviews and employment of new staff
- To liaise with the Assistant Principal - Staffing and Culture regarding staff attendance issues
- To work in cooperation with other key leaders and staff.

COMMUNICATION

- To chair Campus Leadership Team meetings which include House Leaders, Student Wellbeing Team members and other staff as required
- To provide for regular meetings of Campus staff including agenda and minutes. To liaise with various members of College Leadership and College Improvement Team as required
- In cooperation with the Assistant Principal - Staffing & Culture and House Leaders, oversee the arrangements for the whole Campus assemblies each term.

TRANSITION PROGRAMS

- In cooperation with the College Leader- Student Wellbeing, Subject Leaders, Pathways Coordinator and other relevant staff, assist with student transition arrangements which may include:
 - Year 10 to VCE/ VCAL/VET
 - VCE Parent Information Night - Senior Pathways Information Night
 - VCE /VCAL Transition Program
 - Year 7 Orientation/Transition Program
 - *Year 7 Parent Information Night*
 - *Associated Primary School visits*

STUDENT ENROLMENT

- In cooperation with the Assistant Principal - Staffing and Culture and the College Registrar, participate in the processes by:
 - interviewing prospective school applicants
 - forwarding recommendations regarding student enrolment to the College Leader- Student Wellbeing

END OF YEAR ARRANGEMENTS

- In cooperation with the College Leader - Student Wellbeing and House Leaders, oversee and assist in Campus end of year arrangements including:
 - Promotion Policy processes, including interviews and promotion letters
 - End of year Assemblies and Liturgies
 - End of year Learning Mentor arrangements
 - End of year clean up arrangements

COMMITTEES

- Campus Leadership Team (Chair)
- College Improvement Committee (All Directors)
- OHS Committee
- Child Safeguarding Committee

CHILD SAFE RESPONSIBILITIES

CHILD SAFE SCHOOL

St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe, and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

TERMS AND CONDITIONS

- A commitment to Catholic Education including accreditation to teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
- Hold a current registration with the Victorian Institute of Teaching
- Previous experience of senior leadership in Catholic education
- Post Graduate studies in Leadership, or a willingness to undertake further study relevant to the primary focus of the role.
- An ability to work within a distributive and collaborative decision making structure
- A sound grasp of current educational thought and practice specifically in the context of the role
- A vision for the role
- Exhibit an ability to communicate effectively with the whole school community as well as with the wider community
- Comply with the St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy
- Capacity to fulfil the requirements of a Fit and Proper Person Declaration

Contract & Conditions	<ul style="list-style-type: none">❖ The role tenure is for 3 years. If the contract is not renewed the staff member will return to an ongoing teaching position.❖ The Director of Campus will engage in a review, with the review panel making a recommendation to the Principal in relation to contract renewal.❖ The Director of Campus is expected to:<ul style="list-style-type: none">➤ Be available onsite in the week prior to the commencement of the school year and until the gazetted final day.➤ Attend planning meetings during holidays or work short periods on weekends if required.➤ Perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment.➤ These duties are indicative, and the College has the right to vary these duties to accommodate the demands of a changing and evolving educational environment.➤ Other duties as directed by the Principal.
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