



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Director, Preston Campus
<b>Reports To</b>	Principal

#### PRIMARY PURPOSE OF POSITION

In a vibrant learning community, students are encouraged to explore and develop their talents to the fullest and aim for excellence in all endeavours. Parade College strives to be a vibrant learning community offering contemporary education and pastoral care to foster holistic growth and excellence for all.

One of the key elements of our Strategic Plan 2022-2026: Student Wellbeing is to:

- Continue to develop and groom young people who are restful of themselves and others; and
- Broaden student leadership opportunities.

This is underpinned by a strong focus to enhance staff capacity around the factors which contribute to good learning and teaching and student wellbeing; and enhancing student voice and leadership.

The position of Director, Preston Campus is a member of the College Leadership Team. The Leadership Team consists of the Principal; Deputy Principal; Assistant Principal, Staff Wellbeing and Development; Assistant Principal, Student Wellbeing; Assistant Principal, Teaching and Learning; Assistant Principal, Partnerships and Pathways; Business Manager; Director of Child Safeguarding, Director of Learning Diversity, Director of Ministry; Director of Operations, Director of Human Resources and Director of Preston Campus.

The Director, Preston Campus is responsible for the management and professional leadership of the campus on a day to day basis; ensuring delivery of the College's curriculum with a focus on the student as a self-directed learner, the implementation of the College's vision, mission, policies and programs, along with the provision of pastoral care.

The Director, Preston Campus represents the Leadership Team at the Preston campus. The Director, Preston Campus is responsible for ensuring that student wellbeing issues are managed effectively and in accordance with whole school policy. The incumbent is a full member of the Student Wellbeing Team and works closely with the Assistant Principal, Student Wellbeing. The College is committed to helping all students to thrive in the most conducive learning environment possible and uses restorative practices in student management.

The role is also responsible for overseeing the smooth operation of daily activities on the campus, ensuring that each is fully integrated into the general College activities and consistent with College policy and direction. In this sense, the role needs to coordinate the efforts of the Curriculum Convenor, Student Wellbeing Leaders, and the Dean of VCE Vocational Major to ensure efficient operating.

#### STATEMENT OF DUTIES

<b>General Duties</b>	To assist the Principal in managing the following aspects of College and Campus life: <ul style="list-style-type: none"><li>• Student Wellbeing and Safety;</li><li>• Embedding Child Safe protocols and practices;</li><li>• Student Management;</li><li>• Student Behaviour &amp; Restorative Practice;</li></ul>
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	<ul style="list-style-type: none"> <li>• Student Wellbeing Meetings;</li> <li>• Parent Gatherings;</li> <li>• Student Progress Monitoring;</li> <li>• Student Awards.</li> </ul>
<b>Pastoral Care</b>	<p>The Director, Preston Campus will work in close conjunction with the Assistant Principal, Student Wellbeing and the Campus Student Wellbeing Leaders, taking particular responsibility for:</p> <ul style="list-style-type: none"> <li>• Overseeing the provision of pastoral care for all students on Campus;</li> <li>• Ensuring that appropriate supervision is carried out;</li> <li>• Monitor public transport use by students;</li> <li>• Facilitating the assembly program on the campus;</li> <li>• Ensuring that student absences, late arrival and early dismissals are properly managed and recorded;</li> <li>• Contribute to the College newsletter as necessary and ensure flow of communications to/from parents.</li> <li>• Chairing the Campus Leadership Team meetings;</li> <li>• Supporting at risk students in conjunction with the Student Wellbeing Team, providing each with an individual learning plan and ensuring monitoring progress of these students;</li> <li>• In collaboration with the Student Wellbeing Team, developing and implementing programs to enhance the wellbeing of all students;</li> <li>• Developing and implementing appropriate welfare and behaviour management strategies, in keeping with the policies of the College;</li> <li>• Co-ordinating campus Student Leadership meetings;</li> <li>• Ensuring the involvement of Campus staff in whole school activities;</li> <li>• Overseeing staff attendance, dress and punctuality;</li> <li>• Together with the College Executive, assisting staff with both professional and pastoral concerns.</li> </ul>
<b>Campus Management</b>	<ul style="list-style-type: none"> <li>• Ensure that grounds, buildings and furniture and fittings are in good supply and order.</li> <li>• Liaise with the Property &amp; Maintenance Team of the College to maintain the campus fixtures and fittings.</li> <li>• Coordinate any necessary parent meetings on site in conjunction, with the appropriate staff members.</li> <li>• Ensure that staff "extras" and replacements happen efficiently and effectively, in conjunction with the Daily Administration Team.</li> <li>• Ensure that sports arrangements on campus are fully communicated and implemented</li> <li>• Ensure cleaning is carried out according to contract.</li> <li>• Ensure that special events such as photos, inoculations, etc. are coordinated to a high standard.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Facilitate movements between campuses.</li> <li>• Liaise with the canteen service provider.</li> <li>• Other duties as requested by the Principal.</li> </ul>

KEY PERFORMANCE INDICATORS
<ul style="list-style-type: none"> <li>• The effective daily running of the Campus</li> <li>• Student Wellbeing and Management is coordinated effectively.</li> <li>• Student Wellbeing is effectively managed in accordance with College policies.</li> <li>• A high degree of accountability and efficiency displayed in the carrying out of the duties of the position.</li> <li>• Competent in performing multi-tasking duties both in immediate and longer term situations.</li> <li>• Approachability and responsiveness to all members of the campus.</li> <li>• Initiative and energy shown in all matters pertaining to harmonious operations on the campus.</li> </ul>

- Establishment and maintenance of pride in the College and a positive spirit of endeavour on the campus.
- The campus is clean and fully functional at any time.

POSITION REQUIREMENTS	
<b>Qualities</b>	<ul style="list-style-type: none"> <li>• Proven high-order organizational and leadership skills</li> <li>• Acknowledged as an educator and aware of current educational thinking</li> <li>• Commitment to the ethos of Catholic education and Edmund Rice education</li> <li>• Ability to articulate the Edmund Rice charism and the traditions of the College</li> <li>• Ability to work effectively with a variety of people and manage difficult situations.</li> <li>• Sound knowledge of the daily operations of a secondary College</li> <li>• Commitment to constant school improvement</li> <li>• Commitment to Child Safety protocols, codes of conduct, and ensuring that Parade is a safe school</li> <li>• Perseverance, sensitivity, compassion, patience and a high level of discretion in working with complex and difficult situations, and when handling confidential and sensitive information.</li> <li>• Ability to work effectively as an individual and collaboratively in teams.</li> </ul>
<b>Child Safety</b>	<ul style="list-style-type: none"> <li>• Be a suitable person to engage in child-connected work</li> <li>• Be experienced in working with children</li> <li>• A demonstrated understanding of child safety</li> <li>• A demonstrated understanding of appropriate behaviours when engaging with children</li> <li>• A sound knowledge of legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards</li> <li>• Working familiarity with Child Safe requirements and expectations of VCEA PROTECT, VIT, EREA and VRQA</li> <li>• A demonstrated understanding of and commitment to Child Safety protocols, codes of conduct and to ensuring Parade College is a Child Safe School.</li> </ul>
<b>Selection Criteria</b>	<p>Applicants should be able to demonstrate:</p> <ol style="list-style-type: none"> <li>1. Willingness to support the faith life of Parade College including commitment to the Mission Statement, ethos of the College, Charter of Edmund Rice Education Australia and personal faith formation.</li> <li>2. A demonstrated understanding of contemporary well-being research and practice, with expert knowledge of programs, practices and protocols for Student Well-Being, especially as it pertains to boys' education.</li> <li>3. Effective interpersonal, organisational and communication skills, with an ability to work within a collaborative decision making framework with Campus leadership, classroom teachers, students and parents.</li> <li>4. Appropriate qualifications and educational experience, with proven success as a teacher who models excellence in teaching and student well-being.</li> <li>5. Commitment to and promotion of restorative practices and processes in dealings with students, staff and parents.</li> <li>6. A commitment to ongoing personal professional development</li> </ol>

**TERMS AND CONDITIONS**

- Terms and conditions for this position are as outlined in the *Catholic Education Multi Enterprise Agreement 2022* for Registered Teachers. Salary is set out in the Agreement according to years of experience and qualifications.
- This position attracts a POL allowance and a time allowance, as determined by the Principal.
- The leadership appointment is for a three year term, with an ongoing teaching position associated with the appointment. The leadership position will be re-advertised after three years and is subject to the College cyclical review program.
- The position reports to the Principal and will need to be available to the Principal during specified periods leading up to the commencement of school and after school finishes.
- The position will, from time-to-time require attendance outside normal hours.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.
- All employees at Parade College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.
- Parade College is fully committed to the protection of children. The successful applicant will be expected to satisfy child protection screening, and adhere to the School's Child Protection Policies.