



## PARADE COLLEGE

### POSITION DESCRIPTION

<b>Position Title</b>	Director of Operations
<b>Reports To</b>	Principal, Deputy 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 learning community that offers best practice education and pastoral care to its students to foster fullness of life and holistic growth for all.

As a member of the College Leadership Team, the primary focus of the Director of Operations is to ensure an integrated approach to the College's organisational requirements and the teaching and learning needs by providing leadership and direction of the College's Operations. They will closely collaborate with the Daily Organiser regarding the College's day-to-day operations and interact with all staff within the College and relevant external stakeholders to ensure high standards in its operational requirements.

They will ensure that the College operates effectively to optimise student learning and pastoral opportunities. The Director of Operations will assist in the planning, facilitating and managing resources that support the implementation of the Strategic Plan. They will work with relevant staff in the planning, facilitating and managing of College activities, ensuring that programs and activities are thoroughly prepared, implemented and reviewed.

The Director of Operations will be required to exercise significant initiative, discretion and expertise in leading, managing, planning, organising and executing the efficient running of day-to-day operational matters and long-term planning at the College. They will be required to support the College's mission and vision together with the aims of the Strategic Plan. They will also be required to comply with all statutory responsibilities related to the position. Familiarity with the College's curriculum and cocurricular programs is also required.

The Director of Operations is appointed by the Principal and is responsible to the Principal for all aspects for the smooth and efficient running of College programs and events as outlined in the strategic plan and the role description. As with any senior leadership position in the College, the role requires a higher level of communication with the College Executive to keep them informed of staff issues and to assist forward planning.

#### College Leadership Team

The position of Director of Operations is a member of the College Leadership Team. The College Leadership Team consists of the College Executive Team: *Principal; Deputy Principal; Assistant Principal, Staff Wellbeing and Development; Assistant Principal, Student Wellbeing; Assistant Principal, Teaching and Learning; and the Assistant Principal, Partnerships and Pathways*; and the 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.

STATEMENT OF DUTIES

**Leadership & Management**

- Develop and implement the infrastructural and organisational support provided for the day to day running of the College:
  - Including the development of risk management policies and procedures for off campus activities and incursions;
  - Including the implementation of appropriate Student Expectations and consent forms for all trips and tours.
- Develop and manage the process for teaching staff allocation for annual co-curricular and overnight stay employment requirements including:
  - Liaising with key staff responsible for overseeing the different co-curricular and overnight stay options.
- Support the Deputy Principal and Assistant Principal, Teaching and Learning through the allocation of appropriate learning spaces (rooms, etc.) for the effective delivery of the College's learning and teaching program.
- Provide support to the Director of Learning Diversity regarding the provision of PSG meetings.
- Oversee the daily organisational arrangements of the College in implementing these arrangements, including:
  - Oversee the Assembly Timetables;
  - Oversee the yard duty roster;
  - Oversee events and related management.
- Oversee responsibility for the College Annual Calendar, liaising with the College Leadership for ongoing maintenance and update.
- Take responsibility for management and staffing issues associated with all school buses including:
  - Coordinate staff supervision and transport duties and promoting sound practice in these areas.
  - Oversee the issuing of school bus passes;
  - Dealing with complaints about public transport when required;
  - Liaising with the Logistics Coordinator.
- The publication and distribution of the daily student and staff messages on Simon.
- Oversee the collation of data for unmarked rolls;
- Generate examination timetables in consultation with the Assistant Principal, Teaching and Learning.
- Chair the SOGGIES Team and in conjunction with the Property Manager take responsibility for setting up for:
  - Assemblies;
  - Information Nights;
  - Parent/Teacher Meetings;
  - Other major College events.
- Responsibility for ensuring the provision of First Aid services of the College, including adequate and timely first aid training of staff.
- In liaison with the Business Manager manage the College Emergency and Evacuation procedures
- Make necessary arrangements for student vaccinations
- Implement school surveys (SIF, EREA, Catholic Identity etc)
- Provide organisational and logistical support with regards to the coordination of College functions and booking of venues, including liaising with the caterer for College functions where meals are provided for staff or as required by the Principal for other College functions.
- Assume responsibility for the planning, legislative compliance, risk assessments and execution of any camp, or excursion pertaining to student wellbeing.

	<ul style="list-style-type: none"> <li>• Ensure all of the administrative tasks, risk assessments and compliance regulations are satisfied, as per College and VRQA regulations for all International Excursions &amp; Trips. Consultation with the Deputy Principal is required.</li> </ul>
<b>Daily Organisation</b>	<p>Overseeing the operations of the Daily Administration Team including Yard Duty Rosters, Examination Timetables and Activities Week Timetable, including forward planning meetings with the leaders of activities at each year level:</p> <ul style="list-style-type: none"> <li>• Monitor staff absences daily and arrange replacements for absent staff including classes, Pastoral and yard duties;</li> <li>• Engagement of Emergency Teachers (ETs) as required and monitor ET budget in consultation with the Business Manager;</li> <li>• Record details of class cover arising from: usage of extras from staff; usage of ETs; usage of under-allotted staff;</li> <li>• Monitor the availability of work for replacement classes and liaise with Assistant Principals and Learning Area Leaders to ensure that all staff complete their allocated extra classes in the manner expected, monitoring the suitability of assigned work left by absent teachers;</li> <li>• Organise room changes where necessary;</li> <li>• Oversee the organisation of all examinations including room allocation and appropriate staffing arrangements;</li> <li>• Support the Director of Ministry in the organisation of all staffing and room allocation for College Faith events;</li> <li>• Provide adequate staffing arrangements for all school excursions, incursions, tours, and other College activities or events;</li> <li>• Develop and Manage College calendars in consultation with the College Executive Team, including managing deadlines by keeping track of key dates and assigned tasks;</li> <li>• Develop staffing supervision rosters for additional non-timetabled programs and events.</li> </ul>
<b>Teaching Duties</b>	<ul style="list-style-type: none"> <li>• Teach a class(es) across a number of different year levels.</li> </ul>
<b>Leadership</b>	<ul style="list-style-type: none"> <li>• Working with the Principal and College Executive Team to nurture and develop the Catholic Identity of the College through the implementation of the College Mission Statement and the EREA Touchstones.</li> <li>• Participate in the Annual Review Meetings Process, including interviewing staff and preparing documentation;</li> <li>• Support the College New Student Enrolment process through the facilitation of new student interviews. Liaise with the College Registrar with regards to feedback following a new student enrolment interview;</li> <li>• Assist with selection and training of student leaders.</li> </ul>
<b>Other Duties</b>	Other duties as directed by the Principal and/or Deputy Principal.
<b>KEY PERFORMANCE INDICATORS</b>	
<p>Smooth running of the school on a daily basis and the implementation of alternative arrangements when necessary:</p> <ul style="list-style-type: none"> <li>• Evidence of response to feedback on daily operations</li> <li>• College community feedback on the communication and service provision of the position</li> <li>• Evidence of follow up of staff absences, non-performance of yard duty</li> <li>• Careful planning and smooth running of special events</li> <li>• Evidence of forward planning</li> <li>• Follow up of student issues on buses when required</li> </ul>	

POSITION REQUIREMENTS	
<b>Skills &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Excellent time management skills and the ability to work to deadlines;</li> <li>• Excellent organisational skills;</li> <li>• Demonstrates confidence when engaging with parents, and is competent in managing expectations;</li> <li>• Possess well-developed written and verbal communication skills;</li> <li>• Demonstrates drive to achieve the best outcomes for students, parents and the school;</li> <li>• Collaborative team player and a sound experience with leading teams;</li> <li>• Resilient and able to develop resilience in others</li> <li>• Ability to build high quality relationships</li> <li>• ability to think flexibly and to problem solve</li> <li>• high level technological, analytical and logistical skills</li> <li>• excellence in educational leadership</li> <li>• commitment to the Catholic faith and its values</li> <li>• a pastoral concern for each individual student and staff member</li> <li>• the ability to lead and manage improvement, innovation and change</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. Support and participation in 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. Proven record as a skilled educator, proven record of success as a leader of learning in secondary schools, with extensive knowledge of current educational theory and practice</li> <li>3. Demonstrated capacity to share in the work of the leadership of the College through being present at extra-curricular activities and representing the school at other forums;</li> <li>4. Well-developed skills including strategic planning, decision-making, change management, problem solving, time- management and communication.</li> <li>5. Demonstrated capacity and willingness to work collaboratively as part of the Executive and Leadership teams of the College.</li> <li>6. Ability to effectively lead staff to ensure a very high standard of professional practice.</li> <li>7. Ability to promote a healthy learning environment which promotes best practice and excellence in student learning outcomes.</li> <li>8. Knowledge and understanding of contemporary practices and policies related to student learning and, in particular, boys education.</li> <li>9. Well-developed interpersonal skills including organisation and communication, with a proven ability to work effectively independently and in a team.</li> <li>10. Demonstrated high standards of professional conduct and discretion in</li> </ol>

	relation to confidential matters at all times. 11. Commitment to ongoing professional learning.
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<b>TERMS AND CONDITIONS</b>
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- Terms and conditions for this position are as outlined in the Catholic Education Multi Enterprise Agreement (CEMEA) 2022. Salary for the ongoing teaching appointment is set out in the Agreement according to years of experience and qualifications.
- The leadership appointment is for a three-year term. An ongoing teaching position is associated with this appointment.
- This leadership position attracts a generous Position of Leadership Allowance and time release per cycle as determined by the Principal.
- The position reports to the Deputy Principal, and will need to be available to the Deputy Principal during specified periods leading up to the commencement of school and after school finishes. Remuneration for this time, outside of regular hours, is provided for within the position of leadership time allowance and remuneration.
- The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position is subject to a regular cycle of professional appraisal and performance review according to College policy.
- 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.