

Leader of College Operations Role Description

Catholic College Sale, in the Marist and Sion traditions, fosters a Catholic and Mission focused environment that encourages all learners to strive for excellence and to grow in their potential. In this context teacher leaders strive to provide technical, human, educational, symbolic and cultural leadership, which is student centred and which facilitates the development of each student's potential in an environment of trust, excellence and best practice.

Teacher leaders commit to building a reflective, collaborative and cooperative culture which engages the hearts and minds of every student every day. As a leader within the Catholic College Sale community we believe that effective learning in our Catholic context is built on engagement, growth and excellence, always centred on the whole person.

The Leader of College Operations has responsibility for college organisation and operations. He/she is responsible for the effective day to day running of the campus, including the daily organisation and contact with the Casual Relief teachers. The Leader of College Operations provides support to the Principals and leadership Team through the implementation of College policies and strategy. The Leader of College Operations is appointed by the Principal and is responsible to the Principal and Deputy Principals.

The Leader of College Operations will, in partnership with the College Leadership Team, lead the development of a College culture that provides for the spiritual, intellectual, emotional and physical growth of each student and:

- Commits to Catholic College Sale Strategic Directions.
- Endorses a leadership culture of respect, collaboration and continuous improvement.
- Promotes teacher professional learning and development through systematic and collaborative leadership, which supports Catholic College Sale and the Diocese of Sale strategic goals.
- Strives for continual improvement for all, through personal, professional and leadership goals that commit to the processes of student growth and development.
- Is welcoming of change and innovation and commits to the use of data to inform practice and build teacher capacity.
- Acts as a change agent to facilitate the implementation of holistic active learning for teachers and students which support best practice and growth in student outcomes.
- Facilitates the development and provision of a learning culture that is flexible, adaptable, student centred, which supports and enables each teacher to provide the best learning environment for all students.
- Demonstrates a sound knowledge of contemporary teacher professional learning and practice, including skills and knowledge that supports pedagogical trends to achieve best practice outcomes for students.
- Contributes collaboratively to the Learning Development and Professional Learning Teams.
- Engages in ongoing professional learning that will promote a culture that supports a learning environment where students and their teachers are challenged and engaged.
- Builds positive and ongoing relationships and partnerships with parents/carers.

Team Structure:

The Leader of College Operations will report to the Principal and works collaboratively with the Deputy Principals and Senior and Middle Leaders to ensure the smooth and effective day to day running of the College. He/she supports the Strategic Annual Action Plan through the day to day College operations.

The Leader of College Operations will report to the Principal.

Specific Responsibilities:

The Leader of College Operations will provide leadership and develop processes and procedures that support the effective day to day running of the College. The intent of this role is to support and enable students and staff at Catholic College Sale to operate in a 'best practice' teaching and learning context. Recognising that the consistency and predictability of the educational context enables student learning to flourish. Through this practical and strategic operational support, teachers are best placed to support the College goal of enabling 'every student to be their best every day.' The Leader of College Operations will be required to collaborate and liaise with teachers and leaders across the College.

The Leader of College Operations is responsible for:

- Ensuring an operational context and climate where staff are enabled to fulfil their professional duties and responsibilities as teachers. This includes assisting with the implementation of the College timetable and College calendared events.
- Providing the College Leadership team with oversight details of College calendar events, camps and excursions for approval.
- Providing support to the Deputy Principals in the organisation and the running of Campus/College assemblies in accordance with the format developed by the College Leadership Team.
- Take responsibility for the organisational setups for all College assemblies.
- Providing daily organisational duties as required by the campus, including teacher cover for excursions/incursions and teacher illness or absence, as well as the employment of CRT's as required.
- Monitoring the presentation of the campus in conjunction with the Maintenance Manager/Business Manager.
- Assisting with the implementation, in conjunction with the OH&S Reps, the practices and evaluation of College emergency responses and ensures they are available to and understood by staff and students.
- Other duties as requested by the Principal from time to time.

Professional Responsibilities and Accountability:

The role of the Leader of College Operations at Catholic College Sale is expected to:

- Reflect and nurture the Vision of the College in the course of their work.
- Commit to and provide Christian leadership through vision, service and example.
- Energise staff, students and parents through the development of quality relationships and the fostering of community.
- Promote a culture of ongoing improvement.
- Ensure all leadership decisions are implemented in a professional and equitable manner.
- Ensure the role is carried out in a responsible and ethical manner.
- Present consistently and effectively as a role model for others.
- Ensures ongoing familiarity and commitment to College and Diocesan Policies
- Ensures exemplary commitment to all Child Safe Policies and Protocols.

Classification:

POL: 3

Time Allowance: 12 periods per cycle

Tenure: 2021-2023

Review: 2021

Please note: this role description will remain draft for 2021 to ensure the clarity of role and purpose moving forward. All POLs are appointed for a period of 3 years, with a formative leadership review undertaken at the end of Year 1 of the appointment.