



Marist-Sion College – Warragul

Position Description

Director of College Organisation

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

STATEMENT OF DUTIES

<p>Position Summary</p>	<p>The Director of College Organisation is appointed by the Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Deputy Principal: Professional Culture and Growth.</p> <p>As a member of the Leadership Team, the Director of College Organisation is responsible for the day-to-day organisation, and long-term planning, within the College. The Director of College Organisation is responsible for the development and implementation of the timetable. Lead the organisation of the College with a focus on student continuity of learning. The Director of College Organisation will be fully understanding of Child Safety requirements at the College, and will ensure that College organisation promotes the safety, wellbeing and inclusion of all children.</p> <p>FTE & Position Type: Full time and ongoing as a teacher – fixed term as Director Employment Category: Director Classification level: POL 4 Time Release: 28 Lessons Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
<p>Organisational Relationships</p>	<p>Reports to: Deputy Principal: Professional Culture and Growth Direct Reports: Daily Organiser (POL 1) Internal Liaisons: Executive Team, College Management Team and College Staff. External Liaisons: Members of the College Community, DOSCEL schools and General Public.</p>

STATEMENT OF DUTIES

Responsibilities	<p>Organisation and Communication</p> <ul style="list-style-type: none"> • Ensure the efficient organisation and operation of the College. • Ensure that all activities and events are communicated to staff efficiently in a timely manner. • Oversee and manage the use of replacement classes, extra allocations and emergency teachers, balancing fiscal, wellbeing and operational factors. <p>Timetabling</p> <ul style="list-style-type: none"> • Prepare College timetables in consultation with the Deputy Principal: Professional Culture and Growth and the Deputy Principal: Student Learning Culture and Growth. • Modify the timetable during the year as needed, due to staff changes, leave and other factors that arise. • Ensure subjects and staffing are updated on SchoolData, SIMON and Synergetic as required.
Child Safety	<ul style="list-style-type: none"> • Lead in the provision of a child-safe environment for students. • Comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
Professional Development	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work. • Be actively engaged in researching areas of interest relevant to directions provided in the school's strategic plan. • Continue to develop ICT skills on platforms to support work.
General Duties	<p>Leadership</p> <ul style="list-style-type: none"> • Actively support the Catholic identity and mission of the College. • Lead in a manner consistent with the College's Catholic identity with truth, charity and constancy. • Energetically contribute to the realisation of the strategic intent of the College. • Foster a culture of collaboration, connection and belonging. • Set high standards for students and staff and challenge conduct which is unsatisfactory. • Chair the College Management Team. • Model a leadership style and presence that reflects the vision of leadership articulated by the Principal and DOSCEL. <p>Duties Specific to the Role</p> <ul style="list-style-type: none"> • Ensure the efficient organisation and operation of the College.

STATEMENT OF DUTIES

- Liaise with the Deputy Principal – Student Learning Culture and Growth and Deputy Principal – Professional Culture and Growth to allocate students to classes and prepare the College timetable.
- Develop a deep knowledge of ICT systems for daily organisation, attendance monitoring and timetabling and use them effectively for function and communication.
- Manage staffing and subject changes on SchoolData, SIMON and Synergetic.
- Liaise with the Deputy Principal – Professional Culture and Growth and Director of Staff Development on matters associated with replacing staff on periods of leave.
- Conduct daily organisation in line with the Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
- Carefully manage the use of replacement classes and Casual Relief Teachers, balancing fiscal, wellbeing and operational factors.
- Lead induction for Casual Relief Teachers.
- Provide communication to Executive Team, Human Resources and Payroll in relation to staff attendance and absence.
- Lead the coordination of all College organisation relating to matters including:
 - Yard duty
 - Modified Timetables
 - Revision timetables
 - Preparation of examination timetables including venues and staffing
 - Pre-Service Teacher placements
 - College photo schedules and supervision
 - Managing organisation of incursions and excursions
 - Responding to staff leave of all form
 - Logistics for venue changes and set up for events
 - Wet weather programs
 - Staffing of whole College events (e.g. Inter House Swimming, Inter-House Athletics, Inter House Cross Country, Heritage Day)
- Facilitate staff office allocation in conjunction with the Deputy Principal – Professional Culture and Growth.
- With the College Compliance Team share in the effective planning and implementation of emergency management.
- Maintain records and prepare statistical reports with respect to leave, extras and other calendared activities for the Executive Team.
- Manage Time in Lieu (**TIL**) in conjunction with College Management Team.
- Ensure that the records of student attendance/involvement in co-curricular activities are maintained.
- Assist the Business Manager with the implementation of the College Emergency Management Plan.
- Foster the culture of Child Safety at the College.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Monitor the College website and to arrange for messages on it to be updated by the Public Relations Manager. <p>Administration</p> <ul style="list-style-type: none">• Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets and contribute to the development of the College calendar. <p>Compliance</p> <ul style="list-style-type: none">• Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.• Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal. <p>Other</p> <ul style="list-style-type: none">• Other duties as outlined by the Principal consistent with the skills and experience required for this position.
Skills/Attributes	<ul style="list-style-type: none">• Excellent interpersonal, communication and negotiation skills.• Ability to set and monitor high standards.• Ability to handle sensitive and confidential information appropriately.• Ability to contribute to the broad strategic intent of the College.• Ability to lead staff formation and professional learning.

Selection Criteria

Director of College Organisation

SELECTION CRITERIA	
1. General	<ul style="list-style-type: none">• High level of analytical, conceptual and problem-solving skills.• A commitment to fact-based decision-making and process improvement.• Excellent time management, planning and organisational skills.• Ability to have a positive influence on the culture of the College.• Ability to contribute to the broad strategic intent of the College.• Proven experience in leading teams, building capacity in others, and working as part of a team.• Commitment to the implementation of College policies and procedures.• Excellent interpersonal, communication and negotiation skills.• Creative and lateral thinker.• Ability to set and monitor high standards.
2. Commitment to Catholic Education	<ul style="list-style-type: none">• Ability to support the animation of Catholic identity and mission across the College.
3. Commitment to Child Safety	<ul style="list-style-type: none">• Experience working with children.• Commitment to and understanding of child protection and child safety issues in schools.• Demonstrated understanding of appropriate behaviours when engaging with children.• Be a suitable person to engage in child-connected work.• Demonstrated understanding of Mandatory Reporting.
4. Education and Experience	<p>Essential:</p> <ul style="list-style-type: none">• Victorian Teachers Registration (VIT).• An appropriate qualification in education.• Accreditation to Teach in a Catholic School.• Accreditation to Teach Religious Education or Lead in a Catholic School. <p>Highly Desirable:</p> <ul style="list-style-type: none">• A minimum of Certificate 2 in First aid (the College will provide this training if necessary).