Caroline Chisholm Catholic College Position Description – Director of Campus

POSITION CLASSIFICATION: Teacher: Position of Leadership Level 4

REPORTS TO: Deputy Principal (Student Wellbeing)

The Director of Campus is responsible to the Deputy Principal (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 and leadership in Student Wellbeing and engagement. The Director of Campus focuses on encouraging and promoting excellence and achievement amongst all teachers, students and parents in our community.

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| Duties |
| **Organisation and Management:*** Oversee the day-to-day operation of the Campus
* Oversee the general wellbeing of students on the Campus
* Oversee the care, tidiness and use of Campus facilities and resources
* Support the implementation of Campus excursions, retreats and camps arrangements
* Work in an honest, open, innovative and flexible manner with a focus on improvement of student outcomes and excellence in learning
* Initiate changes on the Campus to improve student outcomes

**Students:*** Implement all College Student Wellbeing, Pastoral Care, Restorative Practice and Respectful Relationships policies and procedures in support of students within the Campus
* Attend to student pastoral needs in cooperation with Learner Mentors, Year Level Coordinators, Student Counsellors, and Heads of Learning
* Develop and implement the Learner Mentor Program in collaboration with the Deputy Principal (Student Wellbeing)
* Promote the Learner Mentor Program to the wider College community
* Contribute to the planning, management and delivery of the College notebook program for students including:
	+ Sessions related to appropriate ICT usage and cyber safety
	+ The rollout and return of student notebooks
	+ Incident management of student notebooks including warranty and insurance claims as well as incidents relating to College Community Expectations
* Oversee Campus Case Management arrangements
* Arrange Parent/Teacher/Student conversations when appropriate
* Oversee Campus Promotion Policy arrangements
* Oversee student entry and exit arrangements in cooperation with the Deputy Principal (Student Wellbeing) and the College Registrar
* Implement and maintain the College Student Uniform expectations
* Arrange regular meetings with the Student Leaders including College Captains, Campus Captains, Learner Mentor Representatives, and College Ambassadors
* Support the College’s co-curricular program
* Follow up on student records regarding attendance, lateness and early departure
* Work with the Level Coordinators to collect, review and maintain the Pastoral Wellbeing data
* Work with the Level Coordinators in identifying students who would benefit from individual Student Management Plans and Student Support Plans
* Initiate programmes or approaches to enhance student wellbeing

**Staff:*** Support staff to build positive relationships with students
* Monitor and enforce the College’s Staff Dress Code requirements
* Advise the Principal regarding teaching duties and other relevant staffing matters
* Assist, where appropriate with Coaching, staff appraisals, staff interviews and employment of new staff
* Liaise with Principal regarding staff attendance concerns
* Work in co-operation with other key staff:
	+ Deputy Principal (Student Wellbeing)
	+ Deputy Principal (Learning and Teaching)
	+ Learner Mentors
	+ Subject Teachers
	+ Year Level Coordinators
	+ Director of Curriculum
	+ College Counsellors
	+ Heads of Learning

**Communication:*** Chair Campus Leadership Team meetings which include Year Level Coordinators, Student Counsellor and other staff as required
* Provide regular meetings of Campus staff including agenda and minutes
* Provide other regular communications including staff briefings, via Compass and contributing to the College Newsletter
* Liaise with various members of Leadership as required

**College Projects:*** In cooperation with the Deputy Principal (Student Wellbeing) Year Level Coordinators, Learner Mentor Teachers and Administration staff, implement and oversee the Student Orientation/Transition programmes and documentation
* Where applicable, in cooperation with the Deputy Principal (Student Wellbeing), Deputy Principal (Learning & Teaching), Heads of Learning, Pathways coordinator and other relevant staff assist with arrangements for:
	+ Mid-year and the end of year College based and VCAA examinations
	+ Year 7 & Year 9 NAPLAN testing
	+ Year 8 Scholarship examinations
	+ Grade 6 Testing Day
	+ Grade 4 Taster Day
	+ Sacred Heart Day

**Transition programmes:*** In cooperation with the Deputy Principal (Student Wellbeing), Deputy Principal (Learning & Teaching), Heads of Learning and other relevant staff, assist with student transition arrangements which may include:
	+ Year 10 to VCE/ VCE/VM/VET
	+ Course Advice day
	+ VCE Parent Information Night
	+ VCE /VCE/VM Transition Program
	+ Year 7 Orientation Program
	+ Year 7 Parent Information Nights
	+ Associated Primary School visits
	+ Year 9 to Year 10 subject selection

**Student Enrolment:*** In cooperation with the Principal and the College Registrar, oversee all enrolment processes:
	+ Interview prospective school applicants
	+ Make recommendations regarding student enrolment to the Deputy Principal (Student Wellbeing)

**End of Year arrangements:*** In cooperation with the Deputy Principal (Student Wellbeing) and Year Level Coordinators oversee and assist in Campus end of year arrangements including:
	+ Promotion Policy processes, including interviews and promotion letters
	+ End of year assemblies and Masses
	+ End of year Learner Mentor arrangements
	+ End of year Campus clean up arrangements

**Whole Campus Assemblies:*** In cooperation with the Principal and Year Level Coordinators, oversee the arrangements for the whole Campus assemblies each term

**Child Safe Responsibilities**The Director of Campus is one of the designated College Child Protection Officers.Key responsibilities for the College's Child Protection Officers include:* Having a good working knowledge of the College’s Child Protection and Safety Policy and Child Protection Program
* Promptly managing the College's response to an allegation or disclosure of child abuse, and ensuring that the allegation or disclosure is taken seriously
* Ensuring that the College's Child Protection and Safety Policy is clearly communicated to all key stakeholders including students, parents, staff and volunteers (direct and indirect)
* Ensuring that the College’s Child Protection Safety Policy and Child Protection Programs are being implemented effectively
* Ensuring that there are clear procedures to allow people to report child protection concerns within the College
* Review and assess the effectiveness of the College's response to a child protection incident
* Promoting child protection issues within the College community and responding to general queries with respect to the College’s Child Protection and Safety Policy and Child Protection Program
* Acting as “Child Protection Champions” and ensuring a strong and sustainable child protection culture is embedded within the College
* Ensuring that all staff and Direct Contact Volunteers undertake child protection training so that they can identify signs of abuse, understand how to respond and when to make a referral either internally or to an external agency
* Being the first point of contact for staff, or other members of the College community, and raise child protection concerns within the College
* Assisting the Principal and other senior staff members in coordinating appropriate responses to child protection incidents including liaising with the Police and other external agencies and responding to a child who makes, or is affected by, an allegation of child abuse; and ensuring the College’s Child Protection and Safety Policy and Child Protection Program are reviewed on a regular basis by an appropriate member of staff

**Religious Leadership:*** Promotes the religious dimension of the College and is supportive of the Religious Education and Faith Development programmes
* Actively encourages and is supportive of prayer and liturgy within the College
* Ensures his/her own professional learning and encourages the professional learning of others in Religious Education
* Attend school liturgy celebrations
* Attends and supports the College activities such as Open Day, Information Nights, Performances, Camps and staff professional learning or conferences, as required. From time to time these may occur outside normal working hours
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| Other duties as directed by the Principal |
| Selection Criteria |
| * Strives to be a leader in Learning Excellence and a vision for the role with the ability to reflect on one’s leadership performance and style
* An ability to form teams and sustain a network through the term of appointment with excellent leadership, management and administrative skills
* The capacity to work flexibly and creatively within a collaborative decision-making structure
* Exhibit an ability to communicate clearly, personably and effectively in ways that engage staff, students, guardians and the wider school community
* Experience in different educational settings and/or roles
* A sound grasp of current educational thought and practice specifically in the context of the role
* Proven record as an exemplary innovative teacher and excellent capabilities of successfully integrating the use of ICT in contemporary education
* Remain committed to undertaking a proactive role in enhancing student learning outcomes and perform at a high level of teaching
* Holds a current registration with the Victorian Institute of Teaching
* Demonstrates commitment to Catholic Education including Accreditation to Teach in a Catholic School or a commitment to attain registration within 2 years of the appointment
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| Terms & Conditions |
| Terms and Conditions of employment are as per the Catholic Education Multi Enterprise Agreement 2022 (CEMEA).  |
| Caroline Chisholm Catholic College is a Child Safe School. |
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