



ST MARY'S COLLEGE

ROLE DESCRIPTION

Position Title	Director of Staff
Reports to	Principal
Term of position	Fixed Term 3 Years POL 4 – 20ppc
Date Edited by	July 2023 Principal

St Mary's College is proudly a Catholic school in the Edmund Rice tradition. It is expected that all staff will support and respect the EREA Touchstones which underpin the mission of the College. This includes upholding the religious and spiritual values of St Mary's, the pastoral and community beliefs which are Gospel driven, and determine all interactions with students and colleagues. Staff are expected to optimistically engage with a range of important cultural characteristics of Edmund Rice education that include commitments to the safety and wellbeing of children.

Position Summary

The role of Director of Staff requires close liaison with the Principal, Deputy Principal, College Business Manager and Director of Learning Development and is a member of the College Leadership Team (CLT). The Director of Staff maintains responsibility for leading the efficient and effective planning and operation of the College. In particular, this role is responsible for College Operations and Staffing, Timetabling and supporting the Deputy Principal in the implementation of the College's Professional Learning Communities.

Professional Conduct

- Interacting with staff in a supportive and respectful manner that is consistent with College values.
- Managing professional information by applying discretion and adhering to privacy standards.
- Representing the College to students, parents and the wider community in a professional manner.

As a member of the Leadership Team

- Publicly exhibit support of the Leadership of the College.
- Being familiar and compliant with, and proactively supporting the implementation and communication of College policies including, but not limited to, the Child Protection and Child Safety Policy, Reportable Conduct Scheme, Staff and Student Professional Boundaries Policy, the St Mary's College Student Code of Conduct and the EREA Code of Conduct.
- Support implemented directions and decisions of the CLT.
- Provide opportunities for staff input into CLT considerations and provide appropriate and comprehensive feedback.
- Represent the CLT in forums external to the College.
- Liaise effectively and consistently with the Principal regarding issues relating to leadership of the College.
- Act upon directions from the Principal regarding the leadership of the College.
- Model a leadership style and approach which reflects and supports the culture of leadership articulated by the Principal.
- Attend a broad range of College functions and meetings as necessary.
- Contribute to all policy discussions.

Key Responsibilities

COLLEGE OPERATIONS AND STAFFING:

- Be familiar with the Victorian Catholic Education Multi Employer Agreement 2018 (VCEMEA) and make organisational decisions within the framework of the appropriate industrial awards, agreements and sector guidelines.
- Ensure the recruitment and induction of replacement staff with appropriate qualifications, VIT registration, Working with Children Checks and National Police Checks and in accordance with CECV Guidelines on the Employment of Staff in Catholic Schools, as amended from time to time.
- Liaise with the Daily Organiser in the appointment of short term replacement staff, casual relief teachers, examination supervisors and ancillary staff such as examination supervisors, outdoor education specialists and language assistants.
- In relation to full and part-time staff absence, liaise with the Principal regarding their concerns and well-being. Inform the Principal of particular staff issues relating to pastoral care.
- Ensure relevant members of the College community are informed as to absence or disruption to the normal College program.
- When appropriate, communicate changes to scheduled arrangements to College staff, in particular arrangements for events, such as sports.
- Develop preferred scenarios for the College Leadership Team regarding organizational changes to the College program.
- Construct and oversee staff adherence to duty rosters pertaining to Yard Duty and clean up, supervision of classes, gate and yard supervision before and after school, attendance at excursions, and staff room duties.
- Maintain appropriate and efficient records relating to all College organisation, Payroll, calendar, student attendance records etc.
- Manage staff extended absence during the year.

COLLEGE TIMETABLE:

- In conjunction with the Leadership Team and other personnel, develop principles and priorities on which the College Timetable is based.
- Create and distribute the College timetables, communicating changes as they occur.
- Assists the Principal with selection and allocation of staff.
- In consultation with the Director of Learning Development, plan the student subject selection processes.
- Liaise with the Principal, Deputy Principal, Director of Learning Development and Learning Leaders regarding the allocation of teaching loads.
- Manage teaching staff intentions.

PROFESSIONAL LEARNING COMMUNITIES:

- Provide support to the Deputy Principal and Director of Learning Development regarding staff Professional Learning attendance.
- Maintain personnel records of all College staff and records of staff attendance at Professional Learning.
- In consultation with the Deputy Principal and Learning Leaders, provide approval for staff to attend Professional Learning that aligns with College Professional Learning Priorities.
- In conjunction with members of the Leadership Team, establish an annual set of whole school Professional Learning priorities and goals.

Other Duties:

- School contact in relation to Work Place Gender Equality
- Member of Critical Incident Management Team

Undertaking any other duties as requested by the Principal and Deputy Principal and the College Business Manager that are consistent with the *Victorian Catholic Education Multi Employer Agreement 2018* (VCEMEA).

Support Staff

The Director of Staff will be supported by a range of personnel, including:

- Principal
- Deputy Principal
- College Business Manager
- Director of Learning Development
- College Daily Organiser
- St Mary's teaching staff

July 2023