



NAZARETH COLLEGE

ROLE DESCRIPTION

DIRECTOR OF OPERATIONS

POSITION REPORTS TO: Principal, Deputy Principals	AWARD: Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2018 (or its successor)
CLASSIFICATION: POL 3 16 x 75 minutes periods per 10-day cycle	TERMS OF EMPLOYMENT: Two-three years (Depending on Appointee)
ANNUAL LEAVE: As per VCMEA Award	REQUIREMENTS: On Commencement, Directors will meet with the Deputy Principal and/or Principal to set goals Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Working with Children Check
COMMENCEMENT DATE: 27 January 2021	TO BE REVIEWED BY AND DATE: The Principal in the penultimate year of the contract

CONTEXT

Nazareth College is a Catholic Coeducational Regional Secondary College established in 1986. It is a learning community centred on the person of Jesus Christ. The Nazareth Community is committed to the safety, wellbeing and inclusion of all students in its care.

Through learning and teaching in the Catholic tradition, we foster a culture of Faith, Wisdom and Knowledge.

‘He returned to Nazareth and became strong, filled with wisdom; And the favour of God was upon Him.’ (Luke 2:40)

DIRECTOR OF OPERATIONS

A Catholic school has a responsibility in ensuring that the highest value is placed on leadership and vision in educating young people in the Church's mission of faith development.

The Director of Operations is a member of the College Leadership Team and shall be responsible to the Principal and will work in close collaboration with the Deputy Principals. They will be an active member of the Leadership Team and will demonstrate an open, flexible and creative approach, working to ensure that Nazareth College's stated aims, objectives and Mission Statement are reflected in practice across the School and are promoted within the Community. They will contribute to the promotion and ongoing development of a culture which respects and values all members of the School Community.

The primary focus of the Director of College Operations is to ensure an integrated approach to the organisational requirements and the teaching and learning needs of the College by providing leadership and direction of the College's Operations. They will closely collaborate with the Daily Organiser regarding day to day operations of the College and will interact with all areas and levels of staff within the College and relevant external stakeholders to ensure high standards in the operational requirements for the College. They will be responsible for structures and

processes that support learning, and for the gathering of data to inform teaching and learning practices.

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 as they relate to the position. Familiarity with the needs of the College's curriculum and cocurriculum is also required.

They will ensure that the College is operating effectively so that student learning and pastoral opportunities are optimised. The Director of Operations assists in the planning, facilitation and management of resources which support the implementation of the Strategic Plan. They will work with relevant staff in the planning, facilitation and management of a whole school approach to College activities, ensuring that programs and activities are thoroughly prepared, implemented and reviewed.

Catholic Schools are places where the sacred dignity of each person is recognised, respected and fostered. Nazareth College take an integrated and collaborative approach to building and strengthening a safe and respectful School Community. The partnerships between staff are pivotal in the learning, wellbeing and empowerment of Nazareth College students.

All employees of, and volunteers to the College, must be committed to providing the highest level of safety and care. The Director of Operations is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. They will provide students with a child safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

The successful candidate for this position will commence 27 January 2021. They have the option of nominating a two or three year period of appointment. For the nominated tenure, an ongoing teaching position is associated with this appointment.

RESPONSIBILITIES OF THE DIRECTOR OF OPERATIONS

LEADERSHIP TEAM

- As a member of the Leadership Team, the Director of Operations is involved in the whole school strategic planning and shares in the day to day administration and decision making;
- Actively participates in the implementation of all College policies;
- Work with staff on professional standards and accountability;
- Provide strategic leadership and management in the performance of their duties;
- Enthuse staff, students and parents by fostering quality relationships and Community development;
- Assists the Principal as requested in interviewing and appointing staff to both internal positions and those positions which are advertised externally;
- Act as the Principal's nominee in the Annual Review Meeting process;
- Maintain confidentiality and support the Principal and other members of the Leadership Team;
- Attend Leadership Team and Staff Meetings;
- Attend significant functions on the calendar as directed by the Principal;
- Be available for overseas tours camps retreats and holiday periods as required;
- Conduct Year 7 enrolment interviews;
- Promote and celebrate the Catholic ethos and mission in the life of the College Community;
- Play a major role in College management, formulation of College policy and strategic planning;
- Attend a planning day/s prior to the start of school each year;
- Ensure a personal professional approach to teaching duties;
- Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise;

TIMETABLE DEVELOPMENT

- Work with the Leadership Team to construct the timetable each semester and arrange timetable adjustments as necessary throughout the year;
- Construct, publish and maintain teacher and student timetables for the year;
- Publish and disseminate the timetable as changes are made;
- Prepare Fast Start, examination and testing timetables and associated supervision rosters;
- Extract data from timetable for school purposes;
- Publish and maintain subject class lists;
- Allocate rooms, ensuring specialist rooms have maximum appropriate use;
- Work with Deputy Principals and Administration Staff to collate and prepare student subject preferences for development of the timetable;
- Liaise with Instructional Leaders regarding subject selection information (eg subjects not running);
- Provide Deputy Principals with adequate information on subject blockings to allow them to prepare tentative teacher allotments;
- Advise and assist the Deputy Principals where there needs to be adjustments to staffing allotments throughout the timetabling process;
- Prepare and publish teacher allotments, ensuring teachers have a copy of their final allocations in a timely manner (in consultations with the Deputy Principals);
- Develop, maintain, review and publish supervision rosters (eg yard duty, exams) ensuring that all legal and duty of care responsibilities are fulfilled and follow up with staff as required;
- Manage staff, student and timetable data in SIMON;
- Review and, if necessary, modify the College's practice in the areas of timetabling. This may include reviewing other software to ensure the most appropriate one is being used;
- Liaise with ICT staff relevant staff regarding timetabling requirements.

SUBJECT SELECTION

- Oversee and organise the online student subject choice process (in conjunction with Deputy Principals and relevant staff);
- Counsel students in relation to subject selection issues (eg. clashes, subjects not running);
- Enter subject changes on relevant databases;
- Provide student subject information for booklists and ensure lists for eLearning programs (such as Edrolo) are updated;
- Prepare Year 7 – 9 class lists in collaboration with Heads of House, Deputy Principal (Staff and Students), Director of Wellbeing, Transition Coordinator and other relevant staff;
- Action subject changes approved by the VCE Instructional Leader/relevant staff and inform staff of variations;
- Meet with families of new students to complete the subject selection process (as required);
- Enter new students and exit students from the timetable database and inform staff;
- Works in collaboration with the Deputy Principals, VCE and VCAL Instructional Leaders and the VASS Administrator to ensure that VASS information is updated and correct;
- Assist the College VCE/VETiS/VASS Administrator as required;
- Report student subject numbers to the Business Manager for the purpose of setting levies.

SCHOOL ORGANISATION

- Communicate to staff and student's about changes to the normal school program and make relevant adjustments;
- Closely collaborate with the Daily Organiser regarding day to day operations;
- Oversee and organise the logistics for Student Progress Meetings including the venue setup, pack up and lock up;
- Take responsibility for the organisation of school interruptions (eg photos, immunisations);
- Liaise with Community Health Officers regarding immunisation programs;
- Liaise with Photographers regarding school photographs;
- Organise and coordinate the Year 9 Taster Day;
- Oversee school assemblies, incursions and major events;

- Assist the Leadership Team with coordination of College events, eg Student Progress Meetings/Evenings, Information Evenings) by organising set up of the relevant space, room changes, timetable changes, staffing alternative programs;
- Liaise with the Leadership Team with respect to staffing for College events and notify staff of details and requirements for the event;
- In conjunction with the Camp Coordinator, Deputy Principals and other relevant staff, organise staffing for excursions, camps and other school activities, ensuring that DET and CEM guidelines regarding staff student ratios and safety are met and that the College needs and requirements are considered;
- Liaise with relevant staff regarding arrangements for internal examinations, NAPLAN, PAT etc;
- In consultation with Administration Staff, ensure and maintain the Student Activity Locator (SAL) program is updated in line with CEM requirements;
- Be the administrator of SIMON;

SCHOOL OPERATIONS

- Monitor the impact of activities and absences on operations and initiate appropriate action;
- Arrange alterations to room use and furniture movement due to College events;
- In conjunction with the Deputy Principals and relevant staff participate in developing the school calendar, ensuring that it is kept up to date with new entries and modified as required and there is timely communication of any changes to staff members;
- Anticipate special event days on the calendar and plan for these days accordingly;
- Organise the exam supervision rosters covering all internal College exams in conjunction with the Deputy Principals and Instructional Leaders;
- Assist Deputy Principals and relevant staff in mentoring graduate teachers through their provisional registration phase;
- Assist with the coordination of the preservice teacher program;
- Supporting the VCE Instructional Leader with organising VCAA Exam Supervisors;
- Assist with the induction of new staff in conjunction with Deputy Principals;
- Liaise with appropriate event organiser staff and Deputy Principals regarding the arrangements, staffing and supervision requirements for special days (including but not limited to, sports days, camps, retreats, productions, SIS commitments) requiring changes to the daily schedule;
- Provide organisational data relating to staffing/rooms/timetable as required by relevant staff for the purpose of event organisation;
- Oversee the organisation of teacher rosters for extracurricular activities, and in conjunction with the Deputy Principals oversee and organise staffing for year level curricular and extracurricular activities;
- In liaison with relevant staff conduct evacuations and containment exercises termly;
- Work with the OHS Team to maintain an accurate record and ensure that all working spaces (including classrooms) are well maintained and meet all required safety standards;
- Ensure lock up of school occurs after evening events.

CURRICULUM DESIGN

- Actively and effectively participate in curriculum planning aligned with the School's vision;
- Sound knowledge of various content and process requirements of the Nazareth College Learning Framework, Victorian Certificate of Education and Victorian Curriculum;
- Supports staff and students with a clear focus on continually improving student outcomes;
- Contribute to an ongoing process to develop, communicate and implement the School Improvement Plan and Annual Action Plan.

TEACHING AND LEARNING PRACTICES

- Teach classes and model a wide range of teaching and learning practices, including cooperative learning, action learning, strategies for coping with differences in preferred learning styles, and enhanced opportunities for skills based learning;
- Liaise with the Deputy Principal (Learning and Teaching) to determine the key learning foci.

This may include but not be limited to Curriculum Differentiation, Student Engagement and Student Growth to enhance Learning and Teaching;

- Coach staff individually and collectively to increase data literacy, leading to increased student outcomes. Ensure that data is accessible and if possible available on SIMON, so it can be effectively used by staff members;
- Involvement in the VCE data debriefs with VCE teachers in Term 1;
- Exemplify leading pedagogies in classroom practice and promote learning innovations;
- Hold regular meetings with staff focused on improving student outcomes and ensure feedback is given to assist and support teaching growth;
- Improve student engagement and learning through differentiation and student ownership;
- Remain abreast of relevant guidelines and course requirements of CEM, ACARA & VCAA;
- An ability and willingness to relate to students and staff as a professional educator with compassion, availability and understanding.

LEADERSHIP

- Implement decisions and procedures as directed by College Leadership which assist in the efficient organisation of the College;
- Provide exemplary leadership by example and direction where required with respect to the delivery and implementation of the College Strategic Plan;
- Exercise a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The role is predicated on the belief that to be effective, the work will be informed by a vision of Catholic education that is Gospel based, people centred, inclusive and holistic;
- Manage and lead programs to promote a safe workplace and optimal learning opportunities;
- Leaders are of one voice and supportive of each other in all initiatives and messaging to staff, students and parents;
- Foster an environment of professional trust, empowerment and learning;
- Demonstrate an active and supportive interest in College events, particularly those in which students are involved (eg swimming carnival);
- As part of the College coaching and ARM process, facilitate a growth coaching conversation to develop appropriate goals;
- Participate in College requested PD to continue to build leadership capacity and growth;
- Support staff to use restorative and PBS processes and practices;
- Actively promote collective efficacy through a shared commitment to the improvement of practice and an openness to feedback.

PROFESSIONAL LEARNING

- Lead and facilitate Professional Learning relating to data, pedagogy, operations;
- With the VASS administrator, maintain accurate records of Staff Professional Learning;
- Undertake Professional Learning to maintain a high level of awareness of best practice associated with the role and teaching and learning;
- Be open to research areas of interest relevant to directions provided in the Strategic Plan;
- Be a member of and participate in external professional networks and/or associations.

RESOURCE MANAGEMENT

- Together with the Business Manager, prepare and manage the budget for Operations;
- Purchase, maintain and develop resources related to the role;
- Distribute resources/information to staff members;
- Facilitate the planning and effective management of resources for the College.

CLASSROOM MANAGEMENT

- Apply effective behaviour management with a focus on PBS and restorative practices which are consistent with the College's Behaviour Management Policy;
- Have knowledge of and advise students of the School's policies and procedures;
- Encourage student cooperation, emphasising respect for others and observation of school rules and expectations for appropriate behaviour;
- Form working relationships with students which are positive, consistent and fair;

- Take responsibility for managing inappropriate student behaviour;
- Be punctual, manage time, lesson planning and assessment schedules efficiently;
- Establish a learning environment where students feel safe and are encouraged to be fully engaged;
- Monitor student progress and liaise with relevant staff regarding individual needs;
- Take responsibility for the pastoral needs, duty of care and standards of behaviour of all students inside and outside the classroom;
- Protect the safety and wellbeing of each student;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;
- Report irresponsible or improper behaviour that is beyond normal classroom management to the Heads of House or Director of Student Wellbeing.

PROFESSIONAL EXPECTATIONS

- A sound understanding of contemporary research and best practice in the use of data to enhance Teaching and Learning and to improve pedagogy
- A high level of proficiency in using technology in timetabling and data management
- The ability to analyse and organise College operational structures and processes to maximise opportunities for student learning
- A proven capacity for leadership and demonstrated skills in people management within a school environment;
- Engage in regular communication and meetings for strategic and future planning;
- Use the College's Learning Management System (SIMON) and timetabler program efficiently and accurately;
- Exercise discretion when handling confidential and sensitive information;
- Attend College functions, meetings and events as required;
- Adhere to College policies and procedures;
- Show collegiate support of all staff members;
- Continue to meet the characteristics of a Lead Teacher as documented in the Australian Professional Standards for Teachers (AITSL);
- Ensure teaching is of the highest standard and caters for the needs of all students;
- Take an active role in the Cocurricular programs;
- Communicate information of a serious nature to the Deputy Principal or Leadership Team;
- Ensure Nazareth College continues to build its reputation as a school of choice.

CHILD SAFETY

Every person employed or volunteering at Nazareth College has a responsibility to understand the importance and specific role they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. Such responsibility requires employees to:

- Provide students with a safe environment and proactively monitor and support student wellbeing;
- Be a suitable person to engage in child connected work;
- Be experienced in working with children;
- A demonstrated understanding of child safety and protection;
- A demonstrated understanding of appropriate behaviours when engaging with children;
- A thorough knowledge of legal obligations relating to child safety under Ministerial Order No. 870 Child Safe Standards and expectations of CEM, PROTECT, VIT and VRQA;
- A demonstrated understanding of and commitment to Child Safety protocols, Codes of Conduct and to ensuring Nazareth College is a child safe school;
- In conjunction with the Child Safety Officers, implement the child safe policy and code of conduct and any other policies or procedures relating to child safety;
- To ensure all protocols relating to reporting an issue of child safety and mandatory reporting are adhered to in the protection of the safety and wellbeing of all students.

OTHER DUTIES

- No position description can be entirely comprehensive and the incumbent will be expected to carry out such other duties as requested by the Principal or his delegate as may be required from time to time and are broadly consistent with the responsibilities of this position description;
- The position is subject to review and modification by the Principal (or nominee), through consultation and agreement with the appointee, in response to the evolving needs of the College, and experience and expertise of the appointee;
- The position will, from time to time require attendance outside normal hours;
- The successful applicant will require a commitment to ongoing professional learning;
- All employees at Nazareth College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

PERSONAL QUALITIES

- The Director of Operations by their dress, demeanour, respect for others, and support and involvement, will provide an exemplary example to staff and students;
- They must be prepared to develop a knowledge of the needs of the students in their care and be prepared to make themselves available to families;
- Be professionally competent in teaching, administration and pastoral care;
- The role by its very nature, requires a broad knowledge of the life of the College, and a willingness to give of oneself rather than simply giving of one's time;
- The Director of Operations must be knowledgeable of, and active in promoting child safety policies and protocols within the College;
- The role requires a commitment to implement PBS processes and practices in all interactions with staff, students and parents.

KEY PERFORMANCE INDICATORS

- Accountability and efficiency in the carrying out of the duties of the Director of Operations;
- Achievement of goals set at the commencement of tenure;
- Evidence of attaining professional expectations;
- Demonstrated ability through active participation in meetings and contributions to team work;
- Outstanding organisational, planning, and analytical skills and high order thinking capabilities with an attention to detail, allowing accurate planning and record keeping;
- Effective, responsive and appropriate means of communication are used including personal, face to face, attendance at meetings which demonstrates a respect for and acceptance of difference in students, parents and staff members;
- Committed to the safety and protection of all students;
- A flexible approach to work and being adept at prioritising, operating under pressure and managing multiple tasks to meet strict deadlines both in immediate and longer term situations.

SELECTION CRITERIA

Nazareth College, Noble Park North recognises and values the unique gifts, talent and experience of each applicant. The criteria listed below (not listed in a full priority order) will inform the selection process.

1. Support of the vision and mission statements of our learning and faith Community.
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders.
3. Capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement and to embrace change.
4. An understanding of the cooperative teaching connections between pastoral, academic, social, spiritual, cultural, sporting and creative factors that work together to provide a dynamic learning Community committed to the development of the whole person;
5. Demonstrated knowledge and experience with using timetabling and/or school management software packages to manage the work;

6. Solution orientated and the ability to work autonomously and proactively, taking initiative, while maintaining a high level of integrity, professionalism, confidentiality and diplomacy;
7. When developing the timetable and operational requirements of the College, have the ability to manage time to plan and organise own work and that of others to achieve set objectives in an efficient way and within resources available to meet work deadlines and targets;
8. Demonstrable understanding of the AITSL Standards;
9. Ability to communicate and interact with all College members positively and appropriately;
10. Well developed organisational and interpersonal skills including a demonstrated ability to work effectively, independently and collaboratively in a team environment. including the ability to manage information and correspondence with confidentiality, discretion and diplomacy with staff, students and parents/guardians;
11. Commitment to the promotion of restorative and PBS practices and processes;
12. Sound understanding of child safe standards and Mandatory Reporting requirements as they apply to Nazareth, and a strong commitment to providing a child safe environment;
13. An understanding of Horizons of Hope – An Education Framework for the Archdiocese of Melbourne;
14. Experience in leadership and management of staff, which is collaborative and inclusive;
15. A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures;
16. Demonstrate highly developed interpersonal and communication skills and the ability to liaise and communicate effectively with people at all levels and from varying backgrounds;
17. Extensive teaching experience as a secondary school teacher;
18. Registered Teacher in Victoria (or eligible for registration);
19. First Aid Certificate – Level 2 (or willingness to obtain);
20. Anaphylaxis Awareness training (or willingness to obtain);
21. Non Government Schools Protecting Children Mandatory Reporting and other Obligations Certificate;
22. The ability to promote the cultural safety, participation and empowerment of students and their families identified as vulnerable, students with a disability, linguistically and culturally diverse students and Aboriginal and Torres Strait Islander students.

KEY ORGANISATIONAL RELATIONSHIPS

INTERNAL Principal Deputy Principals - Staff Business Manager VASS Administrator Instructional Leaders Heads of House Director of Wellbeing	EXTERNAL CEM VCAA	COMMITTEES Operations Team Leadership Team Instructional Leaders OHS Committee
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TENURE, CONDITIONS AND REQUIREMENTS

CLASSIFICATION:	POL 3 16 x 75-minute periods per 10-day cycle
TENURE	Two- or Three-Year appointment (Successful candidate will choose) 2021 – 2022/2023
APPRAISALS	Annual Review Meeting Formal Appraisal in Semester 2 of penultimate year of appointment
ENTITLEMENTS	Entitlements under the <i>Victorian Catholic Education Multi Enterprise Agreement 2018</i> (or its successors)
REQUIREMENTS	Victorian Institute of Teaching – Full Registration CECV Accreditation to Teach in a Catholic School Criminal Record Check/VIT/Valid Working with Children Check

EMPLOYEE ACKNOWLEDGEMENT

I (the undersigned) have read and understand the content of this position description and undertake to meet the key accountabilities in an appropriate manner.

Name

Signature Date

Authorised by (Employer Representatives)

Name

Signature Date