



ST GREGORY'S COLLEGE IS AN INDEPENDENT K-12
(K-6 CO-ED AND 7-12 ALL BOYS) DAY AND BOARDING SCHOOL CONDUCTED BY THE
MARIST BROTHERS

**APPLICATIONS
ARE INVITED FOR THE
FOLLOWING POSITION:**

DIRECTOR OF STUDIES (7-12)

St Gregory's College, Campbelltown was established in 1926 and continues to provide excellent quality Catholic education in the Marist tradition to over 1200 day and boarding students across an expanding K-12 College.

About the Role

We are currently seeking a dynamic and energetic individual to join the College as a permanent full time Director of Studies.

The focus of this position is on the academic life of the students, including the design and delivery of the curriculum and other learning experiences and opportunities that lead to improved academic outcomes for all students. It requires close and frequent collaboration with the Director of Teaching and Learning and involves shared leadership of the KLA Coordinators, with a focus on their key role as leaders of learning through the curriculum, monitoring of academic progress and the quality of the educational program.

Full-time permanent position

Commencement date: January 2020

Applicants are required to provide mobile numbers for all referees

Closing Date for applications: 20 September 2019 (5.00pm)

For further information about the position, please refer to the employment section on the College Website. Enquiries may be directed to the College Principal on 02 4629 4125 including the details of the remuneration package.

Essential Criteria

- Demonstrate how you meet the Competencies in the Position Description
- Exceptional educator with a demonstrated passion for learning and teaching
- Adept at reflective practice and possessing a strong drive for continuous improvement
- Significant educational leadership experience as well as appropriate qualifications
- Excellent verbal and written communication skills
- Strong interpersonal skills
- A commitment to working collaboratively with all stakeholders.

How to Apply

Applications should be addressed to the College Principal, Mr Lee MacMaster.

Applications need to be sent to employment@stgregs.nsw.edu.au with the following

- Curriculum Vitae
- Cover letter which addresses the essential criteria
- A completed application form which is located on the College website www.stgregs.nsw.edu.au

Successful applications must comply with the NSW Child Protection Legislation.
St Gregory's College is an Equal Opportunity Employer



St Gregory's College Campbelltown
Position Description
Director of Studies

1. PURPOSE

As a Catholic school in the Marist tradition we work in the privileged ministry of education, in the spirit of our founder St Marcellin Champagnat and under the protection and guidance of Mary, the Mother of Jesus. As such, leaders in a Catholic school must be people of faith and love. This faith and love are searching, growing qualities lived within the context of a commitment to the Catholic Church of which the Catholic school is an integral entity.

The Director of Studies is a member of the College Leadership Team and directly responsible to the College Principal (K-12) for providing both strategic and operational leadership and direction to all endeavours directed towards student academic progress and improving the academic achievement of all students. The Director of Studies is responsible for sustained improvement in student engagement, motivation and educational outcomes across the senior school, by ensuring a strong and explicit focus on the academic tracking and progress for all students.

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The Director of Studies will be an exceptional educator with a demonstrated passion for learning and teaching, adept at reflective practice and possessing a strong drive for continuous improvement, the successful candidate will have a breadth of significant educational leadership experience as well as appropriate qualifications, excellent verbal and written communication skills, strong interpersonal skills and a commitment to working collaboratively with all stakeholders.

The Director of Studies will promote, support, develop and uphold the vision, charism and Catholic tradition in every aspect of College life, especially the particular Marist ethos and values. The Director of Studies is accountable for the key areas of responsibility in this position description, including those detailed in the Position Description for the Teacher at St Gregory's College.

2. COMPETENCIES

The Director of Studies will demonstrate the following key competencies:

- Spiritual and cultural leadership with staff, students and parents.
- Strategic analysis and thought leadership.
- Reflective practice and a strong drive and focus on continuous improvement.
- Innovative and evidence-based approaches to the leadership of the area of responsibility.
- Solidarity, confidentiality and public support and loyalty to the College Principal (K-12).
- Staff leadership through the development of individual and team capacity and capabilities.
- Strong interpersonal skills and a demonstrated commitment to working collaboratively.
- Excellent verbal and written communication skills.
- Breadth and depth of relevant and significant educational leadership experiences.
- Appropriate post graduate qualifications or the willingness to commit to further studies.
- Availability to and engagement with the various members of the College community.
- Compliance with all internal and external accountability processes, including the NSW Education Standards Authority, Marist Schools Australia and other regulatory bodies.

Assessment of these competencies will include:

- Commitment to Catholic education in the Marist tradition and a willingness to contribute fully to the life of the College.
- Proven experience and capacity to develop and prioritise annual improvement plans to deliver the strategic intent objectives in the College's *Future Directions* Plan.
- Demonstrated capacity to critique, interrogate and evaluate current approaches and practices towards learning, student academic progress and achievement.
- Design and delivery of evidence-based approaches to learning that are known to have the most impact on improving motivation, engagement with learning and student educational outcomes.
- Proven ability to work collaboratively and forthrightly with leadership peers and others towards common goals and strategies and displaying solidarity and loyalty to the Leadership Team.
- Building student capacity in a proactive manner to support improvements in motivation, engagement with learning and student learning outcomes.
- Proven track record of excellent interpersonal and conflict resolution skills which support and foster the values and traditions of the College.
- Demonstrated excellent verbal and written communication skills with a range of stakeholders.
- A range of previous educational leadership experiences aligned with student learning, tracking academic progress and academic achievement and a commitment to ongoing professional learning.
- Recent post graduate studies in educational leadership or another area related to student learning.
- Flexibility to work within a school environment, responding to additional needs, including out-of-hours events and meetings.
- Demonstrated ability to maintain currency and respond appropriately to regulatory and compliance issues.

3. TENURE

The initial contract is for a period of three years which may be renewed for a maximum period of a further three years upon the successful completion of performance reviews.

4. PERFORMANCE REVIEW

Performance reviews will include annual accountability measures based upon the achievement of agreed goals aligned with the College *Future Directions* Plan, the College *Leadership Framework* and identified annual priority areas. A substantive review will also be conducted within twelve months of the conclusion of the initial period of appointment and any subsequent appointment. The process for the performance review will be in accordance with College processes, determined by the College Principal (K-12).

5. TIME ALLOCATION

An appropriate time release allocation will be determined by the College Principal (K-12).

6. SALARY

In accordance with the NSW Catholic Independent Schools (Teachers - Model B) Multi Enterprise Agreement - Assistant Principals (Secondary).

7. SPECIAL REQUIREMENTS

The nature of the position and the College's requirements may require the incumbent to be available outside the normal working hours to fully participate in the life of the College or to accompany or represent the Principal, as required, including on weeknights and on weekends.

1. SPIRITUAL AND CULTURAL LEADERSHIP

All members of the College Leadership Team play a significant role in maintaining and enhancing the College's unique Catholic culture in the Marist tradition. This leadership includes:

- 1.1 Developing, promoting and protecting the College's vision, ethos and tradition in every aspect of College life.
- 1.2 Actively contributing to the faith development and faith formation and spiritual life of individuals and groups within the College community.
- 1.3 Creating a climate of care and hospitality with all branches of the College family.
- 1.4 Modelling the Gospel values of justice, reconciliation and hope in the work setting.
- 1.5 Encouraging the development of a social conscience which looks particularly to protecting the weak and marginalised in the community.

2. STRATEGIC ANALYSIS AND THOUGHT LEADERSHIP

- 2.1 Analyse and implement the vision, mission and strategic intent and objectives of the College as a faith-based learning community, as articulated through the *Future Directions* Plan.
- 2.2 Enable the College to respond quickly and decisively to changes in the educational and regulatory environment.
- 2.3 Contribute and participate in the processes of determining the annual improvement focus areas for the College and the annual improvement goals related to student learning and their academic achievement.
- 2.4 Provide informed advice to the College Principal (K-12) and other members of the Leadership Team about emerging trends and practices in respect to improving student learning, academic progress and academic achievement.

3. STAFF AND TEAM LEADERSHIP

- 3.1 Provide public support, loyalty and solidarity with the College Principal (K-12) and members of the Leadership Team.
- 3.2 Raise student academic issues as appropriate through the College Principal (K-12), Deputy Principal and other members of the Leadership Team.
- 3.3 Facilitate the effective and efficient flow of communication between the Leadership Team and members of staff, in particular the KLA Coordinators and other middle leaders with responsibility for student academic progress and achievement.
- 3.4 Meet regularly with direct reports to provide regular informal and formal feedback on the ongoing performance of their role and contribute to the performance reviews of staff accountable to this role.
- 3.5 Participate in appointment processes for teaching staff and leadership roles.
- 3.6 Co-chair the meetings of the KLA Coordinators with the Director of Teaching and Learning and provide a focus on professional learning opportunities for these leaders of learning, especially in core areas of responsibility such as student learning, academic progress and achievement.
- 3.7 Regular collaboration, communication, meetings and sharing of information with the Director of Teaching and Learning.

4 LEARNING DESIGN, DEVELOPMENT AND IMPLEMENTATION

- 4.1 In collaboration with the Director of Teaching and Learning, lead the development, implementation and evaluation of the College's Learning Framework.
- 4.2 Contribute to the effective implementation and regular evaluation of the effectiveness of the College's Learning Management System.
- 4.3 Oversee the development, delivery, learning and assessment of all courses offered at the College.
- 4.4 Provide leadership in curriculum design, development and implementation.
- 4.5 Work with teachers individually and in groups in the planning, delivery and assessment of the curriculum.
- 4.6 Support staff in the implementation of meaningful and rigorous assessment tasks.
- 4.7 Generate assessment handbooks and assessment calendars for each year group, in collaboration with the KLA Coordinators and Year Coordinators.
- 4.8 Develop and regularly review and evaluate College policies on assessment.

4.9 Coordinate student and parents information evenings and forums for curriculum-related matters.

5 STUDENT ACADEMIC PROGRESS AND ACHIEVEMENT

- 5.1 Support the development and effective implementation of the College's learning management system.
- 5.2 Coordinate the student course selection processes, in collaboration with the Careers Advisor and KLA Coordinators, and changes to student patterns of study.
- 5.3 Coordinate the College's *Academic Mentoring Program*.
- 5.4 Oversight of external learning programs, including Open High School, Distance Education and the EVET courses.
- 5.5 Lead the development of a sequential program of study skills across the College.
- 5.6 Collate and analyse external assessment data, including NAPLAN, PAT, PISA, ICAS and HSC and develop intervention plans in response to the data.
- 5.7 Oversight of the academic tracking processes for each student.
- 5.8 Oversight of the allocation of predicted ATARs for scholarship applications.
- 5.9 Coordinate student academic records in College databases.

6 OTHER DUTIES

- 6.1 Coordinate NAPLAN and other external assessments.
- 6.2 Coordinate the NESA Curriculum Registration and Accreditation procedures to ensure successful renewal of the College's registration and accreditation.
- 6.3 Oversight of the HSC examinations procedures, including the Disability Provisions and Illness and Misadventure, in accordance with NESA guidelines.
- 6.4 Manage the process of student absences from examination blocks.
- 6.5 Oversee arrangements with College academic scholarships.
- 6.6 Oversee the work of the Careers Advisor.
- 6.7 Act as the College's point of contact with NESA for all matters pertaining to curriculum and assessment.
- 6.8 Oversight of the operation of the College textbook scheme and associated procedures.
- 6.9 Manage the College reporting program.
- 6.10 Contribute to the co-curricular program, as agreed with the College Principal (K-12).
- 6.11 Teaching duties within your subject disciplines/s.
- 6.12 Any other duties as required by the College Principal (K-12).