



Director Staff

Position Description

Brigidine College inspires girls to value learning, to be true to themselves and to honour their spiritual heritage. It challenges young women to act in the world with strength and gentleness.

The College recognises the integral role played by the Director Staff in the life of the school. In appointment to the position, the Principal delegates the responsibility for leading and managing the staffing of the College in accordance with relevant industrial and other legislation, the professional development of staff and their welfare. The Director Staff is an outstanding leader who is able to guide and advise staff in their practice. They have professional and personal attributes that enable them to influence others to improve their practice. They successfully lead initiatives that make a positive contribution to the quality of their school and professional community. The Director Staff has the ability to provide strategic direction and support a multi-faceted team.

Reports to: Principal

MISSION

The Director Staff will demonstrate commitment to the Catholic ethos and spiritual life of the College by

- participating in the liturgical life of the College and supporting the religious rites and practices of the Catholic faith
- supporting the Brigidine tradition and heritage in the daily life of the College
- leading and mentoring staff in the College mission and vision.

DIRECTOR STAFF

The Director Staff will demonstrate leadership to the staff of the College through

- developing collegial and professional practice and process
- effective community and team building skills
- staff selection that promotes the College as a place of exemplary quality in teaching and learning
- professional learning and appraisal processes
- encouraging a sense of collaboration among all staff
- encouraging a climate of excellence that fosters best practice
- commitment to perform any duties as reasonably and legally required by the Principal

Key Areas of Responsibility

1. Staff Support, Induction, Mentoring and Teacher Accreditation

- providing a receptive and confidential environment for staff members who wish to discuss aspects of their professional lives and personal lives where the personal impacts on their professional duties
- oversight and management, together with the Leadership team, of the Staff Induction process including the mentoring of new staff
- oversight and management of the accreditation of all teachers with NESA in accordance with legislative requirements
- mentoring and supporting Proficient teachers to maintain their accreditation through professional practice and learning aligned to the Australian Professional Standards for Teachers
- mentoring beginning teachers and oversight and support of their progression of accreditation from Conditional/Provisional to Proficient teacher, working together with the relevant Head of Department
- advising and assisting teaching staff in becoming accredited through ISTAA/NESA for higher levels of accreditation (Experienced, HAT/Lead)
- assisting staff in identifying and fulfilling Professional Learning Plans aligned with their appraisal
- liaising with relevant Universities regarding Pre-Service Teachers and, together with the supervising teacher, oversee Pre-Service Teachers during Practicum periods

2. Recruitment and Employment

- oversight and management of the recruitment/employment process
- liaising with the Principal and the Business Manager, and broader Leadership team, to ensure that staff recruitment is in accordance with College needs
- liaising with the Director Administration to ensure the appropriate staffing of the teaching and learning needs of the College in relation to casual and short-term contract teaching staff
- contributing to the Timetable Committee to ensure staffing needs are met
- liaising with the relevant personnel on the employment of coaches, instructors or similar and the relationship of the College with external providers, such as peripatetic staff and volunteers, ensuring that all compliance is addressed

3. Staff Performance

- liaising with the Leadership team on all staff management issues
- managing and reviewing Staff Appraisal, ensuring that all staff are reviewed on an annual basis or as per the program designed in conjunction with the Leadership Team
- working with the Principal to manage any complaints and grievances from or impacting staff
- working with the Principal to manage Performance Improvement processes for individual staff identified as needing a formal process, ensuring due process for all concerned

4. Risk and Compliance

- liaising with the Principal and relevant Heads of departments on consideration of leave requests, ensuring the entitlements of the MEA are understood
- working with Finance, and in particular the Payroll Office, to manage changing staffing information, CONNX for leave processes, FTE reporting and contributing to any other reporting requirements to meet the College's obligations e.g. WGEA report
- working with the staff and Finance to ensure the College supports and meets its obligations to Safe Work and the College insurer for Workplace Injury claims and Return to Work processes
- overseeing day to day operational risk by working with the Leadership Team and the Risk and Compliance Officer

The Director Staff will demonstrate leadership and collaboration through

- liaising with the IT Manager and Finance and Business Managers to ensure that HR software is commensurate with College requirements
- developing and implementing a College employment/recruitment policy including ensuring that Working With Children and NESAC accreditation are checked as per legislation prior to the commencement of employment and that contracts align with best practice
- developing and implementing, together with the Risk and Compliance Officer, any relevant policies impacting WHS and staff

- ensuring staff training is scheduled on areas of compliance, including Child Protection and Duty of Care – through online courses and face to face whole staff development and with the assistance of relevant members of the Leadership Team
- engaging in effective succession planning
- ensuring all appropriate employee data is compiled in accordance with statutory requirements and that comprehensive personnel files are maintained
- assisting the Principal and Leadership Team in implementing effective and transparent procedures for the selection of new staff
- working with Finance to ensure that staff employment information is utilised with maximum effectiveness, accuracy and in accordance with privacy legislation
- advising the Leadership Team and Finance on all Human Resource and Industrial Relations issues, including the interpretation and application of awards and other industrial instruments
- assisting the Principal in her dealings with Staff Unions and other representative groups
- liaising with the Business Manager, Property Manager and the Risk and Compliance Officer, in matters of day to day operational risk, to ensure that the College complies with regulatory requirements in regard to the provision of a safe workplace and a professional work environment and that the College implements appropriate Workplace Health and Safety Policy and Procedures
- advising the Principal on Workers Compensation and Return to Work matters
- liaising, as required, with the Catholic Employment Relations, the Association of Independent Schools, the College solicitors and other sources of Industrial and Human Resource Management information services, including the contribution to negotiation and implementation of Enterprise Agreements.

Professional Knowledge and Engagement

The Director Staff will engage in professional learning and reflection by

- knowing and understanding the Australian Professional Standards of Teaching and key educational documents to evaluate regularly their professional knowledge, practice and engagement in their work with teaching staff
- ensuring current knowledge of employment relations legislation and best practice
- ensuring current knowledge and best practice in Safe Work and WHS legislation and standards

- engagement with relevant networks for HR and Accreditation
- using critical assessment and feedback from a range of sources, including colleagues
- identifying and participating in research-based professional learning.

They will support the acquisition of new knowledge and skills.

The Director Staff will contribute to the College and professional community through

- interpreting and implementing the College Mission and Code of Conduct and participating in the development of policies for members of the school community
- guiding colleagues to understand and comply with regulations
- initiating activities to develop collaborative working practices to enhance student learning and wellbeing
- understanding and responding to administrative, organisational and professional responsibilities
- initiating school approaches that provide opportunities for respectful and collaborative relationships
- fostering development of professional learning communities, including networks and associations.

**Teaching and Learning (*if relevant to the qualifications of Director Staff)
Professional Knowledge**

The Director Staff will demonstrate expert understanding of pedagogy by knowing

- the importance of having a thorough theoretical and practical knowledge of how students' backgrounds impact on learning
- how to evaluate current research about how students learn and how to apply this research to their teaching
- how to identify students operating at different stages
- valid and reliable strategies to measure each student's current level of proficiency in the subject/s being taught
- the theoretical and practical knowledge basis of how students develop literacy and numeracy
- a range of strategies for determining the interests and learning needs of students, including the needs of gifted and talented students and those with disabilities and disadvantage.

They will work with their colleagues to promote sharing of this knowledge and understanding, initiated activities, construct programs and support their colleagues through change.

The Principal reserves the right to allocate a teaching load of approximately 0.2. If this occurs, this role description is to be read in conjunction with that of Teacher.

Director Staff

Key Challenges:

- Balance demands on time – personally and professionally
- Work within the context of the whole school community
- Keep up to date in terms of staff services
- Take part in College sub committees to broaden experiences
- Develop and review personal professional goals

Key Outputs:

- Staff recruitment and selection
- Staff induction, appraisal and professional learning
- Ensuring legislative requirements are met
- Ongoing reflection and evaluation of effectiveness of practice and process
- Meeting of timelines
- Appropriate interactions at Parent/Teacher days, Information nights, Staff Meetings
- Student, staff and parent enquiries managed appropriately

Experience and Qualification Requirements:

- Appropriate and relevant Tertiary qualifications
- Demonstrated effective secondary teaching experience or equivalent (* if a teacher)
- Evidence of experience and effectiveness as a leader and as an educator (as appropriate)
- Evidence of informal and formal professional development (e.g. post graduate study)
- Evidence of participation in relevant networks and professional associations
- Understanding and application of industrial awards, enterprise agreements and issues
- Ability to plan, develop and deliver effective programs
- Ability to effectively manage staff, students and parents

Relationships:

- Principal – reports regularly
- Leadership Team – liaises regularly on staffing and risk issues as relevant
- Director Administration – casual recruitment and overall day to day staff welfare
- Finance Office – recruitment processes and procedures
- Principal and other Leadership Team – working within broader College context
- Risk and Compliance Officer – for oversight of day to day, organisational risk management
- Staff – overseeing and providing guidance on a daily basis and as required on staff welfare and industrial matters
- Board Risk Committee
- WHS Committee
- External Bodies, including CER, AIS, etc as required