

Head of Campus

POSITION DESCRIPTION



Reporting to:	Principal
Teaching:	Ongoing
Employment Fraction:	Full-time
Teaching Fraction:	0.1
Leadership Time Release:	0.9 plus Homeroom or equivalent
Leadership Tenure:	5 years (or as otherwise specified)
Campus Location:	As allocated
Salary:	To be negotiated
Prepared:	March 2024

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have 1,428 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Currently numbering 840 students, it will ultimately have an enrolment of 1,596 from Prep to Year 12. At Donnybrook, the Secondary school commenced last year so now has 280 Year 7 and 8 students. Each year as additional classes and year levels are added, it will progress to offer Year 12 in 2028.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually 588 students.

This year, the school has 2,670 students and employs 288 staff - 193 teaching and 95 non-teaching. Currently, the student enrolment at each campus is at Mt Ridley 1,418, Donnybrook 860 and Kalkallo 392.

The school is on a growth trajectory and in 2025 is projected to increase to 2,912 students (Mt Ridley 1,428, Donnybrook 1,008 & Kalkallo 476) and ultimately have some 3,612 students (Mt Ridley 1,428, Donnybrook 1,596 and Kalkallo 588) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

The Head of Campus leads the three critical school functions: operations, the teaching and learning program, and student and staff wellbeing. They will inspire, guide, model, and lead excellence to develop a strong and visionary learning culture. With knowledge of contemporary pedagogy and student wellbeing practices, the Head of Campus will create a safe, stimulating, and challenging environment, whilst promoting the School's philosophy, policies and procedures.

The Head of Campus is responsible for the management and professional leadership of the campus on a day-to-day basis, ensuring delivery of the School's educational programs with a focus on student wellbeing, the implementation of the School's policies and initiatives, along with the provision of pastoral care.

The role of the Head of Campus is to work collaboratively with other members of the Campus Leadership Team to inspire a sense of purpose and direction through leading the implementation of the strategic agenda of the School in line with its Vision, Goals and Values. The Head of Campus has a significant responsibility to be a leader to define and create a positive culture with staff and students with the School's Strategic Plan, '*Shaping our Future*' as the framework. The Head of Campus as a member of the Senior Leadership Team and Chair of the Campus Leadership Team, will effectively develop and manage staff and the day-to-day operations of their campus.

The Head of Campus creates and promotes a positive, dynamic, and inclusive culture that builds capacity in all, to grow and aspire for excellence. They work proactively and collaboratively, in partnership with colleagues, families and other key stakeholders, to maximise inclusive, personalised learning opportunities for every student. They encourage and practise open communication as well as transparent and effective decision-making in implementing change.

The Head of Campus proactively contributes to School and campus-based strategies for marketing, including professional networking, opportunities for local school partnerships, promotional opportunities, and an effective social media strategy, ensuring the message is consistent with the School Mission and clearly and professionally articulated.

Reporting to the Principal, the Head of Campus represents the Senior Leadership Team as the most senior position on campus with the direct responsibility for the site's daily operations. As such, they will play an active role in the development and implementation of the current and future strategies and objectives and be accountable for success as it relates to campus goals.

The Head of Campus will encourage and maintain the growth of a high-performance culture of continuous improvement and individual excellence. They will promote teaching and learning as the core business of the School, facilitating and fostering a positive and productive learning climate for staff and students. They will implement quality assurance processes to ensure the effective and efficient operation of the Campus.

The Head of Campus supports and promotes the School's child safety culture. Under the direction of the Deputy Principal, they develop and enact approaches to embed a culture of child safety, monitor performance of individuals in their charge for achieving the strategies, inform the school community about the strategies, and allocated roles and responsibilities within their area; and periodically review the effectiveness of the strategies and revise as required.

Nature of the Position

Upon commencement, the position will be based at one of the campuses as described in the employment contract with intercampus travel in their private vehicle an ongoing requirement. In the future there may be the requirement to perform part or all of this role at other locations.

It is inherent within the role and incorporated into the leadership time release, that the Head of Campus will operate outside the regular school hours to attend and manage meetings, activities, and events. Hence, they will be required to work before and after school, during term breaks and on weekends, as necessary. All paid and unpaid leave must be taken during non-term weeks.

Reports

The Head of Campus must ensure that regular, timely and comprehensive feedback relating to any aspect of the Campus' operations is communicated with the Principal, or Deputy Principal. The Head of Campus role and the relationship with the Principal is central to providing an environment that is positive, safe and culturally aligned with the School's values and philosophy.

The Head of Campus reports to the Principal and works in close association with the Deputy Principal and Business Manager. They are permanent members of the Senior Leadership Team and have as colleagues two other Heads of Campus with similar goals and responsibilities, and three Directors comprising Human Resources, Student Wellbeing and Teaching and Learning. They have as significant direct reports* two Heads of Section, the Head of Primary and Head of Secondary and have a Personal Assistant to provide administrative support in the performance of their duties. (* see Variations to the Role below)

Variations to the Role

This section concerns only the arrangement at the **Kalkallo campus** and is not applicable to the other campuses.

As the Kalkallo campus has only one section, a Primary school, and does not have a Secondary school, the arrangement for the Head of Campus is unique to the other campuses. In that, the positions of the Head of Campus (Kalkallo) and Head of Section - Primary (Kalkallo) are held by the same person. That person will fulfill the duties of both position descriptions and will have a different campus organisational structure.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of Campus is responsible for exemplary leadership of their campus and its conduct and management within the broader school context. Pertaining to their area of responsibility, this includes:

Student Wellbeing

- Creating a culture which is safe, secure, and enjoyable for students
- Leading a caring, inclusive, and engaging student pastoral care program that enhances student wellbeing and building quality relationships that inspire personal growth and success within a Christian ethos
- Providing direction and support to Heads of Sections in managing student conduct, maintaining high standards and promoting excellence
- Managing student behaviour, maintaining high standards and promoting excellence
- Managing First Aid and all provisions offered through this service

Teaching and Learning

- Driving innovation and development in teaching and learning to maximise student engagement, motivation and achievement
- Developing staff in contemporary teaching practice within a culture of high expectation and professional excellence
- In conjunction with the Director Human Resources and Director of Teaching and Learning, overseeing the professional conduct of staff including development, appraisal, and mentoring
- Supporting the Director of Teaching and Learning and Heads of Teaching and Learning in the management and delivery of the Learning Enhancement program

Staff

- Establishing a caring and collegial culture, and a stimulating opportunity-rich workplace
- In conjunction with the Director of Human Resources, addressing matters pertaining to staff performance and conduct, in accordance with school policies, procedures and values
- Managing the process for the selection and appointment of staff as required
- Overseeing the onboarding of new staff to the Campus including fit out with corporate attire and ICT needs
- Overseeing the day-to-day responsibilities and engagement of the Campus Chaplain including the pastoral and spiritual care of students and staff, Chapel Services and any teaching responsibilities
- Promulgating and promoting key objectives to all staff, ensuring that there is understanding, engagement and participation at all levels
- Managing FTE within approved workforce planning levels, and the associated budget

Parents

- Forming the strongest of connections with parents to promote positive collaborative relationships through regular, relevant, and comprehensive communication
- Overseeing the consultation and complaint resolution processes regarding student wellbeing and behaviour or any other matters raised by parents which may affect the operations and management of the Campus.
- Dealing with parent concerns with empathy, with a solution-focused approach and responding in a timely manner to parent communications
- Promoting a positive image, projecting an assured personal role model, and exemplifying the School's values
- Maintaining a strong presence in the parent community by acting as an ambassador of the School at key events

Community

- Leading community relations activities and communication including promotion of the Campus
- Seeking opportunities to implement campus-based strategies to encourage engagement, collaboration, and partnerships with likeminded community agencies and organisations in areas such as sharing expertise, resources, research and fundraising
- Facilitating co-curricular activities, intra-school events and other extracurricular undertakings
- Promoting and encouraging an active Parents and Friends Association and supporting community building activities

Leading

- Coordinating campus meetings, or events involving campus staff and/or students
- Ensuring the Campus emergency management is comprehensive, up-to-date, and practised; and it conforms to the school-wide approach
- Liaising with the Deputy Principal, other Heads of Campus, and other leaders to ensure leadership efforts across campuses are consistent, transparent and in line with school values.
- Overseeing the development and delivery of Campus operational plans, by designing and operating robust performance management and reporting processes and intervening personally where necessary to ensure Campus operational performance risks are anticipated and addressed.
- Leading the investigation and implementation of Campus and Cross-campus initiatives to leverage operational improvement.
- Developing and implementing strategic, sustainable leadership and evidence-based decision making, and effective role modelling
- Inspiring and engaging teaching staff to provide high quality and holistic education.
- Developing, recommending, implementing, and monitoring quality assurance processes
- Ensuring all Campus programs and initiatives are offered to the highest standard according to best practice.
- Building the campus leadership capability and a collegiate, aligned campus leadership team
- Chairing and co-ordinating the Campus Leadership Team
- Managing the Campus budget and allocation of its resources to school activities.
- Establishing and enhancing systems and structures with a focus on risk and compliance that ensure the effective ongoing management and development of each section.

Infrastructure & Development, and other

- Ensuring the Campus is a safe place for learning and work, and that staff and students comply with Occupational Health & Safety standards, the School's policies and procedures
- Actively taking a role in the planning and development of the capital works program for their campus, and contributing to school master planning
- Ensuring the ongoing campus implementation of school-wide ICT systems to bring about greater efficiency and the effective use of system features.
- Providing direction and operational support to the campus Bus Coordinator and respond to public and school operated transport matters as required
- Controlling the Campuses physical and financial assets in conjunction with the Deputy Principal, Business Manager and Finance Manager
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal.

Qualifications, Skills and Experience:

Essential

- Current or recent and exceptional senior leadership experience in education
- Demonstrated knowledge of how students learn, the progression of learning across the curriculum and the ability to plan for improved student learning at the universal, targeted and intensive levels.
- Demonstrated ability to assess, provide feedback and report on performance.
- Demonstrated capacity to lead evidence-based teacher practice to improve performance.
- Demonstrated commitment to achieving excellence in education, the communication of an educational vision, and passion for the development of an educational approach that meets the needs of all students
- Proven capacity to lead, motivate and inspire teachers to learn and to lead learning, bringing vision to life and encouraging a culture of innovation, professionalism, diversity and collaboration
- Demonstrated capacity to establish inclusive learning environments that meet the needs of students from different linguistic, cultural, religious and socio-economic backgrounds.
- Proven ability to research, think, strategise and plan, form and carry out action plans, and evaluate outcomes
- Proven ability to effectively lead a team of staff in the development, implementation, delivery, and evaluation of school programs
- Post graduate qualifications in educational leadership
- Current registration, or immediate eligibility for registration with the Victorian Institute of Teaching

Desirable

- Involvement in professional communities

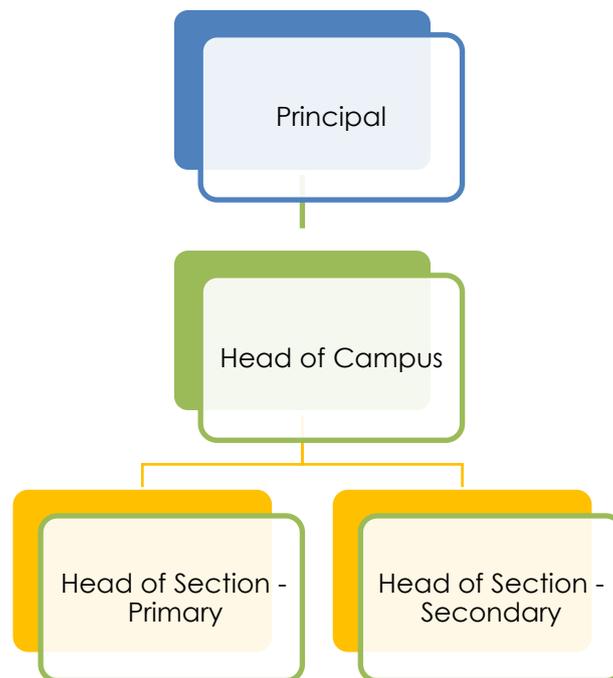
Personal Qualities

- Outstanding leadership skills underpinned by a high-level of emotional intelligence
- Open, collegial, values driven and consultative style that combines a disposition towards distributed leadership with a willingness to lead from the front
- Outstanding written, verbal, and interpersonal communication skills to build relationships with key stakeholders
- Ability to motivate staff and influence student learning outcomes
- Strong facilitation, mediation, and conflict/dispute resolution skills
- Commitment to professional learning and continuous improvement
- Outstanding organisational skills, planning, analytical and strategic thinking capabilities
- High-level emotional intelligence and disposition that demonstrates a loving concern for the wellbeing of others
- A resourceful team member able to operate in a mentoring, collaborative, and inclusive manner
- Sound financial management and budgeting skills
- Personal sense of initiative, enthusiasm, and high energy

Key Selection Criteria:

1. Demonstrated senior leadership experience as evidenced by successful managerial achievements and outcomes.
2. Ability to effectively lead a team of staff in the development, implementation, delivery, and evaluation of school programs. In particular, in the introduction of new initiatives.
3. Far-reaching understanding of Primary/Secondary level education; including pastoral care, pedagogy, student learning, and co-curricular and curriculum development.

This Position Description may be altered from time to time to meet the operational needs of the School.



The above organisational chart shows only those positions immediately connected to the role.