



HEAD OF CAMPUS - SUNBURY

Position Description

Main Purpose

The Head of Campus is a senior leadership position, providing educational and professional leadership to St Mary's College for the deaf staff and students. A key function of the Head of Campus role is maintaining a productive, effective and positive relationship between St Mary's College and Salesian College Sunbury.

Organisational Relationships

The Head of Campus is responsible to the St Mary's College Principal.

Tenure: 3 years

Resource Allocation

- Position of Leadership: 3
- Time Release: Additional 8 - 16 hours depending on campus enrolments

Key Responsibilities

1. Leading of St Mary's culture as a learning community at a designated campus, most fundamentally in enhancing students' learning opportunities and outcomes in line with the school's vision and mission.
2. As part of the leadership team, set, implement and evaluate the School Improvement Plan and Annual Action Plan.
3. Leading colleagues in the selection and development of evidence-based teaching strategies that address the implications of hearing loss on students' physical, social, emotional and cognitive development in order to improve learning effectiveness.
4. Lead and support colleagues in the use of assistive technology to facilitate access to the partner school curriculum.
5. Model exemplary behaviour and exercise informed judgement in working with partner school staff including ensuring critical student information is shared in a timely and effective manner.
6. Modelling and promoting a Catholic perspective within the College and partner school community.

Role

- a. Leading a St Mary's PLC in implementing assessments, collecting data and utilising evidence-based knowledge to inform and plan differentiated teaching strategies.
- b. Leading St Mary's teachers in the planning and implementation of personal learning plans containing measurable goals to be incorporated into teaching interventions and student learning programs.
- c. Facilitating quarterly child-centred PSGs that empower families and focus on the whole educational experience.
- d. Representing and positively promoting the College by maintaining frequent and effective communication with staff within the partner school, parents, Australian Hearing, Cochlear Implant Clinic and other agencies that interact with the campus.
- e. Managing campus operations including timetabling and daily organisation of staff and programs.
- f. Being responsive to the pastoral care needs of the students and their families and implementation of the Positive Behaviour for Learning (PBL) framework.
- g. Developing and reviewing the St Mary's College and partner school operations manual.
- h. As part of the leadership team, evaluating and revising reporting accountability.
- i. Mentoring support to scholarship recipients and Teacher of the Deaf post graduate students.

Key Selection Criteria

SC1 Commitment to the Catholic ethos of the College

SC2 Demonstrated outstanding classroom teaching skills and the capacity to model and mentor colleagues in continually improving teaching, learning and assessment practices.

SC3 A highly developed capacity to motivate staff, develop their talents and build an effective team.

SC4 Demonstrated high-level interpersonal skills including the ability to liaise effectively with a wide range of people within the education community and beyond regarding modified educational programs and other complex matters.

SC5 Ability to successfully monitor and assess student learning data at the individual, cohort and whole school level and to use this data to initiate, plan and implement programs in order to enhance the provision of a comprehensive curriculum to promote learning for deaf and hard of hearing students.

Who May Apply

Teachers currently holding full registration with the Victorian Institute of Teaching and qualified to teach and have demonstrated experience as specified for the position. Teachers with specialist expertise and qualifications in leadership or Deaf Education is desirable.

Remuneration: \$107,642 (plus ability to salary package up to \$15,900 per year without paying FBT).
Current as of June 2018