



## POSITION DESCRIPTION

<b>Title:</b>	<b>Head of Operations (Burke Hall)</b>
<b>Department:</b>	College Staff
<b>Location:</b>	Burke Hall (Junior) Campus

### Our Intent

Xavier College aspires to be world-class in all that we do. We strive to form exceptional graduates through inspiring learning experiences and our distinct Jesuit character. The individual is expected to align their actions and leadership with the Intent, our Graduate qualities and the Pillars in the Xavier College Strategic Plan **XC150**.

### Our Position

The Head of Operations (Burke Hall) will make a significant contribution to an aspirational and rigorous culture of educational and operational excellence at Xavier through their leadership offered to students, parents and all educators engaged with the Burke Hall (Junior) campus and works in partnership with the Director of Campus (Burke Hall) and other members of the Burke Hall Leadership team.

The Head of Operations reports to the Director of Burke Hall and holds a key responsibility for the overall effectiveness of the operations of the campus, mindful of the academic, pastoral and spiritual wellbeing of the students and staff. The role requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality in personal engagement and the formation of positive relationships with students, staff and parents is essential.

The Head of Operations will work constructively with the Burke Hall Leadership to ensure an aspirational, positive and relational culture is maintained across the Burke Hall (Junior) campus. This culture is centred in the understanding of *cura personalis* – the care of the individual – and the wider values and characteristics of Jesuit education. It is driven by the desire to promote rigorous standards of educational and operational excellence, and is especially attentive to all matters of child safety.

The Head of Operations provides an important intersection on the Burke Hall Campus between all aspects of learning and the holistic educational programs of the College with an attentiveness to pastoral care and wellbeing. The role supports positive interactions between colleagues, giving particular attention to the Heads of Early Years and Middle Years, the Heads of Learning Areas, the Year Coordinators and the Head of Faith and Service.

## Core Duties and Responsibilities

The Head of Operations (Burke Hall) will:

- oversee and assist with the effective administration of the general coordination of day-to-day campus activities including:
  - staff absences and relief staff
  - extras and substitutions
  - daily rosters of teacher's duties
- implement effective processes for communication of general information on day-to-day operational issues across the campus including:
  - daily notices for staff and students, as applicable
  - weekly Leadership Team briefing
  - meeting schedules
  - room allocations
- ensure the effective operation of staff morning prayer and briefing
- ensure that an effective daily Roll Marking System is in operation throughout the campus and liaise with the Head of Middle Years and Head of Early Years
- ensure effective procedures and processes for the induction of new staff at the campus
- maintain the College and Campus calendar, including term and semester planners, in collaboration with the Burke Hall Leadership team
- manage effective procedures for excursions, including interstate and overseas trips
- liaise with the Head of Middle Years Learning regarding the annual allocation of teachers to classes
- work with the Director of Campus in the development of the campus timetable, including room allocations
- oversee the development of the campus timetable with the campus Timetabler/Daily Organiser
- work with the Head of College Administration (Senior Campus), in conjunction with the Head of Administration (Senior Campus) and the Dean of Operations (Kostka Hall), on the development of the College calendar, College events and the timetable
- oversee and coordinate campus events
- assist the Facility Coordinator in their chairing of the campus Occupational Health and Safety Committee
- allocate and monitor student lockers in conjunction with the Head of Middle Years
- organise the annual Awards Night and Award Presentation, in collaboration with the Facility Coordinator and Burke Hall Leadership team
- ensure the effective organisation of all campus internal and external testing programs
- manage the practicum visits of student teachers
- contribute regularly to the campus Newsletter
- maintain petty cash requirements for the campus
- when requested, act on behalf of the Director of Campus (Burke Hall)

## Leadership through Our Pillars

Our Intent is developed through seven Pillars: Our Jesuit Identity, Our Inspiring Learning, Our Student Life, Our Xavier Family, Our Professional Expertise, Our Operational Excellence, and Our Global Engagement. Each have core Values and Priorities that direct and drive our ongoing actions. It is essential that these actions demonstrate alignment across the College, and that individual actions similarly align with values and priorities and identified actions across each of the Pillars.

### **Our Jesuit Identity**

As a delegated leader, the Head of Operations (Burke Hall) will:

- be inspired at all times by the highest Ignatian ideals of companionship and collegiality, of being men and women for and with others and who desire to make a positive difference in the world
- will be discerning and reflective, deeply committed to the ongoing exploration of their own spirituality, in order to accompany staff and students at the College on their holistic journey
- will promote and protect the Ignatian beliefs, Jesuit ethos and Jesuit educational tradition in every aspect of College life, ensuring they are acknowledged, articulated and developed among the whole Xavier Family.

### **Our Inspiring Learning**

As a delegated leader, the Head of Operations (Burke Hall) will:

- promote the efficacy of all educators and their role in the mission of the holistic education of students at the College
- liaise on a regular basis with the Director of Campus so as to fully appreciate the educational objectives and needs of the College and its respective elements
- be conversant with current curriculum issues and future curriculum development, especially as it pertains to effective teaching and learning practices and support structures.

### **Our Student Life**

As a delegated leader, the Head of Operations (Burke Hall) will:

- model their leadership on the ASPIRE Qualities of the College, with a deep sense of how staff actions are oriented for the good of student outcomes
- support the application of student pastoral care and *cura personalis* from an operational and strategic perspective
- support those charged with the delivery of pastoral care in undertaking these responsibilities, especially through the adept undertaking of events and activities.

### **Our Xavier Family**

As a delegated leader, the Head of Operations (Burke Hall) will:

- be responsive to parent needs through the evaluation of their views and the implementation of effective communications strategies
- be responsible for providing strong leadership and direction by contributing to a passionate educational community that aspires to achieve excellence through continual improvement in all aspects of school life
- assist the Director of Campus (Burke Hall) in offering effective planning and communication of significant College events and activities relevant to the Burke Hall (Junior) campus.

### **Our Professional Expertise**

As a delegated leader, the Head of Operations (Burke Hall) will:

- model effective Ignatian leadership and the Xavier Leadership Traits, with fellow leaders and in all engagements with all members of the Xavier Family
- take a particular interest in the professional growth and performance of all staff, assisting with staff appraisals/reviews, as required and in conjunction with the professional growth model of the College
- support fellow leaders to ensure that there is effective and proactive levels of support for staff, thereby contributing to an excellent staff culture.

### **Our Operational Excellence**

As a delegated leader, the Head of Operations (Burke Hall) will:

- effectively liaise with the Director of Campus (Burke Hall) and other colleagues to oversee the construction and implementation of College activities and events in Burke Hall (Junior) campus in order to maintain and lead an excellent standard of delivery
- ensure the appropriate College strategic planning and evaluation of events and systems in the Burke Hall (Junior) campus
- ensure that events and activities undertaken by students and staff in the Burke Hall (Junior) campus are conducted with an understanding of excellence and commensurate performance measures and outcomes.

### **Our Global Engagement**

As a delegated leader, the Head of Operations (Burke Hall) will:

- consider and promote valuable learning and operational linkages across national and international domains
- effectively support the Head of Expeditions and other staff charged with engaging in national and international domains, with particular attention to process, operations, risk and documentation
- engage with Jesuit education networks including “Educate Magis”.

### **Our Xavier Leadership Traits**

As a senior leader of the College, the Head of Operations (Burke Hall) should consistently display effective leadership traits. At Xavier, we identify the value and importance of:

- competence, conscience, compassion and commitment
- those we serve
- respectful, divergent thinking
- ideas and innovation
- leading high standards
- collaboration and collegiality
- openness, trust and ownership
- process, solutions and outcomes
- stewardship and sustainability
- the pursuit of the possible

### **Our Attitudes and Habits as Educators at Xavier**

In alignment with the Ignatian profile of an educator in a Jesuit school, Xavier College has identified complimentary attitudes and habits that are essential attributes for educators at Xavier. The College recognises the power and critical need for individuality and diverse gifts among its members, as well as the similar requirement for an alignment in attitude and habit that are necessary for effective teamwork and alignment.

As a senior leader at the College, these attitudes and habits should be:

- consistently demonstrated and modelled in all areas of endeavour
- used to positively inform the consistent practice and standards of all educators at the College.

An educator at Xavier College:

- clearly models the Xavier ASPIRE Graduate qualities through teaching and personal actions
- demonstrably values competence and skill in the art of teaching or area of service/work, performing at or beyond a 'highly accomplished' level (or equivalent) in the national teaching and leadership standards
- demonstrates active reflection in personal practice by engaging in and being responsive to professional feedback and conversations that are performance and growth oriented
- values all aspects of the role equally, seeking to meaningfully attend to tasks through competent commitment that attests to quality outcomes and performance
- conducts themselves with a clear intent to model and uphold Gospel values and Ignatius' understanding of generosity
- values solving problems more than identifying them, and the collaborative and creative generation of thoughtful ideas, thereby positively contributing to all areas of College life
- seeks alignment and collaboration in professional activities, through respectful and empathic conversation and the desire to act for and with others
- is honest, trustworthy and companionable, acting with integrity in supporting others and treating all with respect
- works to identify and develop the inner potential, capacity and self-worth of every student and colleague
- understands and fosters the strategic vision of the College, as well as the holistic view of education in a Jesuit school.

### **Selection Criteria**

- A commitment to educating children in Catholic Faith and Identity in a Jesuit school
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Exceptional organisational, administrative and operational skills
- Demonstrated positive approach to change and to strategic planning and implementation
- Demonstrated generous commitment to the holistic education of children
- Demonstrated knowledge of, adherence to and leadership for child safety, the Child Safe Standards and an exceptional culture of child safety
- Proven capacity to lead staff and a willingness to continually develop in this area
- Well-developed people management skills coupled with strong communication and interpersonal skills, especially for the benefit of students, staff and parents
- Ability to work in a dynamic environment that requires self-direction, team-orientation and the ability to effectively handle pressure in a manner consistent with Ignatian values
- Theoretical and practical knowledge of current educational trends in teaching and learning
- Ability to develop, cultivate and maintain professional relationships with staff and in the wider school community
- An excellent classroom practitioner

## Compliance Requirements

- Victorian Institute of Teaching (VIT) Profession Code of Conduct
- Australian Childhood Foundation “Safeguarding Children” online module
- DET Mandatory Reporting and Other Obligations Training (annual update)
- Province Code of Conduct and acceptance of the Code (on appointment)
- Disability Standards for Education (DSE) online modules
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## Other Duties

The nature of the position is such that the Head of Operations (Burke Hall) will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Head of Operations (Burke Hall) may also be asked to undertake other leadership responsibilities as directed by the Director of Burke Hall or the Principal.

## Terms and Conditions

<b>Reporting Line:</b>	Director of Campus (Burke Hall) with a close working relationship with the Head of College Administration All staff are responsible to the Principal and Rector
<b>Tenure:</b>	2021-2023
<b>Review:</b>	Yearly professional growth objectives and review
<b>Location:</b>	Burke Hall (Junior) Campus, Kew

All other terms and conditions as per the Xavier College Enterprise Agreement 2016.