



POSITION DESCRIPTION

Title:	Assistant to Leadership Team
Department:	Administration
Location:	Burke Hall Campus

Our Intent

Xavier College aspires 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 role of Assistant to the Leadership Team is to provide administrative support to the Dean of Middle Years, the Head of Middle Years Learning, and the Dean of Faith & Service.

A high level of professionalism and confidentiality is expected in carrying out this senior role in the College. You will be required to be fully aware and accepting of the College's Child Protection & Safety Program and ensure the wellbeing and protection of every child in our care.

In this regard, the Assistant to the Leadership Team offers positive leadership across the campus, supporting the characteristics of Jesuit Education through their manner and personal concern for the care of each individual on the campus and across the Xavier Family. The Assistant to the Leadership Team understands their important contribution to the College's Intent and educational mission, and with this, the care and safety of all students in accord with the highest standards of child safety and upholding an exceptional child safe culture at the College.

Core Duties and Responsibilities

The Assistant to the Leadership Team will:

- assist the Head of Middle Years Learning in all aspects of the organisation of NAPLAN for Year 3, Year 5, Year 7 including preparation, dissemination and coordination of the formatting and printing of exams through to collating and posting of NAPLAN results to parents and the uploading of results for each student
- prepare and keep up to date lists of Heads of Learning Areas (HoLAs) / Learning Coordinators, and update each term
- Academic Assessments (current and future students) – assist with organising all aspects of PAT testing for Foundation to Year 8 including populating student lists for OARS, room allocations, collating and printing results, posting results to parents and uploading data to our analysis package
- be required to comply with the quality assurance policies and procedures, and other relevant legislative policy requirements applicable to the College
- Manage the workflow for members of the Leadership Team
- Management of the diaries of the Leadership Team members, including monitoring meetings and other activities to maintain daily schedules
- Arrange confidential staff, student and parent interviews for the members of the Leadership Team
- Greet visitors on behalf of the Members of the Leadership Team
- Filter and manage information and correspondence to and from the Leadership Team members and redirect information or correspondence to staff, where appropriate, including bulk communications to the College community
- Liaise with the members of the Leadership Team and other staff to organise Staff Meetings and agendas
- Organise administration for Staff meetings for the members of the Leadership Team as required
- Foster effective working relationships within the Burke Hall Campus and the wider College community
- Draft, review and distribute routine correspondence to staff, students and parents on behalf of the members of the Leadership Team
- Develop reports, documents and presentations as required
- Manage and resolve queries within authority level
- Support the Leadership Team's responsibilities with teaching, pastoral, parent meetings and the student leadership process
- Support the Leadership Team in the management of Strategic Projects
- Liaise with the PA to the Director of Campus Burke Hall regarding student, staff and general community issues relevant
- Receive telephone enquiries and keep an accurate record of messages
- Develop and maintain an efficient document and filing system
- Liaise with the Finance / Accounts Department as required
- Access records and archival material as required
- Other duties as directed by the members of the Leadership Team

Selection Criteria

Essential

- Outstanding administration, organisational and time management skills
- Excellent verbal and written communication skills
- Ability to handle challenging situations in a sensitive and highly confidential manner
- Self-motivated
- Shows initiative and is solutions orientated
- Presents a professional, positive, warm and welcoming persona
- Operates effectively in a collaborative team environment
- Shows a strong commitment to deliver exceptional service

Desirable

1. Good knowledge of Microsoft Office packages
2. Familiarity with databases such as Synergetic
3. Experience in the Education sector
4. Shorthand advantageous

Our Xavier Leadership Traits

The Assistant to the Leadership Team 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.

An educator at Xavier College:

- Demonstrably values competence and skill in the area of service/work, performing at or beyond a 'highly accomplished' level
- 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

- 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
- Well-developed people management skills coupled with positive communication and interpersonal skills
- Demonstrated ability to act with and foster collaboration and effective teamwork
- Outstanding administration, organisational and time management skills
- Excellent verbal and written communication skills
- Ability to handle challenging situations in a sensitive and highly confidential manner
- Shows initiative and is solutions orientated
- Presents a professional, positive, warm and welcoming persona
- Shows a strong commitment to deliver exceptional service
- A commitment to educating children, working in and contributing to the ethos of a Jesuit school
- Demonstrated knowledge and adherence to child safety, the Child Safe Standards and the provision of an exceptional culture of child safety

Compliance Requirements

- Working with Children Check 'E' card
- Australian Childhood Foundation "Safeguarding Children" online module
- Province Code of Conduct and acceptance of the Code (on appointment)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

Other Duties

The nature of the position is such that the Assistant to the Leadership Team may be required to be available outside normal school hours and be available to attend College events as might be relevant.

Terms and Conditions

Reporting Line: Head of Middle Years Learning, Dean of Middle Years and Dean of Faith & Service and the Director of Campus
All staff are responsible to the Principal and Rector

Tenure: As per employment contract

Location: Burke Hall (Junior) Campus
Studley Park Road, Kew. Victoria

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