



## POSITION DESCRIPTION

<b>Title</b>	<b>Deputy Director of Junior School (Burke Hall)</b>
<b>Reporting</b>	Director of Burke Hall Campus
<b>Location</b>	Burke Hall Campus, Kew

### Our Intent

At Xavier College we aspire 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 Deputy Director of Junior School (Burke Hall) reports to, and deputises as appropriate for, the Director of Burke Hall. It holds a key responsibility for the overall effectiveness of the operations of the campus, as well as student pastoral care and culture. This senior leadership position at Xavier College is similar in nature to that of an Assistant Principal position at a primary school, albeit as part of a diverse, holistic educational setting as offered across Xavier College and especially at Burke Hall. It directly supports the Director to lead the Burke Hall Consult (Leadership Team) and its members and responsibilities.

The Deputy Director of Junior School (Burke Hall) provides an important intersection on the Burke Hall Campus between all aspects of learning and the holistic educational programs offered. In particular, it has direct responsibility for the administration and integrated operations of the Campus, working with all staff, students as well as parents, as well as the leadership of student pastoral care and wellbeing. The role leads the Pastoral Team and the associated leadership positions, while also engaging collaboratively with wider College Executive roles within the designated portfolio.

The Deputy Director of Junior School (Burke Hall) requires a collaborative and engaging mindset, with empathetic and effective actions and communication supported by good process and documentation. Quality personal engagement and the formation of positive relationships with students, staff and parents are essential. The role 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 campus and works in partnership with the Director of Campus and other members of the Burke Hall Consult.

The Deputy Director of Junior School (Burke Hall) leads and cultivates student culture across the campus that facilitates effective learning and the formation of students into the best version of themselves. The role requires a commitment to the academic, pastoral and spiritual wellbeing of the students and staff, and works

constructively with the Burke Hall Consult to ensure an aspirational, positive and relational culture is maintained across the campus. This culture is centered 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.

## Core Duties and Responsibilities

The Deputy Director of Junior School (Burke Hall) will be responsible for:

### Operations

- oversee and assist with the effective administration of the general coordination of day-to-day campus activities including:
  - staff absences and relief staff
  - supervision replacements
  - daily rosters of teachers' 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
  - professional learning and meeting schedules
- Ensure effective processes pertaining to compliance requirements are met
- Implement Campus Emergency Management Procedures
- Assist with implementation of effective procedures and processes for the induction of new staff at the campus
- manage effective procedures for excursions and expeditions
- liaise with the Director and Heads of Learning (P-6) and (7-8) regarding the annual allocation of teachers to classes
- liaise with the Head of College Administration in conjunction with the Head of Administration – Senior Campus in the development of the College calendar and the Campus timetable
- oversee and coordinate campus events
- Chair campus Occupational Health and Safety Committee
- Liaise with Heads of Learning to manage the practicum visits of pre-service teachers
- contribute regularly to the campus Newsletter
- when requested, or in the absence of, act on behalf of the Director of Campus (Burke Hall)
- Liaise with People and Culture (Human Resources) to ensure Child Safety standards are implemented consistently across the Campus and College.
- Oversee public and chartered bus travel services in conjunction with the Head of College Administration and ensure appropriate safety, behaviour, travel, etc. to and from school and major events

## **Students**

- Liaise with Head of Student and Engagement (P-12) to ensure a consistent approach to the implementation of College pastoral programs
- Facilitate Pastoral Care Meetings with Year Level Coordinators, teaching and specialist staff
- Lead the Campus Pastoral Team
- Represent Junior School on various student focused committees as required
- Oversee the implementation of the Campus' Positive Behaviour for Learning systems
- Have a working knowledge and understanding of the theory and application of restorative practices
- Engage in the most recent educational research and literature relating to student development and apply it to the Ignatian context at the Junior School (Burke Hall)
- Ensure a consistent approach and set high standards in relation to uniform and presentation
- Implement student leadership program

## **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), as appropriate
- Working With Children Check 'E' card
- 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)
- First Aid accreditation including CPR, Anaphylaxis, Asthma Management

## **Other Duties**

The nature of the position is such that the Deputy Director of Junior School (Burke Hall) will be required to be available outside normal school hours and be available to attend College events as might be relevant. The Deputy Director of Junior School (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**

**Reporting Line:** Director of Burke Hall Campus  
All staff are responsible to the Principal and Rector

**Tenure:** As per contract

**Location:** Burke Hall Campus, Kew

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

# Positions of Leadership at Xavier College

## Leadership through Our Pillars

Our Intent at Xavier, highlighted in our Strategic Plan, 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. This is essential for leaders at the College, and that they speak purposefully and powerfully to these key pillars of action through their lived experience.

### Our Jesuit Identity

As a delegated leader, the Deputy Director of Junior School (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 Deputy Director of Junior School (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 Deputy Director of Junior School (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 Deputy Director of Junior School (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 Deputy Director of Junior School (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 Deputy Director of Junior School (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 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 campus
- ensure that events and activities undertaken by students and staff in the Burke Hall campus are conducted with an understanding of excellence and commensurate performance measures and outcomes.

## **Our Global Engagement**

As a delegated leader, the Deputy Director of Junior School (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 leader 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 significant 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.