



## Director of College Operations

<b>Reports to:</b>	Deputy Principal: Staff & Operations
<b>POL Level</b>	4
<b>Time Allowance:</b>	24 periods, per cycle (0.51)
<b>Tenure:</b>	2025 - 2027

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Director of College Operations, are aimed at supporting the growing, learning person: the young people whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

### COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

### THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

*Position Description – Director of College Operations*

*Reviewed June 2024*



## OVERVIEW

The position of Director of College Operations is an important leadership position within the College in supporting the Principal and community to enact the mission and vision of the College.

The Director of College Operations plays a key role in the planning, organisation and efficient running of the College. This includes key aspects related to the day-to-day staffing and timetable arrangements of the College and whole school operations.

## KEY RESPONSIBILITIES

### COLLEGE OPERATIONS

- Work closely with the Deputy Principal: Staff & Operations and Daily Organiser to actively oversee and manage the day-to-day organisation and effective operation of the College. This includes:
  - The College timetable.
  - The yard duty roster.
  - The allocation of daily extras and the use of Casual Relief Teachers (CRTs) to cover staff absences.
- Maintain a comprehensive and accurate record of extras and staff replacement allocations as per the MEA and to meet the daily staffing needs of the College.
- Oversee and monitor the induction of CRTs employed by the College.
- Oversee the management of the CRT budget.
- As part of the College's Operations Team oversee all processes, documentation and risk assessments to support the approval of all school excursions, incursions, tours, and other College activities or events.
- Liaise with key staff to provide adequate staffing arrangements for all school excursions, incursions, tours, and other College activities or events.
- Develop and maintain the supervision details related to yard duties and the supervision requirements of allocated areas.

### COLLEGE TIMETABLE & STAFFING

- Work closely with the Deputy Principal: Staff & Operations to oversee the production of the College timetable, including staffing and teaching loads.
- Monitor staff teaching loads and work with the Deputy Principal: Staff & Operations in response to changes in the timetable or individual teaching loads to meet the needs of the College.
- Monitor staff leave arrangements and liaise with the Daily Organiser to implement the arrangements to cover any classes or provide other short-term arrangements.
- Oversee and manage the process for annual Staff Intentions and the collation of this data to inform the staffing and timetable needs of the College.
- Work closely with key staff in the development of student web-preferences and the collation of this data as part of the College's subject selection process.
- Assist with the New Staff Induction Program and ongoing support of new staff to the College.
- Work closely with the Director of Staff Growth to support the induction and allocation of pre-service teachers.
- Oversee the allocation and communication of staff office spaces.

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### COLLEGE EVENTS

- Organise and oversee the arrangements for the annual school photo program.
- Organise and oversee the arrangements for the student immunization program.
- Liaise with the Daily Organiser and other key staff to organise room changes and any other arrangements as required for scheduled College events.
- Work closely with the Deputy Principal: International & Community Connections and with other key staff to ensure the College calendar is up-to-date and any additional staffing or venue arrangements have been finalised.
- In consultation with the Deputy Principal: International & Community Connections communicate with key staff on the organisation, logistics and staffing of events.
- Assist with the co-ordination of College assemblies.
- In consultation with the Events & Marketing Team confirm the organisational and logistical support that may be required to support the co-ordination of College functions and booking of venues.
- Work with the Daily Organiser and other key staff to liaise with the bus companies regarding the co-ordination of public transport for students for all major College events such as the Swimming and Athletics carnivals.
- Work closely with the Deputy Principal: Learning & Teaching and other key staff in the staffing and venue arrangements for the following learning and teaching events:
  - Examinations including NAPLAN and any other related events.
  - Parent Teacher Student Conferences.

### COMPLIANCE

- In partnership with the Business Manager, the Risk & Compliance Manager and other key staff implement and oversee the College's evacuation plan and manage College emergency plan arrangements (EMP).
- Work with key staff to annually review all related EMP policy and procedure documentation.

### TEAM ENGAGEMENT:

Be an active member of:

- College Operations Team
- Occupational Health & Safety (OHS) Committee
- Other College committees, as requested.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.



## ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. Demonstrated ability to effectively oversee the key operational aspects related to this role including experience with timetabling.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.

## QUALIFICATIONS

- Appropriate tertiary qualifications
- VIT Registration
- CECV Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.