



Job Title:	Head of Campus
Reports To:	Principal
Direct Reports:	Deputies, HOLAs, Deans of Houses, Curriculum Leaders, Executive Assistant
Section of School:	Executive (primary and secondary)
Liaises with:	Whole School community

St Stephen's School Vision:	St Stephen's School is a Uniting Church School that is Christ centred, student focused and community based
St Stephen's School Values:	<p>The way that we go about our business at St Stephen's is underpinned by five core values. All students, staff and Council members are expected to embrace these values as they undertake their various roles.</p> <ul style="list-style-type: none"> • Faith • Learning • Care • Service • Community
Role and intent:	<p>The Head of Campus, reports to the Principal of St Stephen's School and is a member of the School's Executive Team. This role is to oversee and drive the educational outcomes of the School. The Head of Campus will work closely with other Senior Managers to ensure the efficient and effective provision of a range of organisational services.</p> <p>The Head of Campus is supported by a leadership team that includes Deputy Heads of Campus (Primary and Secondary), Deans of Houses, Head of Learning Areas in Secondary and Curriculum Leaders in Primary.</p> <p>The role demands exceptional skills in the management of people and relationships and the ability to liaise and work with teaching and non-teaching staff at all levels within and cross campus.</p> <p>The Head of Campus is responsible for the "day to day" management of the campus and coordination of programmes and activities to ensure that the campus (primary and secondary) operates efficiently and harmoniously in the best interests of students, parents and staff.</p> <p>The position is a full time position, 4-year renewable contract subject to meeting performance criteria.</p>
Role requirements:	<p>Major Responsibilities</p> <p>The Head of Campus' specific responsibilities will include but are not limited to:</p> <ul style="list-style-type: none"> • Ensure that regular, timely and comprehensive feedback relating to any aspect of the Campus' operations is communicated with the Principal. The Head of Campus role and the relationship with the Principal is central to providing an environment that is positive, safe and culturally aligned with the School's values and philosophy.



- Together with the Deputies, lead the campus in the delivery of academic excellence and wellbeing
- Leading the development and daily delivery of academic and co-curricular programs to ensure students achieve the best possible learning outcomes
- Managing curriculum compliance to meet external requirements and to ensure best practice
- Developing annual improvement strategies
- Managing all staff to nurture a positive culture, collegiality, improved practice and communication
- Leading and engaging with the wider school community to grow parent engagement
- Proactively working to grow the School by developing effective partnerships both internally and with the broader community, other schools and key stakeholders
- Continue to ensure that the School's Christian perspective is reflected in the life of the School
- Ensure the provision of a safe and healthy work and educational environment for all students, staff and visitors on campus and adherence with all of the School's OH&S procedures, policies and obligations.

The oversight of high-quality academic and co-curricular programs

- Ensure that all academic and co-curricular programs reflect the Schools' vision, purpose and values.
- This includes providing students with learning opportunities that are engaging rigorous and imaginative learning opportunities.
- Ensure that the campus implements a co-curricular programme that will involve students in a fulfilling and balanced range of physical, cultural and community pursuits and activities.

Pastoral care of students and families

- Oversee pastoral care and support counselling arrangements which promote the wellbeing, development and welfare of individual students.
- To promote the principles of the School's wellbeing policies, practices and philosophies regarding the management and development of student behaviour.
- Support the growth and development of individual students and the wellbeing of the community as a whole by establishing clear standards of responsible community behaviour.

Management of relationships with parents and the wider community

- Communicate the aims and activities and events of the campus to parents and the wider School community.
- Oversee the consultation and complaint resolution processes regarding student wellbeing and behaviour or any other matters raised by parents which may affect the operations and management of the campus.
- Actively promote, contribute and facilitate parent teacher meetings, social gatherings and activities within the campus.
- Promote a positive image of the School to the wider community.



	<p>Staff</p> <ul style="list-style-type: none"> • In consultation with People and Culture, review campus staff to ensure the application of the School's processes and policies regarding all aspects of appointment, management and wellbeing of staff, including but not limited to; assisting and making recommendations to the Principal regarding the appointments of staff to Positions of Responsibility and other roles within the campus • overseeing the allocation of duties of all campus staff (teaching and non-teaching), ensuring Performance Management processes and policies of the School are followed • ensure adherence to, and application of, the School's policies and procedures relating to the employment, expectations of teaching staff and the provision and support of employee wellbeing processes and programmes. • Contribute to and participate in Work Health and Safety induction and training sessions • Participate in the injury management and return to work process for staff returning from a work and/or non-work related injury or illness • Ensure regular consultation with staff responsible for infrastructure, grounds and ICT to ensure that the campus operates in a sustainable manner. • Work with the Community Relations team to support School events and enrolments <p>Contributing to whole School strategic planning and decision making</p> <ul style="list-style-type: none"> • As a member of the Executive, the Head of Campus should lead and operate at a strategic level to drive the current and future strategic plan and initiatives of the School • Understanding of legislation and policy as it applies to schools, students and staff • Contribution to the review, development and implementation of effective policies • Network with other schools to maintain corporate knowledge benchmarking standards <p>Management of finances and budgets</p> <ul style="list-style-type: none"> • Work closely with the Director of Finance and Administration to ensure the efficient and cost effective use of campus services and resources for the benefit of students and staff. • Overall responsibility of campus operating budgets. <p>Professional development</p> <ul style="list-style-type: none"> • Undertake professional development and further education relevant to the role. <p>Performance Appraisal</p> <ul style="list-style-type: none"> • A formal performance appraisal of the Head of Campus will be undertaken by the Principal or delegate in the first year of appointment.
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	<ul style="list-style-type: none"> The appraisal of the Head of Campus will be completed on a regular cycle to ensure the Key Performance Indicators are met. <p>Other</p> <ul style="list-style-type: none"> Provide a child safe environment in accordance with the child safe standards and adhere to the School's policies and procedures regarding student safety, health and wellbeing Undertake and apply Work Health and Safety requirements and adhere to the School's policies and procedures at all times Serve as a good ambassador of the School Any other duties as directed by the Principal
Key Performance Indicators:	<ul style="list-style-type: none"> Lead and manage innovation and change to ensure the vision and strategic plan are realised within a culture of continuous improvement Lead, manage and nurture staff collegiality, improved practice and communication Establish a culture that promotes and values learning and embodies high expectations of all members of the community (students, staff and parents). Ensure the campus is resourced appropriately and within budgeted targets to provide an effective and safe learning environment Manages staff performance through effective professional learning and feedback Ensure that all documentation and communications are prepared and presented in a professional manner and in a way that reflects the School's ethos and values Ensure students, parents and the wider School community are provided with a quality and appropriate service in a timely, effective and friendly manner Ensure the campus is a safe place for staff and students Always act in a manner that seeks to enhance the safety culture of the School. Participate in Work Health and Safety induction and training.
<p>Selection Criteria:</p> <p>In addition to the core competencies, these factors are essential to success in this position.</p>	<ul style="list-style-type: none"> Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA) The Working with Children (Criminal Record Checking) Act 2004 applies for anyone working in child related employment An experienced educator with sound understanding of the curriculum and the academic needs of students. An awareness of current trends in education (including the AITSL standards). An ability to foster positive relationships with students, with a commitment to their personal growth Participation in appropriate professional contributions to the learning area beyond the School. Demonstrated capacity to create a professional learning community that is focused on the continuous improvement of teaching and learning, supporting all staff to achieve high standards and commitment to their own learning and wellbeing A proven ability to provide leadership and fulfil all aspects of a senior management role with responsibility for the management and development of staff.



	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, including the ability to advise and liaise across all levels of the campus and School. • Strong staff management and communication skills • Experience negotiating and resolving complex matters involving students and families • Demonstrated capacity to develop positive relationships with students, parents/families and the local community and participate in and contribute to and lead activities The capacity for strategic planning and thinking and well-developed analytical and research skills. • High level public speaking and presentation skills and ability to coordinate and facilitate meetings and forums to achieve agreed outcomes and objectives. • Ability to meet the Schools targets and deadlines. • Strong financial literacy and demonstrated ability to oversee and manage an operating budget. • High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context • High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels • Willingness to positively and actively contribute to the Christian culture of the School. • Be able to role model Christian behaviour in all aspects of the role • Always act in a manner that seeks to enhance the safety culture and performance of the School. Promote a high level of compliance to the Safety and Wellbeing policies, procedures and programmes through effective leadership
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I understand and accept the responsibilities as outlined in this Job Description.	
Signed: [acceptance_status]	Date: [acceptance_date]
<i>This document was approved by HOC/Deputy Carramar / Sept 2021</i>	

The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
3	Sept 2021	Sept 2023	Steph Snyman	Updated	Principal
2	Sept 2018	Aug 2020	Valery Wells	Rebranding	E-Team
1	July 2014	July 2015	Maria Moraitis	New	CFO