



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
Position Summary	<p>The Head of Campus reports to the Principal as a member of the Executive Team and leads the educational, cultural and operational success of the campus.</p> <p>Supported by Deputy Heads, Deans of House, Heads of Learning Areas and Primary Curriculum Leaders, the Head of Campus ensures a harmonious, efficient and student-centred environment across Primary and Secondary. The role requires exceptional leadership, strong relationship capability and a commitment to the School's Christian values.</p> <p>This is a full-time, 5-year renewable contract subject to performance.</p>
Key Responsibilities and Tasks	<p>Leadership and Strategic Direction</p> <ul style="list-style-type: none"> • Provide timely updates to the Principal on campus culture, operations and priorities. • Lead academic excellence and wellbeing initiatives with Deputy Heads. • Contribute to whole-School strategy, policy development and improvement initiatives. • Model and promote the School's Christian values. <p>Teaching, Learning and Co-Curricular Programs</p> <ul style="list-style-type: none"> • Oversee high-quality academic and co-curricular programs aligned with School vision and values. • Ensure curriculum compliance, strong pedagogy and effective assessment. • Implement improvement strategies to enhance student learning and engagement. • Support a balanced offering of cultural, physical and community activities.



	<p>Student Wellbeing and Pastoral Care</p> <ul style="list-style-type: none"> • Oversee wellbeing structures that support student development and welfare. • Promote positive behaviour, community responsibility and a safe, inclusive culture. <p>Community Engagement and Communication</p> <ul style="list-style-type: none"> • Communicate key campus information clearly to parents and the wider community. • Manage consultation and complaint processes related to wellbeing or operations. • Participate in community events and promote a positive image of the School. <p>Staff Leadership and Management</p> <ul style="list-style-type: none"> • Oversee staffing, performance and professional growth in partnership with People & Culture. • Foster a collaborative, high-performing staff culture. • Ensure compliance with School policies and safety expectations. • Work with operational teams to support smooth and sustainable campus operations. <p>Finance, Resources and Compliance</p> <ul style="list-style-type: none"> • Manage campus budgets responsibly and support effective resource allocation. • Ensure compliance with Child Safe Standards, Work Health & Safety and relevant legislation. • Maintain safe and well-managed learning environments. <p>Professional Learning and Review</p> <ul style="list-style-type: none"> • Engage in relevant professional learning and participate in performance appraisal cycles. • Undertake additional duties as directed by the Principal.
<p>Key Performance Indicators:</p>	<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>Qualifications & Compliance</p> <ul style="list-style-type: none"> • Relevant teaching qualifications and current TRBWA registration. • Compliance with Working with Children legislation. • Commitment to Child Safe Standards and the School's Christian ethos. <p>Professional Knowledge & Expertise</p> <ul style="list-style-type: none"> • Extensive teaching experience and strong understanding of curriculum, pedagogy and student learning needs. • Knowledge of current educational trends and AITSL standards. • Ability to build a professional learning community focused on continuous improvement. <p>Leadership & Staff Development</p> <ul style="list-style-type: none"> • Proven leadership experience in managing teams, developing staff and leading improvement. • Ability to coach, mentor and support staff wellbeing and professional growth. • Capacity to lead innovation and change aligned with strategic priorities. <p>Student Wellbeing & Community Engagement</p> <ul style="list-style-type: none"> • Ability to develop strong relationships with students and support holistic wellbeing. • Experience managing sensitive or complex matters involving students or families. • Strong capacity to engage with parents, families and the broader community. <p>Communication & Interpersonal Skills</p> <ul style="list-style-type: none"> • Excellent written, verbal and presentation skills. • Strong interpersonal and negotiation skills across all levels of the School. • Ability to represent the School professionally and positively. <p>Strategic Thinking & Operational Management</p> <ul style="list-style-type: none"> • Strong analytical, organisational and problem-solving skills. • Demonstrated ability to plan strategically, prioritise effectively and meet deadlines. • Financial literacy and experience managing budgets and resources. <p>Christian Values & Safety Leadership</p> <ul style="list-style-type: none"> • Active support for the Christian values of the School. • Active alignment, participation and support to the Christian culture of the School, and commitment to the School's values. • Commitment to maintaining a strong safety culture and compliance with wellbeing policies.
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<p>I understand and accept the responsibilities as outlined in this Job Description.</p>	
<p>Signed: [acceptance_status]</p>	<p>Date: [acceptance_date]</p>
<p><i>This document was approved by Principal March 2026</i></p>	



The below information is not required to be printed

Version	Date	Review Date	Author	Comments	Approval
4	March 2026	March 2028	Donella Beare	Updated duties	Principal
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