



OAKLEIGH GRAMMAR

Position Description

Position Title: Deputy Principal - Operations
Reports to: The Principal
Date: September 2017

Organisational Environment

Oakleigh Grammar is a K to 12 co-educational Christian Orthodox School. The School is currently structured into three sub schools – Junior (ELC to Year 5), Middle School (Years 6 to 9) and Senior School (Years 10 to 12).

The School is an open entry school drawing students from inner and outer Melbourne suburbs. The School was established in 1983 by the Greek Orthodox Community of Oakleigh and District and was rebranded in 2011. Over the past six years the enrolment has doubled and a host of new innovative and contemporary educational initiatives have been introduced and established.

Nature of the Role

The Deputy Principal – Operations is one of two Deputy Principals and a member of the Executive leadership of the School. As a member of the School's executive team, the position is responsible for overseeing all operational requirements across the School. The incumbent will chair, in their own right, the Senior Leadership Team (SLT).

The Deputy Principal Operations supports the Principal in establishing the desired learning environment in the School. This environment ensures the success of our School vision. The appointee is a central figure in supporting the Principal in the creation of this climate within the school.

Working closely with the Principal the Deputy Principal - Operations leads, develops and drives the execution of initiatives aligned to achieving the values, vision, mission and strategic objectives of Oakleigh Grammar. This will require the Deputy Principal - Operations to accept the primary initiative for ensuring that programs are documented, that delegation occurs as necessary and that arrangements are clearly communicated through the regular channels and on an ad hoc basis as required.

The scope of the role would be well suited to a dynamic and innovative educational leader who will continue to grow our unique and contemporary approach to education. It is an ideal opportunity for an aspiring Head.

Within this role there will be a requirement to undertake a 0.2 teaching load.

Whilst the primary responsibilities of the position are articulated it is expected that the incumbent will engage with the wider school community and participate fully in events and activities playing an ambassadorial role as a senior representative of Oakleigh Grammar.

Responsibilities/Accountabilities

The following list should not be seen as limiting and aims to provide an overview of the key areas of responsibility:

- Ensuring the sub schools are managed efficiently and effectively on a daily basis.
- Ensuring, in liaison with the Heads of School that staff are fulfilling their duties to the highest standards.
- Ensuring that students work towards achieving the highest standards in all their undertakings.
- Working closely with Senior Staff to ensure that the programs on offer in all activities are of a contemporary nature.
- Overseeing the behavior management and pastoral care program in the School.
- Ensuring that a culture of continuous improvement is in place within the School for both staff and students.
- Conducting assemblies as required.
- Overseeing co-curricular programs.
- Communicating effectively with all members of the School Community.
- Bringing to the various committees recommendations in relation to the advancement of the School.
- Advising the Principal on staffing requirements in conjunction with the Deputy Principal – Teaching & Learning.
- Monitoring the performance of staff and students in liaison with the Heads of School.
- Ensuring that the School is compliant in relation to all requirements including VCAA, VIT and VRQA.
- Oversees policy reviews on a three (3) year cycle in consultation with the Principals office.
- Overseeing the production of the School Calendar and diary.
- Ensuring that there is a smooth transition of students between all sections of the School and that there is a sequential education program in place.
- Managing matters which affect all sub schools.
- Ensuring good communication is maintained between the school, parents and students.
- Leading by example around the School ensuring that the highest standards are achieved in all that we undertake.
- Overseeing the logistics of 'whole school' events.
- The Deputy Principal – Operations may be required to deputise for the Principal in his absence and so he/she should be prepared and capable of representing his perspective without warning.
- Any other duties as required by the Principal.

Key Performance Indicators

- Expressing public loyalty to the position of the Principal and the school vision.
- Maintaining absolute confidentiality.
- Providing regular and accurate feedback to the Principal about the operations within the school.
- Not entering into gossip.
- Clarity of communication.
- In meetings to express your point of view without fear or favour and to do so in a clear, honest and reflective manner.
- Achieve compliance with appropriate National and State laws and Child Safe Policies and Procedures policies and procedures.

Such measures and evidence that will be mutually agreed upon at the annual appraisal meetings.

Key Relationships

Directly Supervising
Heads of School
Head of Sport

Associated relationships with
Deputy Principal Teaching and Learning
Executive Assistant to the Principal
Business Manager
Head of Admissions
Marketing Department

Qualifications

- Undergraduate qualification in Education
- Post-graduate qualifications (eg: Masters) will be viewed favourably
- Current VIT registration
- Previous experience in a senior management position in an Independent School
- Thorough understanding of the operation of a K to 12 coeducational School which offers a broad program
- An outstanding teacher and communicator
- Have a clear vision on managing people and programs
- Willing to work outside of normal school hours as required
- Able to understand the importance of effective operations management in ensuring the School future success
- Proven ability to manage change effectively

Other Information

- Innovative
- Dynamic / inspiring by nature
- Empathetic to young people
- Resourceful
- Able to demonstrate a high level of initiative
- Able to sustain a good sense of humour
- Able to work in a team based environment
- Due to the nature of the role, the incumbent must be willing to work outside of normal school hours as required
- A five week annual leave entitlement plus the school Christmas/New Year closedown (two weeks) and any other leave days as directed by the Principal.
- Maintain a strong presence in both the parent community (by acting as an ambassador of the School by leading and being actively involved in key events for parents throughout the year including Parent Teacher Interviews, Information Nights, Awards Evenings and so on) and the wider education community.
- Maintain a practising role in the teaching program.
- OHS Risk Management of School Camps, International Tours, Excursions, Sport and Recreational activities.
- Critical Incident Management.
- Other responsibilities as required by Principal from time-to-time.

Accountability and Extent of Authority

- Employ interpersonal and relationship building skills to ensure the ability to effectively negotiate, resolve conflict, motivate and engage staff within the School.
- Performs tasks within the limits of operational policies and procedures.
- Authorises expenditure within the approved budget.
- Solves day-to-day problems in accordance to operational directions, guidelines and procedures.
- Makes independent and appropriate decisions as they relate to the operation of the School in alignment with principles underpinning School values and strategic objectives.
Seeks guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.

Terms & Conditions

The Deputy Principal - Teaching and Learning will be on an Executive Management contract, and this includes the requirements of:

- A school working day from 8 a.m. till 5 p.m.;
- The Deputy Principal - Teaching and Learning is expected to teach in his/her discipline;
- Within this role there will be a requirement to undertake a 0.2 teaching load..

- *This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.*

Child Safe School

Senior Leadership Position Description *Child Safe School Statement (v3)*

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

The Senior Leadership Team (SLT) / Child Safe Officers are responsible for:

- leading the development of a culture of child safety as directed by the Principal and Board of Management
- commit to the School's child safe school policies and procedures which include:
 - * **Child Safe Policy**
 - * **Mandatory Reporting Policy**
 - * **Staff Professional Boundaries Policy**These policies can be viewed on the School website at <http://www.oakleighgrammar.vic.edu.au/policies-and-procedures/>
- ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with legal requirements, policies and procedures
- ensuring that child abuse or neglect allegations are reported to Child Safe or Child Protection
- be familiar with the steps that the School is obliged to take following an **allegation of reportable conduct**
- implementing the strategies outlined in the document - **Practices and Procedures for a Child Safe School**
- participating in an annual review of **Practices and Procedures for a Child Safe School** and other child safe policy reviews
- ensuring all staff commit to the School's **Child Safe Policy, Mandatory Reporting Policy** and **Staff Professional Boundaries Policy**, by way of reading and signing the policy documents.