

Head of Student Pathways and Organisation

Location : Marian College Ararat

Classification : Senior Leadership Position, 1050 minutes

Reports to : Principal

STATEMENT OF DUTIES

Commitment to Catholic Education

- An understanding of the ethos of a Catholic school and its mission.
- A willingness to support the College's values, policies and procedures.

Head of Student Pathways and Organisation

Senior Leadership Position

All Leadership positions at Marian College have a particular orientation of ministry based on the person of Jesus Christ. As a Kildare Ministries school in the Brigidine tradition, those in positions of Senior Leadership at Marian College are expected to:

- reflect on the Kildare Ministries Core Values and interpret their relevance for a leader's individual area of responsibility;
- demonstrate an ability to reflect on and understand the school culture
- articulate a clear and informed vision linking how the specific area of responsibility might contribute to the overall mission of the school;
- commit to working collaboratively to promote a shared ownership and responsibility for learning at Marian College;
- demonstrate a willingness to engage in reflective thinking about the leader's specific role, seeking feedback about personal performance and improvement;
- establish and maintain systematic organisational and administrative management; and
- demonstrate an ability to discuss and reflect on complex issues and exercise sound judgment in decision making.

Working with and in support of the Principal, all members of the Senior Leadership Team at Marian College are responsible for the stewardship

	<p>of the Core Values as exemplified in the gospels. The key focus for all Leadership positions at Marian College is the Learning and Teaching.</p> <p>Marian College promotes a shared leadership model, where staff and students are empowered to exercise leadership in their own right; where support and encouragement are provided to enable individuals to develop their own leadership capabilities.</p> <p>Head of Student Pathways and Organisation</p> <p>The Head of Student Pathways and Organisation is a key position on the Marian College Senior Leadership Team.</p> <p>At Marian College, the wellbeing of staff and students and the Learning and Teaching are strongly interconnected. Collegiality, a team approach and the sharing of wisdom are vital to effective learning in the classroom. Working closely with the Principal, Head of Learning and Teaching, Daily Organiser, House Leaders, Pastoral Care Team and Teacher Advisors, the Head of Student Pathways and Organisation is directly responsible for overseeing the general operations of the college and VCAA/VCE and Applied Learning compliance.</p> <p>In practice, this means to:</p> <ul style="list-style-type: none"> • oversee the VCAA requirements and coordinate VCE programs across the school • work collaboratively with Head of Applied Learning, • oversee and work with the organisation of College events such as examinations, graduations, excursions and camps and all major College events • oversee the college Emergency Management
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety • A demonstrated understanding of appropriate behaviours when engaging with children • Be a suitable person to engage in child-connected work • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety • Assist in the provision of a child-safe environment for students • Demonstrate duty of care to students in relation to their physical and mental wellbeing
General Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Attend school meetings and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal

	<ul style="list-style-type: none"> ● Demonstrate professional and collegiate relationships with colleagues ● Other duties as directed by the Principal
Skills/Attributes	<ul style="list-style-type: none"> ● Ability to work as part of a team ● Excellent interpersonal and communication skills ● Good oral and written communication skills, including ability to communicate with children, parents and the school community ● Ability to develop and maintain strong working relationships with key stakeholders ● Capacity to work to tight timelines ● Proven capacity to work independently ● Sound organisational skills including strong attention to detail ● Proven time-management skills ● Self-motivation