

POSITION DESCRIPTION



POSITION TITLE:	Director of Studies
SECTION:	St Augustine's College
REPORTS TO:	College Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
AUTHORISATION:	Executive Director

As a Catholic College for boys (Year 7 – Year 12) in the Marist tradition, the Gospel is at the heart of all we do. Everyday moments of prayer, reflection, and peacefulness in the light of the Gospel have a formative influence on the culture of our College. We consciously seek to adopt St Marcellin Champagnat's vision that "to educate young people, you must love them, and love them all equally". It is from this vision together with the defining characteristics of Marist Education - Presence, Simplicity, Family Spirit, Love of Work, and In the Way of Mary - that our distinct culture is shaped. We aim to be close to the most vulnerable and accompany our students in their development as good Christians and good citizens.

The staff members at St Augustine's College have an indispensable role to play in supporting and promoting the mission and goals of the College where faith and educational excellence are reconciled. It is important that staff see themselves as being in cooperative partnership with the College Community and seek to support the Marist Charism in dynamic ways. St Augustine's College staff members display a generosity of spirit through their involvement in all aspects of College life. The young people in our care should develop skills in building positive relationships based on those modelled by College staff. Teaching practices at St Augustine's College are focused on the continual development and enrichment of the educational experiences and outcomes for all students as they develop into young men with 'strong minds' and 'gentle hearts'.

Catholic Education – Diocese Of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11,500 students and 1,500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.



Purpose Of The Role

Working in partnership with staff, parents, students and in collaboration with the College Leadership team, the Director of Studies leads the academic dimension of the College. The Director of Studies also supports the Principal and Deputy Principal in overall leadership and management of the College. The Director of Studies:

- Enacts the vision of the College Curriculum in accordance with College, Diocesan, State and National requirements.
- Fosters commitment to the Strategic Plan across the College community.
- Oversees the mission of the College through leadership of the learning and teaching programs in pursuit of excellence in curriculum and quality pedagogical practices.
- Ensures the implementation of effective curriculum organisation and practice which seek to provide the positive academic progression of all students and leading the efforts of Heads of Department in facilitating students' holistic growth.
- Ensures the effective and timely communication of Curriculum matters with members of the College community: staff, parents, and students.
- Ensures that the College responds with best practice to external educational agendas and innovative practices.

Director of Studies is accountable to and under the direction of the school Principal or delegate.

Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

Faith Leadership

- Display a clear vision of and support for the Church, Diocese and College's mission and its underlying values and ethos.
- Give personal witness to the Marist Charism in carrying out the day-to-day duties of the position.
- Encourage, support and actively participate in the growth of the school culture which reflects being a Catholic school in the Marist tradition.
- Facilitate the development of a school culture that promotes excellence and inclusivity in the academic, pastoral, spiritual and co-curricular programs of the College.
- Show empathy toward young people and an ability to relate positively with them.
- Maintain high ethical standards and exercising sound judgement in all College and community contexts.
- Support the College's capacity and willingness to respond to those in need.
- Model Gospel values of justice, reconciliation, and hope.
- Ensure that College policy and practice nurture respect for difference in all its forms.

Educational Leadership

- Oversee and chair meetings of the Academic Leadership Team – arranging the agenda and distribution of minutes.
- Ensure requirements relating to curriculum and assessment regulations, Tertiary Entrance requirements, VET requirements, and QCAA procedures are met by the College.
- Maintain current and archival copies of syllabus documents, units of work, assessment, and Scope and Sequence documents across Years 7 – 12.



Position Description – Director of Studies

- Develop, in conjunction with the Senior and Middle Leadership teams, recording and reporting procedures that provide adequate information to students and parents and ensuring compliance with audit requirements.
- Oversee the Term and Semester Reports: including instructions to staff, overseeing the checking, and associated administrative duties.
- Consult with the Head of Learning Enrichment to ensure effective reporting processes occur for students with learning needs and other students as required.
- Collaborate with the Head of Learning Enrichment in the development of programs and opportunities to ensure that the unique needs of students who require additional support (including learning extension) are met.
- Work collaboratively with the Director of Boarding to ensure a comprehensive and consistent approach to student academic and pastoral wellbeing.
- Collaborate with staff to ensure the implementation and ongoing review of the College's Teaching and Learning framework which forms part of the College's Strategic Plan.
- OneNote and Teams – Learning Intentions and Success Criteria.

Organisational Leadership

- Oversee the development of the College Timetable, ensuring that curriculum and strategic priorities are being met.
- Consult with the Deputy Principal and Director of Administration regarding the College calendar.
- Collaborate with the Principal in overseeing and ensuring the ongoing compliance and governance of the College's VET program in consultation with the VET Coordinator.
- Oversee the development of assessment planners for all year levels at the end of each Term in preparation for the following Term and ensuring that these are published and available for staff, students, and parents.
- Develop and administer the examination timetables (Year 11 and 12) and the associated supervision roster.
- Oversee Parent/Teacher/Student interview evenings, Subject information sessions and evenings, and QTAC evenings in consultation with Heads of Year.
- Assist with the Camp/Retreat weeks 'in-school' program, including staffing, in consultation with the Director of Administration, Heads of Year, and Heads of Department.
- Oversee student pathways and subject selection in consultation with the Heads of Year and the Careers Advisor.
- Oversee the Year 10 into Year 11 Subject Selection process.
- Oversee subject selection for students and developing elective timetable lines in consultation with the Principal.
- Oversee and administering the processes for subject changes for students.
- Providing advice to students regarding subject selection.
- Oversee the process of QTAC selection by Year 12 students in consultation with the Head of Year 12 and the Careers Coordinator.
- Work collaboratively with members of the Senior and Middle Leadership teams on policy development and review. The following Policies are written and reviewed by the Director of Studies:
 - Academic Integrity Policy and associated documents – ensuring a consistency in approach and expectation.
- Oversee the preparation for and administration of (in collaboration with the relevant Heads of Year):



Position Description – Director of Studies

- The NAPLAN test for Year 7 and 9 – including the organisation of the supervision roster.
- Block exams – including the supervision roster.
- External exams for Year 12 – including the supervision roster.
- Support the development, implementation, and integration of Microsoft systems, particularly OneNote and Teams, in consultation with the Deputy Principal, to facilitate effective teaching and learning.
- Check, distribute, and record all curriculum memoranda from CEDC, QCAA, QCEC and ACARA.
- Oversee international student enrolments and administrative processes.
- Oversee and maintain mandatory Commonwealth and State reporting requirements, including College/CEDC website data.
- Liaise with the QCAA and relevant staff on the development and operation of accredited courses.
- Collaborate with the Director of Administration in determining staff requirements and assisting in the staff recruitment process.

Staff Leadership

- Make productive contributions through talent, knowledge, skills and good work habits.
- Contribute individual capabilities to the achievement of group objectives.
- Organise people and resources toward the effective and efficient pursuit of predetermined objectives.
- Support the Principal and leadership team in uniting staff support behind the school vision articulated in the school’s Mission Statement and Strategic Plans.
- Provide effective supervision of staff.
- Oversee formation of staff professionally, pastorally and spiritually according to appraisal outcomes and School Plan.
- Support the Professional Development of staff.
- Develop and maintain positive, professional relationships.
- Affirm best practice and challenge practices that are not consistent with school philosophy and ethos.
- Support effective staff performance and review processes.

Strategic Leadership

- Support colleagues to review and interpret legislative, administrative and organisational requirements, policies and processes.
- Assess future needs when developing policies, plans and priorities.
- Actively lead and promote innovation and professional development, ensuring that these are aligned to the College’s strategic directions.
- Focus on future directions and continuous improvement by undertaking school-effective research.

Genuine Occupational Requirements

- Share in the Church as a professional within the school faith community.
 - Support the Catholic ethos of our school.
 - Participate in worship and prayer in our school.
 - Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behavior.
- Plan, prepare and implement for effective learning and teaching (*Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5*)
 - Appropriate knowledge to plan and prepare teaching and learning programs which meet the diverse characteristics, needs and learning styles of students, and are consistent with



Position Description – Director of Studies

- relevant curriculum and policies.
- Implement effective and inclusive teaching and learning processes, including the use of technology, to establish a challenging learning environment to encourage students to work toward their full potential.
- Create and maintain safe, supportive and caring environments (*Refer to National Professional Standards for Teachers, Number 4*)
 - Facilitate the prevention of child harm by recognizing and responding appropriately.
 - Communicate effectively with students including using appropriate interpersonal skills.
 - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment.
- Engage in professional learning and reflection (*Refer to National Professional Standards for Teachers, Number 6*)
 - Model continuous learning through participation in professional development activities.
 - Review and evaluate personal teaching practices to improve student learning.
 - Engage with colleagues to discuss teaching practices to improve educational outcomes.
- Engage professionally with colleagues, parents/carers and the community (*Refer to National Professional Standards for Teachers, Number 7*)
 - Comply with professional ethics and understanding.
 - Understand the need to work collaboratively with school staff, parents and members of the wider community to establish effective partnerships and achieve educational outcomes.
 - Contribute to the school community.
- Accountable and responsible for ensuring professional behaviour.
- Ability to cope with own emotions and behaviour effectively.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain an appropriate level of confidentiality.
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position.
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Ability to accept responsibility for own work.
- Intermediate to advanced skills in Timetabling Solutions 10, and Microsoft applications necessary to demonstrate the required range of skills and tasks.
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.
- Facilitate the prevention of child harm by recognising and responding appropriately.

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment.
- Work may be performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises.
- Manoeuvring within the office/school environment appropriate to the position.



Position Description – Director of Studies

- Frequent driving of a motor vehicle.
- Frequent use of telecommunication and electronic equipment.
- Work environment may involve exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment.
- Work environment may involve the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment.

Mandatory Qualifications And Requirements

- Participation in and commitment to the sacramental life of the Church.
- Understanding and commitment to education in the Catholic tradition.
- Professional qualifications in Education and Religion as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland.
- Leadership experience:
 - Demonstrated ability in religious and educational leadership.
 - Demonstrated administrative ability.
 - Demonstrated skills in interpersonal relationships.
 - Demonstrated ability in curriculum development including knowledge of contemporary educational issues at state and national levels.
- Written and verbal communication skills of a high order.
- Demonstrated commitment to the Pastoral Care of members of the school community.
- Promote child safety at all times.
- Skills for building community including facilitation, delegation and consultation.
- Registered or eligible to register with Queensland College of Teachers.
- Current driver licence.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.

Related Documents

- Senior Leadership positions in Catholic Schools in Queensland 2015 (QCEC Policy)
- Statement of Principles for Employment in Catholic Education
- Leadership Framework in the Cairns Diocese
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2024-2026

Additional Information

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- Teachers are covered under the Catholic Employing Authorities Single Enterprise Collective Agreement 2024-2026.
- The incumbent will need an in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns.



Position Description – Director of Studies

- The incumbent will need a sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.
- The incumbent will need to perform other reasonable duties as required by the Principal.
- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.

