

DIRECTOR OF COMMUNITY & SERVICE

JOB DESCRIPTION

Reports to: Headmaster

Department: College Executive

POSITION SUMMARY

The Director of Community & Service is responsible for developing strategies for the implementation of a Whole School Service Programme designed to support the holistic development of students in line with the philosophy of the International Baccalaureate Programme.

Reporting directly to the Headmaster, the role will involve working in partnership with both internal and external stakeholders to design, develop and supervise service opportunities at a local, national and international level.

ESSENTIAL CRITERIA

- i) **Education & Training**
 - Bachelor's Degree or higher tertiary qualification with a Diploma of Education or Bachelor of Education

- ii) **Core Competencies (Knowledge, Skill & Experience)**

Technical

 - Previous experience in a teaching or services sector environment
 - Ability to integrate service learning within the Teaching and Learning programmes of each sub-school
 - Demonstrated experience of reviewing and developing a service learning model tailored to individual learning
 - Understanding of the principles of service requirement philosophy around student world learning and impact of service
 - Strong ILT knowledge and capability to use new technologies to develop and promote the programme

Managerial & Human Relations

- Outstanding oral and written communication skills with a proven ability to build, create and develop relationships in order to promote a culture of service and servant leadership
- Strong researching and networking abilities to create new opportunities and develop partnerships for local, national and international service programmes
- Outstanding oral and written communication and networking skills with the ability to work with a community of diverse backgrounds and skill levels
- Ability to deliver professional development to all staff

iii) **Additional Requirements & Values**

- Committed to developing opportunities for students to become active and caring members of local, national and global communities in line with the International Baccalaureate's Educational Philosophy and the Round Square organisation
- Ability to manage and prioritise a diverse workload and meet deadlines
- Highly organised with attention to detail
- Positive outlook with the willingness to become involved in Scotch College life
- Demonstrated ability to embrace Scotch College Values of Service, Integrity & Stewardship underpinned by the values of the Uniting Church in Australia (UCA); in particular the UCA Charter of Education
- Demonstrated ability to abide by organisational Health & Safety Policy, Procedures & Guidelines

CORE RESPONSIBILITIES & TASKS

Executive Leadership Function

- Ensure Scotch College is setting the standard of excellence for students and staff
- Plan, act, review and respond at the highest level of professional practice by:
 - gathering information, analysing data and making decisions
 - developing strategies, aligning resources and implementing actions for improvement
 - consolidating improvement, changing established practices or changing the decision making processes when necessary
- Contribute to the development a culture of improvement by placing the core business of learning at the centre of all strategic and operational planning
- Implement effective review frameworks that use data, benchmarks and observation to monitor student and staff progress
- With other members of Executive, contribute to and implement the College's strategic plan, vision, mission and values
- Foster a supportive environment for staff and students to realise their full potential
- Act in a supportive or supervisory capacity at College functions, where appropriate
- Attend and participate in Executive committee meetings and other relevant meetings
- Engage in dialogue and inform the Headmaster on relevant matters
- Ensure the College is compliant with legislation or policies
- Promote good performance and challenge underperformance, work with others to produce and implement clear, evidence-based improvement plans and policies that promote and sustain school improvement
- Contribute to the development and maintenance of efficient administrative policies and procedures

Service Management & Development

- Identify and promote service opportunities for all student of the College from Kindergarten to Year 12
- Develop and implement a whole school service programmes and appropriate strategies for service action and service learning
- Work with staff and other relevant internal stakeholders to create both internal and external service opportunities to enhance the programme
- Identify opportunities for Service Learning within the curriculum
- Engage external service agencies and organisations at local, national and international levels and develop and manage relationship appropriately
- Maintain an overview of national and international Service Tours
- Report to the College Management Team, Executive and Council on Community and Service issues as required
- Write reports and articles for internal and external publications as required
- Oversee the IBO Community and Service
- Oversee Community and Service Budgets as required
- Oversee student attendance and completion of activities and service
- Oversee records of staff supervision of service activities for co-curricular hours
- Ensure all activities comply with the College Duty of Care responsibilities and all other relevant policies, legislation and health & safety requirements

Round Square

- Promote the Round Square IDEALS throughout the College
- Manage correspondence with Round Square Head Office and Regional Management team and represent the College at meetings as appropriate
- Take Executive responsibility for Scotch College Round Square Conference including chairing of Organising Committee where required
- Write school reports for the Round Square Annual Regional Report
- Account for the Round Square Budget and ensure that Scotch College complies with Round Square agreements
- Chair the Round Square Student Committee
- Promote Round Square conferences and International Service trips, facilitating student group attendance and providing opportunities for staff leadership of visiting group
- Facilitate and oversee Round Square national and international student exchanges

International Relations

- Develop and maintain resources and associated policies to promote an increasing International Dimension for the College
- Oversee the development of specific international activities both on and off-campus
- Develop, monitor and support links and exchanges with schools and groups in other countries
- Liaise with external agencies and organisations and work towards creating international partnerships
- Audit the curriculum at all levels and identify opportunities to develop the global dimension
- Evaluate the impact of international activities/global dimension on teaching and learning throughout the College

- Raise the profile of global issues through assemblies, displays and specific events, such as visiting speakers
- Liaise with and support students and visitors from other countries
- Plan and organise training sessions for staff on the use of international themes enhancing the global dimension
- Investigate and develop opportunities for staff exchanges both within Australia and overseas
- Develop opportunities for staff to visit overseas schools when travelling
- Encourage and assist in the development of virtual communities of staff from Scotch and overseas schools

This job description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Headmaster's discretion. Employees may also be required to undertake other reasonable duties as directed.

Updated 9/2/2017