



DIRECTOR OF ORGANISATION

POSITION DESCRIPTION

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community.

The Director of Organisation is responsible for ensuring the effective implementation of all College programs and the day-to-day operations of the College. This includes the development and implementation of the College timetable. The Director of Organisation is a member of the College Leadership Team and is directly accountable to the Principal. The Director of Organisation will provide **cultural, educational, human** and **technical** leadership to the College.

The Director of Organisation holds a significant position of leadership within the College and as such is expected to support the mission, vision and values of the College as articulated in the College Mission and Vision Statements.

The Director of Organisation will provide students with a child-safe environment and 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.

KEY RESPONSIBILITIES

CULTURAL LEADERSHIP

- Provide students with a child-safe environment and 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.
- Actively and collaboratively promote, maintain and enhance the Catholic identity of the school
- Be a positive role model and actively and publicly promote and support the College, its mission, vision and values
- Actively participate in and contribute to whole school improvement
- Actively contribute to and engage in all Leadership Team responsibilities
- Be a presence around the College and the wider community.

Specific duties

- Communicate regularly to staff on matters relating to College organisation
- Support members of the Leadership Team in working with the College community in implementing the Strategic and Annual Action Plans
- Attend meetings of the Leadership Team and participate in whole school decision making
- Maintain the day-to-day educational operations of the College.

EDUCATIONAL LEADERSHIP

- Ensure that the learning and co-curricular programs are resourced to a high standard.
- Provide the Leadership Team with expert advice regarding College operations and forward planning
- Contribute to the development of structures and processes that ensure the College is meeting the learning needs of all students
- Develop and implement daily organisational structures and a timetable that supports quality teaching and learning
- Ensure the supervision and conduct of school excursions and incursions is in accordance with MACS, school policy guidelines and legal requirements

Specific duties

- Construct the College timetable and amend when necessary
- Ensure College programs and events are organised so that there is minimal disruption to regular classroom learning and teaching
- Liaise with the Deputy Principal Staff regarding staffing changes and implications for the timetable
- Support the Deputy Principal Learning and Teaching with subject selection processes
- Work with relevant personnel in the organisation and staffing of learning programs and co-curricular activities.

HUMAN LEADERSHIP

- Encourage and build leadership capacity of personnel with whom you work
- Demonstrate excellent interpersonal skills and the capacity for effective communication
- Oversee and support the work of the Extras Co-ordinator
- Facilitate procedures and processes that ensure collaboration and transparency in the development of the College timetable
- Work with staff responsible for co-curricular activities to ensure programs are conducted in accordance with school policy and guidelines and Time in Lieu arrangements.

Specific duties

- Liaise with the Principal, Deputy Principal Staff, Deputy Principal Learning and Teaching and Learning Leaders on the development and allocation of teaching loads
- Inform staff in a timely manner, of major changes to scheduled arrangements
- Work with the Extras Co-ordinator in effective College organisation to plan for upcoming events
- Undertake the responsibilities of the Extras Co-ordinator in their absence
- Work with activity organisers to ensure Time in Lieu records are accurate.

TECHNICAL AND ORGANISATIONAL LEADERSHIP

- Collaborate with the Leadership Team and other leaders to organise logistics associated with all College events
- Work with the Leadership Team to develop a list of timetable priorities and a timeline for its development
- Construct a timetable that maximises student learning opportunities
- Oversee and take responsibility for the preparation and ongoing maintenance of the College calendar
- Actively support and demonstrate proficiency in the use of the College's Learning Management System (SIMON).

Specific duties

- Distribute timetables to staff and students at appropriate times
- Ensure class lists and subject information are up to date and readily available for staff in SIMON
- Regularly update changes to class lists as a result of subject changes
- Compile student subject choices and present to Leadership in a timely manner in order to develop the timetable
- Oversee the Extras Co-ordinator to keep accurate records of staff absences and extras/replacement allocations
- Lead the College Planning Team to ensure student incursions, excursions and staff professional learning have minimal disruption to the learning program
- Oversee the review, development and implementation of the yard duty process including designation of areas, supervision roles and rosters
- Work with the Deputy Principal Learning and Teaching in the development of the College examination program, and staff the examinations accordingly
- Oversee the logistics of whole school events
- Construct and maintain the Time in Lieu records for all staff.

VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

Reports to	Principal
Internal Liaisons	Leadership Team, Planning Team, Staffing Team, Staff and Students
External Liaisons	MACS, Timetable Program Suppliers
Conditions	<p>POL 4</p> <p>There is a teaching component (0.25 FTE) connected to this role.</p> <p>Note: This position may require working after outside published term dates. Attend Leadership Team Formation Days as scheduled on the College Calendar.</p> <p>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022.</p>
Appointment Time	2026 - 2029 (with a mid-term appraisal)