Appointment of Director of Student Development
The role

Position Director of Student Development
Responsible to Principal
Reports to Head of Secondary School
Salary Teacher salary + PAR allowance set according to Enterprise Agreement
This is a new position in 2020.

Relationships and authority

The Director of Student Development is responsible to the Head of Secondary in all aspects of the position.

This role works as a key member of the Secondary School Leadership Team in building opportunities and programs which develop students into well-rounded, principled and compassionate young people.

Although specifically reporting to the Head of Secondary, the DoSD also works with the Director of Students in the Junior School to create age-appropriate opportunities for students in Years 5 and 6.

The Secondary School Wellbeing team, which aims to track and improve student wellbeing across academic and pastoral domains, consists of:

» Head of Secondary (Chair)
» Dean of Students (Deputy Chair)
» Director of Student Development
» Director of Academic Achievement
» Director of International Programs
» Director of Inclusive Education
» Heads of House (6)
» Chaplain
» Psychologist
Position purpose

The Director of Student Development engages with a range of community organisations and external providers to provide opportunities and programs in the area of community service, volunteering, leadership development, international exchanges and emotional intelligence development for students in Years 5 to 12. The role exists to coordinate a rich array of personal development opportunities for all students, with the desire to make our young people ‘World Ready.’

The main portfolios within the Director of Student Development role are:

» Service learning
» Outdoor education
» International exchanges
» Leadership development

Ideally, the incoming Director of Student Development will have experience in a senior pastoral care or student wellbeing leadership role in an independent school (eg Head of House, Head of Year, Outdoor Education Coordinator, Chaplain etc).
Responsibilities
Position responsibilities

Service Learning and Social Justice

» Create a new model of service learning opportunities for Canterbury students, which utilises the refined and expanded House system;
» Maintain and build relationships between Canterbury and community organisations, not-for-profits and charities;
» Oversee all volunteering and fund-raising initiatives in the College;
» Be visible and proactive in the College community in explaining and advocating for social justice issues relevant to the Anglican Church and to Canterbury students.

Outdoor Education

» Develop a strategy to expand and enhance the outdoor education offerings at Canterbury;
» Explore and research a range of new ‘better and different’ sites for camps from Years 5 to 10;
» Plan and coordinate additional ‘Adventurous Journey’ opportunities within the DEAS for students in school holidays;
» Investigate the viability of father/son or mother/daughter retreats and camps.

Student Exchanges

» Within the RoundSquare framework, seek out viable and exciting opportunities for Canterbury students to participate in international exchanges and student leadership conferences;
» Seek out partner school relationships with other schools in Australia and around the world to serve as the basis of small scale student reciprocal exchanges.

Leadership Development

» Coordinate the College’s Duke of Edinburgh Awards Scheme program;
» Work with the Head of Secondary and Dean of Students to develop a student leadership framework for the College from P to Year 12;
» Participate as a key member of the Secondary School team for the Year 12 Leaders Retreat each January;
» Mentor Year 9 leaders and House leaders in cooperation with Heads of House;
» Plan sessions within the Wellbeing curriculum for every year level related to Leadership;
» Take a lead role in the Emotional Intelligence (EI) development program.
Responsibilities

Professional Responsibilities

All staff are required to contribute to the collective welfare of the College community. As such they are required to:

» Adhere to the Queensland College of Teachers’ Professional Standards;
» Work collaboratively with their peers;
» Attend meetings requested by their supervisors;
» Attend student assemblies, worship and other activities as are necessary for the smooth conduct of the College;
» Model for student’s appropriate dress, deportment, language, behaviour and communication;
» Support colleagues in promoting the ethos and values of the College;
» Conduct themselves in a way which develops respect for themselves, and the College.

All members of the leadership within the College have the responsibility to:

» Reflect and nurture the Vision of the College in the course of their work;
» Lead by example to staff, students and parents through the fostering of quality relationships and community development;
» Maintain confidentiality and support of the College Executive;
» Be involved in the direct promotion of the College;
» Be committed to Christian leadership through vision service and action.

Organisational Responsibilities

Canterbury College staff are required to comply at all times with the Staff Code of Conduct and Duty of Care Policy, which includes the following key points:

» Carrying out all required duties of their job in a professional and conscientious manner;
» Demonstrating commitment and loyalty to the educational, spiritual and social values of the College and the Anglican Ethos Statement for schools;
» Advocating at all times for the protection of students from harm, neglect or abuse;
» Behaving with integrity in the course of their employment;
» Acting with compassion, care and diligence;
» Dressing appropriately;
» Behaving in a lawful and professional manner;
» Actively participating in required and appropriate professional development;
» Ensuring the highest standards of ethical behaviour when interacting with colleagues, students and their families, and the wider community, including when using, commenting and posting on social media platforms.
Key selection criteria

These will be used by the selection panel to evaluate applicants. There is no requirement for a written response to these criteria.

1. **Leading teaching and learning**
   Credibility and track record in the coordination of service learning, social justice, outdoor education and/or student leadership initiatives in the current school context.

2. **Developing self and others**
   Experience in balancing competing interests, developing student character and resilience and building a common approach;

3. **Leading improvement, innovation and change**
   Track record in prioritising student development and pastoral care, as well as innovating in this area;

4. **Leading the management of the College**
   Being an effective administrator and program manager, with experience in planning complex excursions, camps, tours, exchanges etc;

5. **Engaging and working with the community**
   Being attuned to the idiosyncrasies of the community, as well as the needs of students, staff and parents;

6. **Personal qualities that build trust**
   Maintaining a courageous, principled disposition in dealings with staff, students and parents and communicating with clarity and consideration.
Organisational expectations

All employees are bound by the requirements of the College’s policies, procedures and stated mission to act with integrity and in a way that shows a proper concern for the public interest. College employees must be familiar with and follow the spirit and content of the Code of Conduct and the Canterbury Values.

Canterbury College is committed to maintaining a healthy and safe work environment. All staff are expected to be committed to Workplace Health and Safety and to the protection of children in our care.

All employees recognise and accept that multi skilling is an essential component of working at the College. From time to time all employees may be required to undertake duties that are outside their normal Position Description but within their skills, competencies and capabilities.

Any information obtained by staff during the course of their duties is confidential and should be treated as such. Staff will not disclose confidential information to gain advantage for themselves, their families or for any other person or entity.

About you

Essential qualifications & licenses

- Current Queensland College of Teachers Registration;
- Previous experience in the successful delivery of pastoral care (including but not limited to, service activities, outdoor education, international exchanges) activities in a school.

Additional Requirements

- Commitment to the Anglican ethos of the College;
- Willingness to take a significant lead in the College’s liturgical life and to set a public example of the College’s mission;
- Experience and currency in the administration of the Duke of Edinburgh Awards Scheme would be highly regarded;
- Take a coaching, coordination or management role at Sport, Arts, Spiritual or Service activities conducted in the evenings and on the weekends;
- Classroom teaching: teach up to 0.6 in the Secondary School.

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Applications

Applications close Friday 9 August 2019 at 4pm. Please do not include any extra material with your application in addition to what is required in the description above.

Please address covering letters to:
Mr Daniel Walker
Principal
Canterbury College
Old Logan Village Road
Waterford Queensland 4133

Applications will only be accepted via Seek. An upload receipt will be provided automatically by Seek. Applications sent via email will not be processed.