

Director of College Operations Cross Campus

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist our students to take their place in society, alive with the wisdom of the gospel.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Overview

The Director of College Operations is a strategic leadership role, pivotal to the efficient and effective functioning of St Bede's College. This position is responsible for the overarching operational management of the College, ensuring optimal resource utilisation to support student learning, pastoral care, and co-curricular programs. This role involves proactive calendar management, forward planning for organisational changes and special events, and the strategic oversight of all operational procedures to ensure the seamless day-to-day running of the College.

The Director of College Operations will be required to work flexible hours, with some duties performed outside of the regular school day. This position also plays a critical role in developing, overseeing, and implementing robust risk and compliance measures across all campuses, working closely with the College Risk and Compliance Manager to ensure all St Bede's College obligations are understood and met by staff.

Reports to:

- Principal through Deputy Principal Strategy

Direct Reports:

- College Timetabler
- Daily Organisers
- Bookings Coordinator

Member of:

- OHS Committee
- Operations Team

Associated Relationships:

- Deputy Principals
- Executive Director – Business Strategy and Operations
- Director – Human Resources
- Director of Risk and Compliance
- Middle Years Coordinator, Senior Years Coordinator and BE Campus Director
- Year Level Coordinators
- Teaching and Learning Team
- Learning Area Leaders

Key Duties and Responsibilities

1. Calendar

- Strategically develop and maintain the overarching College Calendar, ensuring alignment with the College vision and priorities.
- Lead comprehensive consultation with stakeholders to strategically prioritise and de-conflict events and activities. This includes making definitive decisions on adding or removing calendar items, resolving clashes, assessing event feasibility, and managing venue availability.
- Ensure that consultation takes place and approval sought from the relevant line manager is before adjusting planned calendar events
- Oversee the development of the Subject Selection Calendar in consultation with the Deputy Principal – Teaching and Learning.
- Collaborate with the T&L Leader VCE, VET & NAPLAN to develop the VCE SAC Calendar.

- Take overall responsibility for the coordination and dissemination of the College Calendar and Diary Dates, including all amendments and updates, ensuring consistent communication across the College.
- Oversee the coordination of staff and student photos, including distribution to Year Level Coordinators and College Administration staff for key platforms and booklets.

2. College Operations Team Meetings

- Coordinate and chair weekly Operations Team meetings, driving strategic operational initiatives.
- Provide overall leadership and coordination of all College Operations, ensuring that effective and timely communication is central to the operations processes.

3. College Timetable and Daily Operations

College Timetable

- Take overall strategic responsibility for the College Timetable, providing practical support to the College Timetabler.
- Strategically manage the subject selection process, in collaboration with the Deputy Principal Learning and Teaching.
- Work collaboratively with the Deputy Principals', Learning and Teaching and ICT, in the timetable process as required.
- Strategically oversee the efficient deployment of staff and appropriate class coverage, proactively managing changes in teaching loads throughout the year within the set budget, including support staff as required.

Daily Organisation

- Directly oversee and manage the functions of the Daily Organisers, including the extras/top-ups schedule, comprehensive records of staff absences, distribution of information to key personnel, and the strategic planning of replacements for all camps, co-curricular activities, supervision duty, CRTs, and special programs.
- Proactively manage and ensure follow-up with teaching staff regarding attendance at replacement classes, yard duties and other student supervision requirements.
- Oversee and manage the entire excursion and incursion process. In conjunction with the Risk and Compliance Manager, strategically review and authorise proposals and planning, ensuring appropriateness of the activity, completion of comprehensive risk management assessments, and adherence to budget parameters for staffing and transport costs.
- Ensure that the communication around student absence due to excursions, incursions, camps and other events is robust and timely, allowing teachers to plan lessons accordingly.
- Strategically coordinate and document time on and off campus for part-time teachers.
- Cover the Daily Organisers and/or Timetabler and/or Bookings Coordinator in their absence.

Working with Human Resources

- Work with the Director of Human Resources and the College Timetabler to strategically plan for future staffing requirements
- Collaboratively plan with the Operations Team to ensure all classes and duties are strategically covered daily.
- Proactively plan for coverage of sick leave, long service leave, and other approved leave with appropriate staff to ensure continuity of learning.
- Maintain a database of approved long service leave and leave without pay for the purposes of forward planning for the Daily Organisation function of the College.
- Communicate the cover arrangements to the relevant Learning Leader(s), the absent staff member and any staff involved in covering classes. Where relevant, support the handover process between staff.

4. OHS and Emergency Management Leadership

- As a member of the OH&S Committee, actively serve as the Deputy Chief Warden, a key leadership role in the College's emergency management procedures.
- Strategically manage and coordinate evacuation and lockdown procedures, regularly seeking feedback for continuous process improvements.

- Work with the OHS Team to maintain an accurate record and ensure that all working spaces (including classrooms) are well maintained and meet all required safety standards.

5. College Events and Procedures

- Oversee and coordinate the operational requirements of major college events, including whole/half College assemblies, whole/half College masses, information evenings, Mother's Day, Father's Day and International Women's Day breakfast events and other College events as directed.
- To assist in the organisation of Mission Action Day and Founder's Day and other whole school events.
- Oversee the organisation of teacher rosters for extracurricular activities, and in conjunction with the Deputy Principals, oversee and organise staffing for year level curricular and extracurricular activities.
- Assist the Deputy Principal Learning and Teaching, in the planning and implementation of NAPLAN internal assessments, examinations, including VCE examinations, SACS and occasional external assessments, i.e., PISA.
- Provide organisational data relating to staffing/rooms/timetable as required by relevant staff for the purpose of event organisation.
- Strategically manage the ACE process, risk assessment and documentation, overseeing the coordination of staff and movement of students, including transport to major off-site events and cross-campus events.
- Arrange alterations to room use and furniture movement due to College events.
- Liaise with the Canteen/Catering team and the Maintenance team and the Bookings Coordinator in the coordination of College events.
- In conjunction with the Enrolment Registrar, Deputy Principal Students, Campus Director, Middle Years Coordinator and Year 7 Coordinator, strategically coordinate and oversee all operations for major Orientation Days, including Year 7 Orientation and interactive evenings and events.
- Assist with Open Day(s), Orientation Day(s) and Information Evenings throughout the year.
- Coordinate and organise meals for staff for any major events, including PST interviews, evening information nights, productions etc. as required.
- Provide oversight and support to the Community Relations Officer in organising staff and community events throughout the year.
- Take overall strategic responsibility for the planning and implementation of Parent Student Teacher Interviews.

6. Staff and Operations

- Support the Director of Human Resources, the Executive Director of Business Strategy and Operations and the Staff Induction and Development Coordinator with the onboarding of new/returning staff members.
- Consult with the Director of Human Resources to coordinate the desk/office allocation of staff
- Ensure the staff policies, procedures and associated information remains relevant and up-to-date in the areas of College operations and processes.
- Act as the afterhours contact point for staff requesting entry to the College property outside of usual hours, ensuring that the College Working Alone Policy is followed.

7. Professional Learning Operations

- Work collaboratively with the Deputy Principal Learning and Teaching, to support the operational requirements of learning initiatives.
- Support the T&L Leader - Pedagogy & Professional Development in all professional learning operational matters.
- Assist with the operational requirements of Staff Professional Learning Days, as required.

8. Other

- A formative appraisal will occur at least once during the appointment period.
- Undertake other relevant duties as directed by the Principal.

The **Director of College Operations** reports to the **Principal** through the Deputy Principal Strategy.

This role may form part of a teaching position or may be undertaken as part of a non-teaching, Education Support role

Where the role is part of an ongoing teaching position, the role of Director of College Operations will be a two-year Position of Leadership appointment (2026-2027), in line with the current POL Cycle and will attract a POL 4.0 and a time release of 26 (60 minute) periods per cycle.

Where the role is part of a non-teaching, Education Support role, the position will be classified in accordance with the conditions of the CEMEA 2022, depending upon the skills and experience of the successful applicant.