



POSITION DESCRIPTION

DIRECTOR OF ACADEMICS

Santa Maria College is nestled in picturesque gardens overlooking the Swan River in Attadale, Western Australia. It is a Years 5 – 12 Catholic school for girls, both day and boarding with 1280 students including 150 boarders. Santa Maria offers a quality education inspired by Jesus Christ and the vision of Catherine McAuley.

ROLE DESCRIPTION

The Director of Academics is a senior leadership role and will work closely with the College Executive Team, Deputy Principal Teaching & Learning (DPTL), College Leadership Team, Academic Council, teaching and non-teaching staff, students, parents and the wider community.

This senior leadership role has a strong focus on timetabling, course selection and academic tracking and works closely with the DPTL to ensure outstanding learning opportunities for students.

SELECTION CRITERIA

- Commitment to the ethos and values of Catholic and Mercy education.
- A proven ability to provide effective leadership.
- Understanding of current research relevant to the education of girls.
- Exemplary knowledge and proven practice in timetabling, course selection process, and academic tracking.
- The capacity for flexible, innovative thinking.
- Ability to effectively guide the continued growth and development of staff.
- Exemplary interpersonal and communication skills.
- Expertise and confidence in resolving issues.
- Demonstrated commitment to ongoing professional learning.
- Excellent organisational skills.

1. MAIN RESPONSIBILITIES

2.1 Mission

- Demonstrate a strong sense of purpose consistent with the College Mission and Vision.
- Model Gospel and Mercy values and promote their importance.
- Support the Director of Mission to provide opportunities that enable our student and staff to develop their faith through opportunities such as Masses, Rosary, prayer, retreats and reflection days.
- Enable students to attain the knowledge and beliefs that will enable them to develop understanding and connection to their faith and to see its relevance in their daily lives.
- Involve students in planning and organizing establishing programs that enhance social justice, community service and promoting positive relationships in the community.
- Encourage all teachers to respect the dignity and uniqueness of each student.

2.2 Leadership

- Co-Chair of Academic Council with DPTL.
- Provide College structures that enable contemporary, innovative ways of learning.
- Lead initiatives to improve academic teaching and course selection processes.
- Oversee the implementation of WA and WACE Curriculum as per SCSA guidelines in consultation with Academic Council and DPTL.
- Oversee all communication, reporting and uploads to SCSA completed by the Academic Administrator.
- Coordinate all aspects of course information including the review and development of Curriculum Handbooks.
- Deliver course selection information to parents and students.
- Oversee student subject selection process.
- Oversee course counselling processes and course changes for Years 10-12.
- Analyze and interpret data such as WACE, OLN, NAPLAN and work closely with HOLAs to determine strategies for improvement.

2.3 Staff Development

- Assist the Executive Team as needed in selecting staff to ensure quality staff are appointed to positions in the College.
- Support the Head of Professional Learning with staff induction and mentoring of recent graduates.
- Support the provision of academic professional learning for all teaching staff in conjunction with the Deputy Principal Teaching and Learning and Head of Professional Learning.

2.4 Teaching and Learning

- Demonstrate a comprehensive understanding of current educational issues impacting on students from Years 5-12.
- Promote the education of the whole person by encouraging the religious, intellectual, social, cultural and physical development of students.
- Be a highly effective teacher who models exemplary pedagogy.

2.5 Administration

- Development and implementation of the College Timetable, including staffing and rooming.
- In conjunction with the Head of Digital Innovation oversee the College Learning Management System, SEQTA.
- Oversee the development and use of EDVAL and Synergetic.
- Oversee the Relief Co-ordinator who is responsible for daily reliefs and organisation.
- Co-ordinate academic reporting in conjunction with the DPTL and Head of Digital Innovation.
- Oversee the Academic Administrator's organization and implementation of examinations and external testing.
- Oversee coordination of Parent Interviews.
- Implement and review College academic policies in conjunction with DPTL.
- Work closely with members of the College Leadership Team on the organisation of College events such as Awards Nights and Assemblies.
- Oversee allocation of all academic related awards.
- Approve incursions and excursions.

2.6 General

- Support the Executive Team in all aspects of College life.
- Attend all Academic Council meetings.
- Attend staff meetings, College and Year Masses, Assemblies, Camps and College functions as required.
- Participate in all school-based professional learning activities.
- Perform other duties as required.