

## Position Description

Title: Dean of Administration

Senior School Campus



This Position Reports to: Deputy Head Senior School - Learning and Teaching

Department: Studies

Date: July 2024

## **PREAMBLE**

As a staff member of The Southport School, it is crucial that you understand the underpinning philosophy and aims of this school, its routines and administration, and more importantly, that you actively support the Anglican Ethos of the School. The School Prayer gives a clear understanding of the School Aims.

*Make us a truly Christian Community where education embraces the whole of life. With the school may we find acceptance, healing and growth through faith in Christ and in turn service to others.*

## **OUR TSS VALUES**

### **We are a TEAM**

We work together in a spirit of trust, loyalty, inclusion and mutual respect. We persist and encourage each other to do our best each day.

### **We are a community of SCHOLARS**

We learn every day and our interests and different approaches bring diversity of opportunity and enrich our understanding of the world.

### **We are here to SERVE**

We contribute positively to our classes, our teams, our school, our families, and our communities, learning to lead and to improve the world in which we live.

## **STUDENT PROTECTION IN ANGLICAN SCHOOLS**

Anglican Schools and Education & Care Services are committed to providing environments where children and young people receive the highest standard of care, where their rights are supported, and they have opportunity to thrive and be fruitful. Such environments nurture and safeguard the intelligence, dignity, safety and wellbeing of each child or young person, by placing them at the centre of thought, values and actions.

As reflected in our Ethos, our vocation is education, driven by a vision of humanity, shaped by the image of God made visible in Jesus, present in every human being.

- Every child: made in the image and likeness of God.
- Every child: loveable and loved, unique and unrepeatable.
- Outstanding education for the flourishing of people and the good of community.

Our faith is lived. We are hospitable and welcoming communities, who embody compassion, kindness, fairness, justice and love, and where exceptional pastoral care is practiced.

Working and serving the best interests of children and young people is in everyone's best interest. This is achieved through sustaining living and learning environments that are safe, supportive and stimulating. Specifically, we:

- place emphasis on genuine engagement with children and young people.
- create conditions that reduce the likelihood of harm to children and young people.
- create conditions that increase the likelihood of identifying harm where it exists; and
- respond swiftly and appropriately to any concerns, disclosures, allegations or suspicions.

This commitment is sought to be consistently reflected through the decisions and behaviour of all persons within the School or Service, who are guided by effective governance, policies, tools and processes. This fosters a child safe culture, where acting in children and young people's best interests is at the heart of what we do.

## **PURPOSE OF THIS DOCUMENT**

To provide the team member with the key selection criteria, specific duties and responsibilities and general responsibilities against which your appointment to, and performance in the job, will be assessed.

As part of the team, you will be expected to know the policies and procedures that govern some of the tasks you will be performing.

## **KEY SELECTION CRITERIA, QUALIFICATIONS AND EXPERIENCE:**

### **Selection Criteria**

- Outstanding organisational skills with the proven ability to work within tight timeframes and capacity to effectively manage multiple projects.
- Demonstrated knowledge of, and experience in, school organisation, policy and procedures including the ability to implement policies and procedures that promote efficiency, clarity and successful student outcomes.
- Experience in Timetabling software, Microsoft Office, TASS and other applications and databases and/or the ability to quickly acquire knowledge of existing and new programs.
- Demonstrated commitment to nurturing positive relationships between students, teachers and stakeholders.
- Demonstrated excellent written and verbal communication skills and interpersonal skills necessary to work with all members of the school community.

### **Qualifications and Experience**

- Education - Degree or Experience:  
A Bachelor of Education and ideally a Master of Educational Leadership
- Teacher Registration:  
Must hold valid teacher registration.

### **Additional requirements:**

- Provide a recent criminal history check certificate – must be within 2 months of appointment.
- Hold a current First Aid Certificate that includes CPR.

## **DUTIES AND RESPONSIBILITIES FOR THE POSITION**

This part of the document outlines the responsibilities required to competently perform the duties of the position. Of course, you will also be required to perform any other duties that the Headmaster, or their delegate, may direct you to perform, and which could reasonably be considered relevant to the position.

### **SPECIFIC DUTIES AND RESPONSIBILITIES**

The Dean of Administration is appointed by the Headmaster and works in collaboration with, and under the immediate direction of, the Deputy Head Senior School - Learning and Teaching. As a member of the Senior School Executive team, the Dean of Administration assists and advises in areas of organisation, operational policy and procedure and major decision-making.

The key function of this role is to share, with the Headmaster and Senior School Executive, in the strategic leadership and operational organization and administration of the school. In particular, the Dean of Administration will work collaboratively with members of the school Executive in policy and procedure relating to staff and student administration.

The role holder will be required to form a significant partnership with Deputy Head Senior School - Learning and Teaching in effectively leading, planning and communicating policy and procedure which promotes and supports the efficient running of the College from an organisational perspective, whilst maintaining optimum opportunities and outcomes for students.

### **Key responsibilities:**

The Dean of Administration role is a member of the Senior School Executive team and therefore attendance at these meetings is required. The role of Dean will liaise and consult with the Deputy Head Senior School - Learning and Teaching in the day-to-day operations of the school.

#### Administrative Leadership

- In consultation with the Deputy Head – Head of Learning and Teaching, and key staff, develop, maintain and publish the Year 7 to 12 school timetable.
- In consultation with stakeholders, complete student subject changes and solve both short- and long-term staffing adjustments.
- In consultation with stakeholders, lead the subject selections processes.
- In consultation with stakeholders, develop all exam timetables including external assessments.
- Advise the Studies Team leader of relevant administrative needs associated with exam timetables (exam invigilators, booking of venues and set up etc).
- Manage and oversee the staff replacement (supervision) organisation on a daily basis with administrative support provided by Studies administrative officers. Ensure engagement of relief staff is within budget and managed with a future focus.
- Engage relief staff in consultation as required both on a daily and future planning basis and overseeing the supply teacher budget on an annual basis.
- Supply information as required for the annual School calendar.

#### Staff Leadership

- In consultation with the School Executive Team and key staff including the School Compliance Officer and People and Culture Manager, lead processes where policy and procedure for the efficient administration of the school are developed, communicated and implemented.
- Attend senior school executive planning meetings as required to liaise regarding matters concerning policy and procedure, planning, event management and calendar.
- Attend, and chair as needed, Heads of Department meetings.
- Attend Middle Leaders' meetings.
- Lead the Studies Administration team.
- Represent the school at external meetings, associations, conferences as required by the Headmaster.
- Chair project groups or join project groups for particular purposes as required by the Headmaster.
- Assist People and Culture Manager in induction of new teaching staff.

#### Student protection and child safety responsibilities

- Ensuring a comprehensive understanding of all relevant policies, procedures, guidelines and reporting protocols at The Southport School.

- Creating and maintaining a safe and secure environment where students feel physically and emotionally protected.
- Recognising signs of abuse, neglect, harm, and inappropriate behaviours and conduct of students, staff, volunteers, visitors and other persons engaging with the students.
- Immediately report suspicions of harm or disclosures to a Student Protection Officer, or the Director of Student Protection, or the Headmaster concerns and disclosures as a mandatory reporter.
- Educate students about their own personal safety, empowering them to understand and assert their boundaries and seek help if they feel unsafe.

## **GENERAL DUTIES AND RESPONSIBILITIES**

Ensure all school policies and procedures are complied with by:

- Complying with legal obligations of an education establishment including complying with established industrial relations practices and requirements.
- Compliance with the Student Protection Policy and Procedures including ensuring that the well-being of all students is closely monitored, and any concerns are reported to the appropriate support and leadership staff.
- Understanding that at no time does any worker have the authority to reprimand any student or any co-worker, but to take responsibility to report any issue to the Dean of Students or any member of the School's senior management panel.

Ensure a safe and healthy work environment is provided for students, employees and visitors by:

- Complying with the Workplace Health and Safety Legislation and Regulations.
- Complying with The Southport School Workplace Health and Safety Policy
- Implementing documented basic safety and security practices.
- Preventing hygiene risks and problems through implementation and adherence to policy and procedures.

Display positive interpersonal skills needed for the delivery of quality service, with a particular emphasis on communication and teamwork by:

- Communicating effectively one on one in the workplace.
- Communicating and participating effectively as a member of a team in the workplace.
- Providing confidential employee and client relations for counselling and any grievance procedure that may take place.
- Presenting a positive, professional and dynamic image of the School to employees, clients and visitors at all times.
- Initiating and driving the business forward by directly representing the School's ethos and motto.
- Demonstrating the very highest level of personal insight, initiative and maturity in all that is done and to display a sense of flexibility and willingness to work as an integral member of the team.