

Head of Co-curricular

POSITION DESCRIPTION



Reporting to:	Deputy Principal
Teaching Status:	Ongoing
Fraction:	Full-time
Leadership Tenure:	4 years
Leadership Time Release:	0.3 FTE and Homeroom (or the equivalent)
Leadership Salary:	Level 4
Location:	Mt Ridley
Prepared:	August 2023

Position Context

Hume Anglican Grammar is an independent, multi-campus, co-educational and Anglican Diocesan School offering education from Prep to Year 12 in the Northern growth corridor of Melbourne. We aim to provide our students with an education that prepares them for the challenges of life, equips them to contribute to the community in an environment based on Christian values and at a cost affordable to as many families as possible. It is our fundamental belief that young people who are genuinely happy will engage, aspire and thrive within our learning community. By establishing high standards in all that we do, every student is encouraged and supported to discover and fulfil their unique potential.

Hume Anglican Grammar has an open enrolment policy so educates children from many faiths and with a diverse range of backgrounds and abilities. It has a strong sense of inclusivity and a community-minded focus. We are a progressive school, not just in the development of buildings and grounds, but also in innovative thinking and advancements in our approach to teaching and learning. This is led by a group of dedicated and expert teachers who practise their craft with skill, and by building the strongest of relationships with our students. It is not by chance that we have young people who readily display warmth, humour and respect for one another and their teachers.

Since 2011, the School has occupied the Mt Ridley P-12 campus of 10 hectares, this site will ultimately have some 1,400 students. In 2019, it opened an 8-hectare second campus in Donnybrook. Commencing with junior primary, each year additional classes and year levels are added so the campus will ultimately have an enrolment of 1,600 from Prep to Year 12. At Donnybrook, the first cohort of Year 7 have commenced, so inaugural secondary students.

In 2023, the School opened its third campus in Kalkallo, as a Primary (P-6) school and as feeder to the Mt Ridley and Donnybrook Secondary schools, it will follow a similar growth pattern to Donnybrook with eventually some 600 students.

This year, the school has 2,287 students and employs some 240 staff - 163 teaching and 77 non-teaching. Currently, the student enrolment at each campus is: Mt Ridley 1,400, Donnybrook 672 & Kalkallo 215.

The school is on a growth trajectory and in 2024 is projected to increase to 2,573 students (Mt Ridley 1,400, Donnybrook 840 & Kalkallo 305) and ultimately have some 3,600 students (Mt Ridley 1,400, Donnybrook 1,600 and Kalkallo 600) with a corresponding cohort of teaching and general staff on its three campuses with plans for further expansion.

Purpose of the Position

Hume Anglican Grammar acknowledges the essential role co-curricular programs have in delivering a broad holistic education. The co-curricular program at Hume provides students with opportunities to enhance their learning, social skills, sense of self, wellbeing and community connectedness.

The Head of Co-curricular manages the co-curricular program both internally (House and other activities) and externally (inter-school); and provides direction to teachers and students to deliver a relevant, stimulating and inclusive co-curricular program. With knowledge of contemporary co-curricular practices, the Head of Co-curricular will inspire a safe, engaging and challenging culture, whilst promoting the School's philosophy, policies and procedures.

As Hume Anglican Grammar is a growing school, it is expected the Head of Co-curricular will not only maintain and further develop existing programs, but also explore, propose and embed future initiatives to enhance this growing area of the School.

Hume is a multi-campus school, educating students from Prep to Year 12 arranged in a Primary-Secondary model. A key aim of the School is to enrich learning opportunities beyond the classroom for all students, at all year levels and across all campuses. In doing so, the Head of Co-curricular will ensure a consistent, developmentally appropriate and aligned co-curricular program is delivered across the campuses of the School.

Hume Anglican Grammar is committed to child safety. The Head of Co-curricular supports and promotes the School's child safety culture. Under the direction of the Senior Child Safety Officer, they carry out strategies to embed a culture of child safety, assist in the review of the effectiveness of the strategies and revise as required.

The Head of Co-curricular is recognised and respected by colleagues, parents and community members as a passionate teacher, who has also demonstrated consistent and effective organisation and management skills. They have the ability and experience to initiate and lead activities that focus on improving co-curricular opportunities for all students.

The Head of Co-curricular reports to the Deputy Principal and works in close partnership with the Assistant Principals of each of the sections. They liaise closely with the Risk and Compliance Coordinator attending to all OHS matters concerning co-curricular activities. They have, as direct reports, the five Co-curricular Coordinators; and they may choose to also fulfil the role of Co-curricular Coordinator for one section of the School. In such a circumstance, the allowances (leadership payment and time release) of the Head of Co-curricular and Co-curricular Coordinator will be compounded.

Nature of the Position

It is inherent within the role and incorporated into the leadership time release, that the Head of Co-curricular will operate outside the regular school hours to attend and manage activities, performances, meetings, events and functions. Hence, they may be required to work before and after school, during term breaks and on weekends.

While based at the Mt Ridley campus, this position is a cross-campus role, as such the Head of Co-curricular will need to travel to the other campuses in their private vehicle as required. In the future, they may be required to perform part or all of their work at other locations.

Responsibilities and Duties

Subject to the discretion of the Principal, the Head of Co-curricular is responsible for managing the co-curricular program both within the School and between Hume and other schools.

Their responsibilities include:

Intra-school

- Establishing, developing, overseeing, reviewing and revising the School's co-curricular program vision and strategy

- Developing and maintaining a common approach to co-curricular across all campuses, ensuring consistency in strategic intent, including variety and access-equity
- Increasing and improving the range of intra-school competitions to actively engage and involve as many students as possible.
- Liaising with the Co-curricular Coordinators to ensure all facets of intra-school House competitions and events, including the three major carnivals – swimming, cross-country and athletics (Years 3-6 and 7-12)
- Supporting the Co-curricular Coordinators in the organisation of intra-school competitions, and playing a leading role in their conduct
- Promoting staff participation and engagement, to foster diversity in co-curricular offerings.
- Managing facilities and resources required to conduct House activities.
- Liaising with the Heads of Performing Arts, as required, to provide support or other assistance with Performing Arts Co-curricular activities.

Inter-school

- Liaising with the Co-curricular Coordinators and Assistant Principals to assist and support all facets of inter-school sporting competitions and activities.
- Coordinating and overseeing the School's participation in inter-school competitions in other (non-sport) activities including, but not limited to, Robotics, Debating, Public Speaking, Chess, etc.
- Exploring networks and opportunities to grow the inter-school co-curricular program.
- Liaising with the Co-curricular Coordinators and the Coordinator of School Organisation to assist and support the allocation of supervisory staff to external competitions and activities.
- Managing the School's participation in the Galway Schools Program, or any similar program
- Representing the School at regional/divisional coordinators' meetings as required

Staff management

- Supporting the Co-curricular Coordinators in the allocation of staff and volunteers, as required, to successfully conduct intra-school and inter-school competitions.
- Overseeing the work tasks and practices of the Co-curricular Coordinators
- Providing training in relevant systems (for example, Sports Tracker and Synergetic) to Co-curricular Coordinators
- Chairing the Co-curricular Team meetings

Student management

- Liaising with the Student Leadership Coordinator to develop student leaders associated with the Co-curricular Program.
- Overseeing student leaders as they assist in the conduct of events.
- Maintaining records of staff involvement in co-curricular activities and being responsible for updating the Co-curricular Handbook and its accessibility for the School community

School Colours

- Overseeing all facets of the Colours Program including the collection, storage and reporting of co-curricular data and results
- Ensuring that data collection is timely, accurate, and reported appropriately.
- Reporting to the School community the results of all competitions
- Coordinating trophies, ribbons, blazer emblems and colour bands for students to recognise accomplishments.

Other

- Collating and submitting monthly co-curricular summary reports providing an overview of activities and successes in the co-curricular program
- Under the direction of the Deputy Principal, formulating and managing the co-curricular budget
- For all co-curricular activities, ensuring complete risk assessment processes have been performed and all Occupational Health and Safety (OHS) requirements are in place and being followed
- Maintaining an oversight of all awards, trophies, pennants, and commendations; and ensuring they are cared for and appropriately displayed around the School
- Overseeing volunteers in their capacity supporting the co-curricular program
- Undertaking the duties of a teacher as defined by the Position Description for a Teacher
- Carrying out other duties as directed by the Principal or their delegate

Qualifications, Skills and Experience:

Essential

- Extensive experience in managing co-curricular programs
- Expert knowledge of sporting programs – intra- and inter-school

Desirable

- Leadership experience
 - Post graduate qualifications in educational management and leadership.
 - Involvement in relevant professional communities
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Personal Qualities

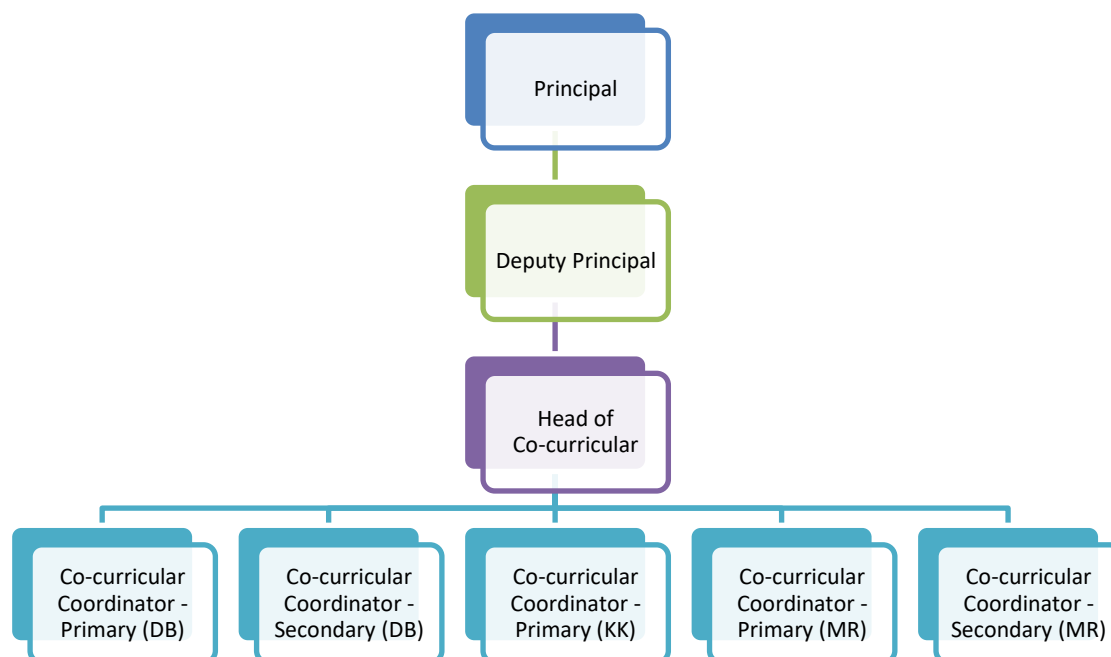
Essential

- Outstanding organisational skills, planning and management capabilities.
 - Ability to proficiently prioritise tasks and utilise effective time management skills.
 - Excellent communication and interpersonal skills to build relationships with key stakeholders.
 - Ability to motivate staff and students to influence the direction of sporting programs.
 - A resourceful team leader who is able to operate in a supportive, collaborative and inclusive manner.
 - Demonstrated interest in ongoing personal professional development.
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Key Selection Criteria

1. Outstanding organisational capability for coordinating all facets of a school program, preferably within the co-curricular area.
2. Proven experience leading others in the implementation of a school program and capacity to provide expert guidance to staff.
3. Personal sense of initiative and enthusiasm to create and promote an engaging, inclusive co-curricular program.

This Position Description may be altered from time to time at the discretion of the Principal to meet the operational needs of the School.



The above organisational chart shows only those positions immediately connected to the role.