



Courage in Wisdom | Hope in Love

Job Description

Title:	Executive Dean of Staff Development & Strategy C-12
Reports to:	Principal
EBA/Award:	Individual Contract
FTE:	1.0 FTE
Employment Type:	Permanent Full Time

Position Summary

Due to the initiatives in our new Strategic Plan and the rapid expansion of our College, an exciting Executive-level opportunity is being offered at South Coast Baptist College. We are seeking a skilled and motivated leader to join our impressive team of highly skilled Executives on a full-time basis starting in January 2025. Reporting directly to the Principal, the Dean of Staff Development & Strategy will have the opportunity to enhance our quality staff culture and create opportunities for our teaching and operational staff across the College (C-12).

The Dean of Staff Development & Strategy reports to the College Principal with respect to the overall duty statement, as well as to the Board with respect to written reports on the management of this duty statement.

Job Description & Requirements

- Manage Registration standards coordination.
- Manage Graduate mentor program.
- Manage Professional Learning program.
- Mapping of staff competency requirements.
- Co-ordinate Review, appraisals and accountabilities with line managers.
- Manage Staff Wellbeing program.
- Map staff Christian support framework.
- Research, support and promote 21st century staff competencies.
- Manage Research Institute and Staff Development Team.
- Manage Learning Technologies development with staff training.
- Participate in Enterprise Agreement meetings and staff management/grievance.
- Data analytics management and reporting for strategy and improvement.
- Coordinate value adding Parent education seminars.
- Manage research on Student Wellbeing and create effective staff programs for teachers to promote student wellbeing.
- Develop new initiatives with staff for enhanced learning opportunities for students (eg: online learning programs, cultural competencies).
- Collaborate to innovate and enhance a quality staff culture as identified in Strategy 4 of the Strategic Plan 'Reach for our Purpose'.



Guiding Principles for management at South Coast Baptist College:

- Uphold the Aims and Objectives of the College, working cooperatively with the Principal to achieve these objectives.
- Provide stability and plan for change.
- Be both conservative and bold.
- Ensure accountability in expenditure within Departments under this duty statement.
- Maximise consistency of control and facilitate creative autonomy.
- Plan for the future and meet short term needs.
- Exercise methodical planning and accommodate opportunity.
- Share responsibility for promoting the vision, ethos, progress and aims of the C-12 College.
- Effectively manage and provide leadership to educational staff through periods of change.
- Offer professional leadership to all staff and work collegially as a team member within the College Executive Team.
- Provide the College Principal with regular briefings relating to the duty statement.
- Provide leadership to committees and working parties within the College as delegated by the Principal.
- Develop, disseminate and implement policies and procedures as required.
- Attend designated after-College-hours events, associated with this duty statement.
- Assist the College Principal to prepare reports and submissions for the Board of Directors and other bodies as required.

Involvement in the life of the college & professional development:

- Undertake appropriate professional development approved by the Principal.
- Collaborate with the Dean of Co-curricular & Academies.
- Close involvement with and support of parents.
- Involvement and attendance to College events.
- Support of staff.
- Support of students.

Management:

Management and coordination of the College's committees including but not exclusive to:

- Staff Development Team.
- Professional Learning Committees within the College.
- Learning Technologies Committees.
- Research Institute.

General Requirements

- To have a personal faith and commitment to the Lord Jesus Christ.
- To attend Church on a regular basis and model Christian beliefs, behaviour and practices.
- To accept the College's Statement of Faith.
- Build co-operative and supportive relationships with the board, principal, staff, students and parents.
- Work to ensure personal best practice.



- Ensure that decision making is based on fact and is impartial and fair.
- Model the use of appropriate and proper channels of communication.
- Always act in the best interest of the College and its ethos.
- Working With Children Card.
- Contribute to a safe and healthy workplace by:
 - Following OH&S instructions and policies
 - Reporting accidents and hazards
 - Generally caring for own safety and that of others, including volunteers, students, and parents.
 - First Aid certificate is desirable.

Selection Criteria

- Knowledge of and understanding of the strategic issues, operational functions and culture of an Independent Christian College.
- Membership of appropriate professional bodies.
- Relevant university qualifications; a master's degree is desirable but not essential.
- Highly motivated and committed to teamwork, able to work cooperatively.
- Higher order communication and interpersonal skills including, conflict resolution, negotiation skills, confidentiality and human resource management skills.
- Superior organizational skills, including ability to meet deadlines.
- Committed, energetic and keen to exceed expectations.
- Proactive, diligent, flexible, embraces change.
- Ability to work effectively under pressure, to set priorities and to multi-task.
- Ability to make difficult and unpopular decisions if required.
- High level of professionalism.
- The ability to gain and maintain the respect and goodwill of staff, students and parents.
- Ability to network with associates maintaining congenial and productive relationships.
- Ability to problem solve, take initiative.

Other Matters

It should be noted that, while detailed, this job description is not exhaustive, and you will be expected to perform different tasks as necessitated by your role within the organisation. The principal may at their discretion, and in consultation with the Dean of Co-curricular & Academies, vary the responsibilities of the Dean of Staff Development & Strategy.

Position Held By:			
Signed:		Date:	