



OVERNEWTON
ANGLICAN COMMUNITY COLLEGE



Appointment of

Assistant to the Head of Community Relations

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College Overview

Overnewton Anglican Community College is a co-educational Preparatory to Year 12 College catering for approximately 2,000 students across two campuses, Canowindra located in Taylors Lakes and Yirramboi in Keilor. Overnewton Anglican Community College strives to be an inclusive learning community, providing a respectful environment where students aspire to excellence in a broad range of curricular and co-curricular opportunities. We value our Christian foundation, and the importance of parents as active members of our College family as we work together, endeavoring to prepare each of our students to be mentally, physically and spiritually ready for life.

All staff participate in the full life of Overnewton College, including being supportive of our Christian ethos and contributing to the breadth and depth of our student and staff programs. Joining Overnewton College means being part of an inspiring, caring and professional community, innately believing that students are at the centre of our decisions.

Four schools, two campuses, one college

The College is organised into Junior School (Preparatory – Year 4, Canowindra Campus), Middle School (Years 5 – 8, Yirramboi Campus), Year 9 (Canowindra Campus), and Senior School (Years 10 – 12, Yirramboi Campus). Each School has its own Head of School and its own Parent Support Team and is functionally self-contained. The structure gives a small school community intimacy to the entire College and is supported by our large school facilities, large VCE subject choice and support services. The College is a safe, happy, ordered environment in which disciplined behaviour is a natural outcome of motivated students, engaging and demanding programs and excellent pastoral care systems.

Proudly Anglican

The College has a Chaplain and every child attends Chapel once a week. Christian festivals are celebrated, Christian values are promoted and active faith is encouraged. Religious Studies is taught from Preparatory Year to Year 11.

Affordable education

To allow access to our education, the College maintains affordable fees with State and Commonwealth Government funding providing the balance.

Consistently high academic results

Our VCE results are particularly pleasing when we consider that Overnewton encourages all students to complete the VCE regardless of their academic ability. Overnewton participates in the NAPLAN tests and results can be viewed here.

Parental involvement

Recognising that education is a partnership, the College seeks high parental involvement and each family contributes 12 hours of service to the College per term. There are over fifty parent working groups helping in areas such as classroom assistance, gardening, yard duty, photocopying, catering, canteens and the annual fair. There are regular working bees at each campus. The parental involvement is a key to the success of a student's experience in the College. Students attend the College knowing they have the complete support and commitment of their parents behind them.



Our Mission

Overnewton Anglican Community College strives to be an inclusive learning community with a strong Christian foundation.

We value a respectful environment where students, staff and families, working together aspire to excellence. Broad educational opportunities prepare students to serve as empowered, thoughtful, community-minded citizens.

Our Values

Our Christian Foundation binds and informs our values. All members of the community are encouraged to grow spiritually and explore their faith.

Community

We are proud to belong to the Overnewton community, doing our best to contribute positively, within and beyond it. The Overnewton community includes students, staff and families, both past and present. The educational and ethical standards that are promoted have a profound effect on the wider community.

Respect

We respect ourselves, our environment and the people who are part of our past and our present. We acknowledge the right of everyone to equality of opportunity and forgiveness for mistakes.

Learning

We are lifelong learners, helping each other in our journey towards greater knowledge, understanding and wisdom.

Excellence

We strive to excel in our learning, our work, our relationships and our play; making the most of every opportunity we are given.



Child Protection Statement

Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse.

Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.



Position Overview

Position Title	Assistant to the Head of Community Relations
Campus:	Yirramboi Campus
Reports to:	Head of Community Relations
Time Fraction:	Full-time
Tenure:	Ongoing
Effective date:	To be discussed at interview

Position Summary

The successful candidate will provide exceptional administrative support to the Head of Community Relations, acting as the primary connection and administrative support for the Community Relation Team members.

The Assistant will have a working understanding of all of the major projects that involve the Community Relations team and will support the team in striving for continuous improvement of enrolment processes, marketing, data management and customer service to drive deeper family engagement.

The Assistant will support the Community Relations Team to create and maintain College publications. The successful applicant will take an analytical approach and will be able to assist the Community Relations team in making data driven decisions and recommendations.

In addition to these responsibilities, the Assistant will play a pivotal role in fostering positive relationships within the College community. The incumbent is expected to maintain a collaborative approach with internal and external stakeholders to ensure the success of community engagement initiatives.

This role attracts 6 weeks annual leave per annum, to be taken during school holiday and college shutdown periods.

Position Relationships

- Principal
- Head of Community Relations
- Deputy Principal Heads of Campus
- Heads of School
- Community Relations Team Members
- College and Campus Administration staff
- College Leadership Team members
- College IT team
- Student Executive Team members
- College Community including staff, parents/guardians and students

External, as required by the Head of Community Relations:

- Digital Marketing Agencies
- Creative Agencies
- Software providers
- Local External Community

Key Responsibilities

Duties include, but are not limited to:

Administrative Support to the Head of Community Relations

- Assist in coordinating key projects and community events.
- Assisting in preparing marketing materials and advertising content.
- Provide ongoing administration support for day-to-day operational matters.
- Establish and maintain effective communication networks, working collaboratively with colleagues and external providers.
- Ensure content alignment with brand guidelines and is consistent in terms of style, quality, and tone of voice.
- Complete additional duties as directed by the Head of Community Relations or College Principal, or their nominated delegates.
- Foster a positive and collaborative work environment within the Community Relations team.

Administrative Support to the Community Relations Team

- Process and enter data for new student applicants.
- Prepare new student files and collate personal documents.
- Prepare and distribute various family communications and follow up.
- Support key events such as Academic Scholarship Program, School Alive, Step into Prep, Middle School Information Evening, New Parent Evening and others.
- Manage the team's annual activity list.
- Other administrative tasks as deemed appropriate.

Guidance and Support

- Contribute to the delivery of college publications like Whispers, OMNIA, and the Annual Community Report.
- Assist in the creation of other key marketing materials as directed by the Head of Community Relations.
- Manage ICT continuous improvement for the Community Relations team.
- Work directly with the internal ICT team to manage the Community Relations ICT needs including SharePoint, OneDrive and the Microsoft suite of products.
- Oversee data analysis for marketing data-driven decision-making.
- Create visualisations for enhanced interpretation of data.
- Respond to data queries and requests from stakeholders.
- Distribute reports to stakeholders upon request.
- Assist the Head of Community Relations with reporting as needed.
- Identify opportunities for growth and improvement in community engagement strategies.



Key Selection Criteria

- Strong ability to prioritise and adapt to changing priorities;
- Focus under pressure and remain resilient;
- High attention to detail;
- Maintain confidentiality in all aspects of student, staff, family, and College information;
- Advanced ICT skills, including proficiency in the Microsoft Office suite;
- Strong analytic skills;
- Excellent organisational and time management skills;
- Excellent verbal and communication skills;
- Capacity to work autonomously, flexibly and with discretion;
- Ability to build strategic partnerships with key stakeholders;
- Significant experience with use of databases;
- Strong event management skills;
- Excellent interpersonal skills to foster positive relationships;
- Capacity for strategic thinking;
- Strong problem-solving abilities.

Relevant Skills, Knowledge and Experiences

- Previous experience in a comparable role.
- A sound knowledge of, or experience in a comparable independent school setting will also be highly regarded.
- Business Administration or equivalent qualifications (minimum Certificate IV) will be highly regarded but not essential.

Conditions of Employment

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All education support staff will have a current Working with Children's Card (Employee).
- It is expected that all staff will support the Christian ethos of the College.
- Overnewton College is an equal opportunity employer and enforces nondiscrimination and safe working policies. All staff must be aware of and able to work within Occupational Health and Safety and Equal Employment Opportunity Legislation. The College's campuses are smoke free.
- Overnewton College has a zero tolerance for child abuse and is committed to providing child safety, children's well-being and protecting children from abuse. Ministerial order 870 requires Overnewton College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to, Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment. All staff must comply with Overnewton College's Child Safe policies and related policies and procedures and taking all reasonable steps to promote the safety of children.

Application and Selection Process

Application Process

Written applications should be emailed to humanresources@overnewton.vic.edu.au and should include:

- A brief cover letter of no more than one page;
- A CV, of no more than 5 pages, documenting all qualifications plus key responsibilities and achievements in previous roles;
- The contact details of three referees, one of whom should be your current line manager.

Note that referees will not be contacted without your prior consent.

Selection Process

A preliminary short list of applicants will be prepared, and first round interviews conducted by a panel. Final appointments are made by the Principal or delegate.

Details of employment conditions can be discussed with the Principal or delegate at final interview.

Applications will be processed upon receipt.

Closing date for applications **2 April 2024**

