



COLLEGE HEAD OF CO CURRICULUM

Full-time ongoing position, commencing 22 July, 2019
Includes 0.2 FTE teaching responsibilities

POSITION DESCRIPTION

ABOUT OVERNEWTON COLLEGE

Overnewton Anglican Community College was founded in 1987 as a Preparatory to Year 12 co-educational College. In 2019 there are over 2000 students on two campuses, Keilor and Taylors Lakes. Both campuses are an easy 20 minute drive from the Melbourne CBD.

Overnewton College is known for the commitment it makes to and expects of its families. The College's parents and staff work together to ensure that students have the opportunity to enjoy a rich diversity of curricular and co-curricular experiences that will help them to develop as articulate, questioning, literate global thinkers with integrity and depth of character.

The College is currently organised in six student communities. At each campus, there is a Junior School (Prep to Year 4) and a Middle School (Years 5 to 8). All Year 9 students attend a separate centre, Canowindra, located at the Taylors Lakes campus and the Senior School (Years 10 to 12) is at the Keilor campus.

In 2017, a new strategic plan for Overnewton College was launched, setting an agenda that actively embraces the future for our students, who need to be prepared for a world in which people work with others of diverse cultural origins and appreciate different ideas, perspectives and values. As the future leaders of our interconnected society, Overnewton graduates should be empowered to take an active role in their learning. It is our responsibility to enable them to communicate and collaborate within the digital and non-digital space to develop new ideas and solutions, building their skills to solve complex problems and think analytically, critically and creatively.

In an exciting development coming out of the strategic plan, and with students at the beginning and centre of decision-making, Overnewton College is moving into the future with a new Master Plan that covers both of its campuses. From 2021, Overnewton's two Junior Schools will be combined into one at the Taylors Lakes campus, and the two Middle Schools will become one on the Keilor campus.

Students at all levels are strongly supported through age-appropriate pastoral care systems. Campus Chaplains provide spiritual and pastoral support to students, staff and families of the College. The Head of Student Services and campus-based Student Counsellors also work closely with Heads of Schools and teaching staff to provide a multi-layered network of support for students.

The academic management of the College is under the Head of Pedagogy and Learning. All Schools within the College are well resourced with ready student access to their own or College computers and/or iPads. All learning spaces across the College are equipped with data projectors and audio-visual facilities.

Overnewton College offers a vibrant co-curricular program in music and the performing arts, debating and sport. The College is a member of the Association of Coeducational Schools, which provides a strong sporting program amongst

schools of a similar size. Years 7 to 12 students compete during the school week, allowing them to participate in community-based sporting programs on weekends.

OACC students achieve high academic results, have a well-established tradition of student leadership and community service and demonstrate a refreshing enthusiasm. Overnewton's unique family involvement program, a condition of enrolment at the College, ensures strong links between home and school to the ultimate benefit of the students.

Further information about Overnewton College is available on the College website: www.overnewton.vic.edu.au.

ABOUT THE POSITION

Overnewton College is seeking a proven educational leader, with a clearly articulated vision for contemporary co-curriculum in a large dual campus school, to lead the co-curricular program through an exciting period of structural change.

The successful applicant will be a teacher who shows a deep understanding of the learning, developmental and wellbeing needs of children and young people and will have the ability to lead and further develop a broad range of activities which enrich the school life of students and inspire them to aim for excellence with purpose, confidence and compassion.

The Head of Co-curriculum reports directly to the Principal, is a member of the College Leadership Team and the College Programs Committee. As a College leader, the Head will represent and promote the co-curriculum at appropriate college, campus and community functions and will take responsibility for any other duties pertaining to the seniority of the role.

The Head of Co-curriculum will implement policies and practices in accordance with the College ethos and attend to all routine matters pertaining to co-curriculum across the College.

Key responsibilities:

The College Head of Co-curriculum is responsible for all activities related to our five co-curricular pillars:

- **Activate**
 - School Sport Victoria (SSV)
 - Sydenham District Primary Schools Sport Association (SDPSSA)
 - Association of Coeducational Schools (ACS)
 - Before and after school activity programs
- **Be Heard**
 - Debating
 - Public speaking
- **Encore**
 - Drama
 - Dance
 - Instrumental Music
- **Get Away**
 - Tours
 - Outdoor Activities
- **Synergy**
 - Community Service
 - Student Representative Council
 - Social Justice

MAJOR DUTIES

- Take a leading role in the ongoing development of co-curricular programs and practices in the College.
- Lead the Heads of Co-curricular programs, in the ongoing review and development of:
 - the College Education Master Plan and all relevant policies
 - exemplary co-curricular practices across the College
- Oversee the work of the following key leaders and associated administrative staff:
 - Heads of Sport
 - Two Heads of Encore (Instrumental Music and Theatre)
 - Head of Be Heard
 - House Coordinators
 - Synergy and Get Away leaders
- Develop and maintain strong pastoral connections with staff across the College.
- Make presentations to staff, parents or other groups, as required.
- Oversee the production of program documentation and other co-curricular-related publications.
- Contribute to College publications.
- Complete a monthly Board Report addressing Key Performance Indicators in the Education Master Plan.
- Assist the Principal and others with processes associated with the appointment of new staff
- Work with the Business Manager in preparation of co-curricular budgets. including overseeing of individual program budgets.

KEY CONTACTS

Internal

- The Principal
- Members of College Leadership Team
- College Programs Committee
- Heads of: Activate (sport), Be Heard (oratory), Encore (instrumental music and theatre), Synergy (community service and social justice) and Get Away (trips and tours)
- House Co-ordinators

External

Appropriate professional networks including, but not limited to; CEO of the ACS, counterpart staff at affiliated ACS and SSV schools, Debaters Association Victoria, Tour Companies and sister school partners and various other service providers.

KEY QUALITIES

Within the context of their role all staff in positions of leadership are expected to have, and performance will be measured against, the following key qualities:

- Demonstrated exemplary teaching skills and capacity to provide leadership leading to the achievement of quality learning outcomes for all students.
- Demonstrated strong interpersonal skills and capacity to develop and sustain productive relationships within and beyond the school community.
- Demonstrated commitment and capacity to ensure consistency of learning opportunity for all students at each year level from Preparatory to Year 12 across both campuses.
- Capacity to use analytical skills to contribute to educational outcomes.
- Capacity to manage effectively human, financial and physical resources to deliver high quality outcomes for the College.
- Demonstrated support for and capacity to develop and maintain a positive tone and an organisational culture based on ethical professional and personal behaviours and College Values.

PERFORMANCE MANAGEMENT

In relation to setting goals, managing performance and program accountability, the Principal will establish key performance indicators (KPIs) with the Head of Co-curriculum, within the first school term of appointment to the position. The incumbent's performance against KPIs, which will be based on the Key Responsibilities and Key Qualities associated with the position, will be reviewed at least annually.

CONDITIONS OF EMPLOYMENT

Overnewton College will pay the Head of Co-curriculum a salary and provide conditions commensurate with the responsibility of a senior position. This appointment will be by a three-year renewable personal contract from the date of commencement. It is a policy of the College that all College leadership staff who are teachers take at least one class. Therefore, as part of their full-time responsibilities, the Head of Co-curriculum will have a teaching allocation of approximately 0.2 FTE.

- All teachers will hold current registration with the Victorian Institute of Teaching (VIT).
- All Education Support Staff will hold a current Working with Children (WWC) Card.
- It is expected that all staff will support the Christian ethos of an Anglican school.
- Overnewton College is an equal opportunity employer and enforces non-discrimination 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 wellbeing 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.

THE SELECTION PROCESS

A preliminary short list of applicants will be prepared and first-round interviews conducted. A further shortlist will then be prepared and further interviews will be conducted as appropriate. The appointment of the Head of Co-curriculum will be made by the Principal.

In the first instance, enquiries and applications should be directed to:

Mrs Dianne Nunan
Head of Human Resources
Overnewton Anglican Community College
2-30 Overnewton Road
KEILOR 3036
Or
Email: di.nunan@overnewton.vic.edu.au
Telephone: 03 9334 0147

- **EMAILED APPLICATIONS PREFERRED**
- **Closing Date for Applications: Thursday 9 May, 2019**

Applications will be acknowledged by email. If acknowledgement of your application has not been received after two working days, please contact the Head of Human Resources.



Information about Overnewton College

Our Vision: *A community of Learners Embracing the Future*

Our Mission: *Overnewton Anglican Community College strives to be an inclusive learning environment 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: Overnewton's 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 in the wider community.

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

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.

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

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