



CANBERRA
GIRLS
GRAMMAR
SCHOOL

Executive Director (Operations)

Canberra Girls Grammar School

Position Description and General Information

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General Information

Canberra Girls Grammar School (CGGS) is an independent Anglican school with an enrolment of approximately 1,400 students and a 95-year tradition as a leader in the education of girls.

Offering a world-class education including the International Baccalaureate PYP and Diploma Programme our intent is to develop boys, girls and young women who are well educated and who insist on living ethically and purposefully.

All staff are appointed by the Principal and are responsible to her for the overall performance of their duties.

The Role

The Executive Director (Operations) is one of six Executive members at Canberra Girls Grammar School and is a role that reflects the strategic direction <https://www.cggs.act.edu.au/about-us/meet-the-board/strategic-design/> of the school, leading the Strategic Principle, *Connecting with the World*. Reporting directly to the Principal, the Executive Director (Operations) functions within the Executive as a custodian of school culture, standards and traditions. The role works closely with all areas of the school and its community to ensure the student experience is of the highest standard and key events and ceremonies are preserved and honoured appropriately.

As an essential advisor to students, parents and staff, exemplifying and modelling good judgement, tact and discretion, the Executive Director (Operations) will have a vision of excellence in their key areas, and will lead the school in building and maintaining a positive, achievement orientated school culture and spirit that enables our students to succeed. The Executive Director (Operations) will support the mentoring of student progress across the school and will support a wide array of student activities while also working with staff in the achievement of these goals. Building on a vibrant and challenging environment full of opportunities for the students, this role will be active in the wider community to promote and develop key relationships for the School.

Terms of Appointment

Type	Contract term of five years
Start Date:	19 April 2021 or as soon as possible
Annual Leave entitlement:	6 weeks (All leave is to be taken during pupil free periods)
Remuneration:	To be negotiated

Due to the nature of this role out of hours work and travel will be required. The school requires the successful applicant to maintain a degree of flexibility in work hours which is reflected in the remuneration of this role.

Direct reports

- Sports and Activities Manager
- Head of Boarding
- Co-curricular Coordinators (including but not limited to Debating, Duke of Edinburgh and Rowing)
- Defence School Mentor

Committee Responsibilities

- Uniform Committee (Chair)
- Physical Resources Committee
- Senior / Junior School Co-curricular Groups
- Travel Committee

Liaise with:

- Executive members
- IBDP and PYP Coordinators
- Director of Human Resources
- Chaplain
- Director (Advancement)
- Property (Facilities) Manager
- Grammarian Association
- Director (Finance and Risk)
- Alliance Schools and Organisations (ACT/NSW, national and international)

Specific Roles and Responsibilities

1. Strategic Leadership

- a. The Executive Director (Operations) has responsibility for implementing the Strategic Principle, *Connecting with the World*, within the CGGS Strategic Design (2020-2025)
<https://www.cggs.act.edu.au/about-us/meet-the-board/strategic-design/>
- b. Ongoing guidance and advice to the Principal related to the strategic development and support of Boarding and international networks and travel, Co-curricular activities, Defence and Embassy Transition, Student Safety, Traffic and Travel and facilities and resources.
- c. Work with the Principal and Director (Advancement) to support philanthropy projects and initiatives.
- d. Identify and advise on relevant 'best practices' regarding student wellbeing and school co-curricular programs and initiatives, including the Podium Program.
- e. Act as the staff representative on the Gabriel Foundation Finance Committee.
- f. Act as an advisor on Senior and Junior School transition projects to facilitate and support successful implementation including The Masterplan, Strategic Design and Centenary Project.

- g. Lead strategy and vision relating to the Boarding House notably enrolments, staffing and refurbishment of facilities.
- h. Lead the Co-curriculum strategy and vision; budgets; staffing; Grammar Plus; value add and quality assurance.
- i. Lead international travel; alignment, quality, intent and Risk Assessment Management and Policy.

2. Pastoral Leadership

- a. Key accountability for the overall co-curricular experience of students at CGGS (P-12).
- b. Support the Director (Students) in support of the Pastoral Programs within the Boarding House.
- c. Support and promote cross campus relationships and programs.
- d. Advocate and support special or unique student groups e.g. Defence students, Boarding students, elite sportswomen, etc.
- e. Advise and support transition programs for students eg: ELC → Prep, Year 3 → Year 4, Year 6 → Year 7, Year 9 → Year 10.

3. School and Community Relations

- a. Provide a staff 'voice' for areas such as staff welfare, recognition, leadership support and goal congruence. As a representation of the Exec, sit on staff consultative committees.
- b. Build and maintain relationships with fellow Emily schools and coordinate the Sisters' of the Church 2022 gathering.
- c. Actively develop and formalise co-educational co-curricular events and social activities with schools in the region (eg Marist College and St Edmunds Catholic College).
- d. Work with the Exec. Director (Communications and Engagement) to promote and implement initiatives related to the school's culture and tradition eg: Centenary Year.
- e. Lead and promote school standards as they relate to Uniform through the Uniform Committee.
- f. Liaise with parent committees on behalf of the Principal as required.

4. Public Image and Development

- a. Initiate and support programs that enhance CGGS' public image through intra-school, inter-school, community and national activities in the area of co-curricular and pastoral care.
- b. Seek opportunities for further engagement including but not limited to hosting events and festivals.
- c. Foster and maintain strategic partnerships and alliances across the school community building the profile and reputation of the school.
- d. Represent Canberra Girls Grammar at corporate engagements and events.
- e. Grow professional networks with other schools, community organisations and professional associations beyond the school.
- f. Provide regular contributions to School publications and Social Media platforms.

5. Other

- a. Participate in relevant Professional Learning for staff; including the New Staff Induction process and Working in an Anglican School presentation.
- b. Maintain a solid understanding of school policy and assist in its implementation and cyclical review.

- c. Maintain familiarity with reporting requirements and legislation as they relate to the school and assist with their preparation and delivery as required.
- d. A teaching load of one (1) class.
- e. Other duties as required by the Principal.

Skills and Experience

- Relevant Teaching qualifications and ability to maintain a WWVP clearance
- Previous experience in a senior leadership role in a school
- Demonstrated understanding of current educational issues, particularly in relation to the care of boys, girls and young women
- Demonstrated knowledge of legislation, compliance, policies and procedures relevant to this position
- Demonstrated excellent judgement, tact and discretion
- Ability to build relationships at all levels of the school community

Personal attributes

- A warm, welcoming and friendly disposition
- The ability to work collaboratively
- The ability to maintain confidentiality and a strong sense of loyalty
- A genuine support of the Christian ethos