



STUARTHOLME SCHOOL

DIRECTOR OF STUDIES

Position Title	Director of Studies
Position Level	MM Tier 4
Reporting Responsibility	Deputy Principal
Supervisory Responsibility	Leaders of Learning, Careers Counsellor, VET Coordinator
Employment type	4-year contract
Role Description review date	October 2022

PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

ROLE PURPOSE

The Director of Studies is a middle leadership role assisting the Deputy Principal in the development and supervision of the school's vibrant academic program. This role forms part of the Senior Educational Leadership Team of Directors within the school to ensure next practice in educational delivery and a modern Catholic education for young women.

The Director of Studies also works with Leaders of Learning to maintain and respond to learning and teaching, academic administration, reporting and compliance ensuring student engagement, learning, achievement and growth. A core responsibility of this role is the development and maintenance of the school timetable.

MIDDLE LEADERSHIP RESPONSIBILITIES:

As a Leader of Mission and Identity, you will assist in the development of the School as a faith community by:

- proclaiming, sharing and celebrating our Catholic faith in all aspects of school life;
- educating students in the values, traditions and spirituality of the Society of the Sacred Heart;
- facilitating and supporting a school culture of prayer, rituals and practices which reflect being a Catholic school in the Sacred Heart tradition;
- expressing our Catholic faith tradition through our service to others, particularly the poor and marginalised;
- actively promoting justice, peace and the integrity of creation in all aspects of school life.

As a Leader of Education, you will focus on the individual student and her holistic development by:

- embedding/supporting the Stuartholme pedagogical framework;
- co-developing and implementing a program of academic care;
- actively engaging in the school's commitment to continual improvement, through informed research which leads to innovative practice;
- modelling high expectations in pedagogy, assessment and reporting;

- tracking the learning needs of all students and working collaboratively as Middle Leaders to ensure each individual student's educational outcomes are optimised;
- implementing/promoting a curriculum which prepares our students for active global citizenship and includes JPIC perspectives (Justice, Peace and the Integrity of Creation).

As a Leader of Community, you will assist in the nurturing of positive relationships by:

- providing an environment where each student's spiritual, intellectual, social, emotional and physical development is nurtured;
- contributing to Stuartholme's spirit of welcome and hospitality;
- promoting capacity building among colleagues;
- promoting and encouraging an understanding of community that celebrates diversity and acknowledges the gifts of each individual;
- promoting and modelling elements of positive relationships including respect for self and for others, humility and a sense of hope;
- working with parents and families as active partners in their daughters' education;
- effectively engaging and communicating with fellow members of the Stuartholme family;
- embracing opportunities for connecting with local, national and global communities;
- developing and supporting community partnerships.

As a Leader of Administration, you will be responsible for:

- ensuring that administrative practices and procedures in the School are consistent with School policies and practices and the ethos of Sacred Heart Education;
- supporting procedures that ensure the School's compliance with all regulatory authorities.

ROLE RESPONSIBILITY:

Teaching and Learning Function

The Director of Studies is responsible directly to the Deputy Principal in:

- contributing to the implementation of an innovative pedagogical framework that is embedded within practice to enliven the graduate vision;
- forging strategic partnerships with key external providers to enhance the educational offering for young people at Stuartholme;
- fostering, promoting and modelling excellence in learning and teaching;
- oversight of and leading the work of the Leaders of Learning, and with them, the quality of classroom practices with special emphasis on current curriculum issues;
- working closely with the Leaders of Learning to ensure that curriculum programs and pedagogical practices provide intellectual challenge and engagement and enable each student to experience individual extension and growth;
- working with Leaders of Learning to develop and maintain academic assessment planners;
- maintaining a system of compliance with all Queensland Curriculum and Assessment Authority (QCAA) and Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements;
- keeping abreast of educational and curriculum developments and QCAA/ACARA changes;
- disseminating QCAA/ACARA and curriculum information to relevant staff;
- ensuring that all subjects and courses have appropriate Australian Curriculum or QCAA programs and unit plans designed using the Stuartholme templates;
- working with the Director of Academic Development and Performance in:
 - driving innovation that establishes next practice in the Stuartholme teaching and learning domain;
 - developing and maintaining an effective and consistent system for recording student results;
 - developing and maintaining a system for tracking of individual student academic progress.
- working with the Dean of Student Wellbeing and Student Wellbeing Team to develop and maintain a system of academic interviews and mentoring;
- working with the Director of Enrichment and Diverse Learners Department and Leaders of Learning to ensure the needs of all groups of learners are being met, including:
 - high performing students;
 - international students;
 - students with diverse needs;

- ensuring the access arrangements and reasonable adjustments (AARA) process is effectively enacted.
- working with the Dean of Student Wellbeing in the development of return to school support plans for students who are at risk;
- providing input to planned interventions for students who are vulnerable;
- providing strategic advice to parents and other key stakeholders regarding alternative educational provisions as required;
- managing subject changes;
- monitoring and reviewing group and individual student performance data;
- encouraging an environment which is conducive to life-long learning in the School community.

Administration

The Director of Studies is required to:

- contribute to the induction of new teaching staff members in regard to Queensland Curriculum and Assessment Authority (QCAA) and ACARA requirements in conjunction with Leaders of Learning;
- take responsibility for the development and formation of the school timetable;
- model effective administrative practices;
- maintain accurate and up to date student academic data and records;
- manage the appeals process for assessment;
- manage examination schedules;
- oversee the effective implementation of student reporting processes including parent-teacher interviews;
- report to the relevant State and Commonwealth authorities regarding curriculum census requirements;
- run subject selection evenings and curriculum information sessions;
- communicate and respond to parent enquiries regarding reporting, assessment and subject changes;
- manage quantity and quality of assessment;
- ensure staff manage deadlines for marking, reporting and recording of data.

Other Duties

- Leading, and/or contributing to School committees, as required;
- Undertaking other tasks and responsibilities, as requested by the Principal and/or the Deputy Principal.

Remuneration

This position is a Tier 4 position under the current *Catholic Employing Authorities Single Enterprise Collective Agreement*.

How To Apply

Along with your current resume, please provide a brief covering letter (maximum 1000 words) outlining how your experience, skills and knowledge will enable you to achieve the key responsibilities of the role. This is an opportunity to tell us about yourself and why you are the right person for this job.

Should you wish to apply for this role, your application is required by midday on Friday 18 November 2022 by email to The Principal (hr@stuartholme.com).

Your resume should include at least three referees.