

Director of Co-Curricular K-12

Position Description:

Our co-curricular program gives students many opportunities to excel beyond the classroom. As in all their learning, students are encouraged to be active, inquisitive, and reflective learners within the co-curricular life of the school.

The program scope covers sport, music, drama, musicals, debating/public speaking, outdoor education (SOW, Global Opportunities, Duke of Edinburgh), creative arts, specialist clubs and activities, Service-Learning program (practical service to local, Australian and International community needs) educational tours and other activities. This role exists to co-ordinate and grow the opportunities available to students.

Reporting Structure:

Reports to the Deputy Principal and works closely with Head of Primary and Head of Secondary

Oversight: Co-curricular Programs and those who run, organise or coordinate them.

Reports: Co-curricular Program Manager

Key Role Objectives:

- Support the physical, spiritual, emotional, and intellectual development of students
- Allow every student to discover interests through structured offerings
- Develop and share the benefits of teamwork, commitment, and service
- Develop programs that exemplify our mission of Excellence in Education, Christianity in Action

Program Leadership:

- Implement NBCS Strategic Plan as relevant for the co-curricular program
- Plan co-curricular program structure for quality, balance and integration with school calendar
- Lead wellbeing initiatives within the co-curricular programs and the resultant links to the academic, wellbeing and character development programs
- Develop student co-curricular leadership opportunities in conjunction with activity leaders
- Develop a sequential Outdoor Education program
- Coordinate a Student Opportunity Week (SOW) program that caters for varied student interests
- Develop and coordinate the Global Opportunities (GO) Program to incorporate various types of offsite and overseas travel and tour programs that support experiential learning
- Design co-curricular tours (local, interstate, overseas) working with program leaders where relevant, including Sport, Service Learning, Music, Drama.
- Develop and maintain a House Competition in consultation with the Senior Leadership Team and collaboration with Co-Curricular leaders
- Initiate co-curricular awards, special assemblies or events, end of season events
- Maintain a strong presence and high profile at co-curricular activities.

Communication and Marketing:

- Promote co-curricular program and offerings through
 - publication materials, website, communications, events
 - communications at other school events

Organisational and Administrative Leadership:

- Provide effective follow up with student or parent Co-Curricular requests including concerns or clashes or exemptions sought and consideration of student load levels.
- Allocate teaching staff to co-curricular activities, and track contributions
- Induct or oversee induction through specified staff for external providers to NBCS on appointment as program leaders, provide support, and check quality of delivery.
- Ensure program leaders develop risk management documentation prior to program launch and develop risk documentation where required.
- Engage high calibre external providers, liaising with HR Director for recruitment, where required, and for checking compliance
- Liaise with the property and Facilities Manager and ground staff to ensure venues are prepared for activities and packed down post activity
- Adhere to relevant Workplace Health and Safety policies and practices, developing new policies where required regarding staffing, supervision, Workplace Health and Safety, risk assessment and student welfare pertinent to the co-curricular program
- Report on Co-Curricular program spread, enrolments and spend

Role interactions:

- Deputy Principal
- Principal and, as appropriate, Senior Leadership Team
- Leaders of co-curricular areas including Sport, Music, Workshops and other school events
- External Suppliers and Venue Staff
- Parents
- Students
- Administrators – Specialists for event bookings/calendar, Co-Curricular Program Manager, general administration support for camp and tour materials
- Marketing and Communications
- HR Director

All leadership staff, in their role as leaders, are required to use the five professional practices of the AITSL Australian Professional Standards for Principals and the Leadership Profiles as a template for their practice and professional growth. The five practices are:

- **Leading Teaching and Learning**
- **Developing Self and Others**
- **Leading Improvement, Innovation and Change**
- **Leading the Management of the School (in this role, of the Co-Curricular K-12)**
- **Engaging and Working with the Community**

This role also has a teaching load:

All teaching staff, in their role as teacher, are required to:

- 1. Support the Principal in developing and maintaining the professional culture and safe work environment, upholding the School as a Christian community**
- 2. Support the Principal in the ongoing development of the school as a centre of learning**

3. Support the Principal in developing a community that values the individual, promotes professional relationships, and engenders compassion, so that each student will flourish
4. Support the Principal to ensure the effective and efficient administration of the school

Requirements (knowledge, skills, abilities, behaviours):

- Ability to manage multiple projects, objectives, and deadlines
 - Ability to inspire students and teachers to higher order roles
 - Imagination and innovative thinking to design new models and programs
 - Understanding of risk, risk mitigation and compliance
 - Skills in budgetary forecasting and management
 - Ability to understand and implement complex logistics
 - High level information technology skills
 - Exemplary educational practice
 - Evidence of effective educational leadership
 - Highly developed interpersonal and communication skills with the ability to develop strong and positive relationships with parents, students and staff
 - The ability to foster high standards across several educational domains
 - An active Christian faith with current church involvement
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- Flexibility with working hours is an expectation of this position. This role requires significant hours outside of a regular school day, including afternoons, evenings, weekend and school holiday work.

This position description is a guide only and is not intended to be an exhaustive list of duties.