



POSITION TITLE:	Head of Service Leadership
DATED:	October 2017
REPORTS TO/Manager:	Director of Cocurriculum
Prepared by:	Head of Human Resources

POSITION PURPOSE

The Head of Service Leadership will actively influence the quality and advancement of strong, ongoing relationships and partnerships with the Social Justice & Philanthropic community; developing and facilitating sustainable programs that will support the College's Service framework.

The Head of Service Leadership will thrive within a team environment, with the responsibility for creating and expanding resources and external supports for the St Leonard's College community.

The Head of Service Leadership will be required to provide dynamic and innovative leadership and direction, set high expectations and ensure excellence in the quality of the service programmes that are offered.

The Head of Service Leadership will actively promote awareness about Social Justice issues and assist the College in determining the relevant outreach, non-profit and awareness programs and how to best become socially responsive to the needs of our local, national and global communities.

POSITION STATUS

This is a permanent full time position with six weeks annual leave, to be taken in term breaks, plus College deemed shut down days, usually four per year.

Due to the nature of the role some weekend and evening work will be required.

Major Duties and Responsibilities

- In consultation with the Principal, the Head of Service Leadership will embed principles of equity and social justice in policy, practices and decision-making at all levels;
- Assist the College in developing strategic approaches to understand the fundamental and structural causes behind persistent disadvantage;
- Develop opportunities for students, staff and the wider College community to engage in social justice activities and philanthropic endeavours locally, nationally and globally;
- Coordinate and facilitate professional development and workshops focussed on Social Justice, Service and Philanthropy for the staff, students and College community;
- Exemplify the requisite dispositions that reflect an ethos, culture and values system that is underpinned by principles of social justice, service, philanthropy, leadership and democratic processes;
- Identify, actively support and develop where required, innovative, philanthropic approaches, frameworks and strategies that can create systemic change on a local, national and international scale;
- In collaboration with other senior staff, identify and support ongoing and purposeful professional learning opportunities for staff and students about gender related issues and intersections with poverty, disability, cultural and linguistic diversity and sexuality;

- Develop sustainable relationships with non-profit organisations that work for fundamental change; increasing opportunities for those people/groups/services who are less well-off politically, economically and socially;
- Actively lead and participate in College Social Justice and Philanthropic endeavours, including the year 9 CUE Programme & Big Experience, the STL Food Truck, Sacred Heart Mission and Social Justice Week;
- Network with external community service groups, with the intent of developing new and ongoing partnerships that could be supported by the St Leonard's College community;
- Engage in and with contemporary research to support the social justice and philanthropic framework at St Leonard's;
- Participation in, but not restricted to, staff meetings, strategic planning, working groups and all activities that enhance and deepen the College's approach and envelopment of Social Justice and Philanthropy;
- Contribute to, and where appropriate participate in, programs in the College curriculum which provide opportunities for students to volunteer and participate in community service activities;
- Be a positive ambassador for the College in all communications with students, parents, teachers and members of the wider community;
- Any other tasks as deemed appropriate.

PERSONAL SPECIFICATION

Essential Criteria (skills, qualifications, knowledge and experience)

- Understanding service leadership in an educational environment;
- Strong verbal and written communication skills;
- Strong relationship building skills;
- Proven history and success in leading change;
- Capacity to work independently and as a collaborative team member;
- Experience with the implementation of innovative programs.

GENERAL RESPONSIBILITIES

All staff are to be supportive of the St Leonard's College Mission Statement and to enhance the school's reputation as one which is a warm and caring environment, characterised by efficiency, professionalism and a willingness to meet the individual needs of those within its community.

It is a condition of employment that all staff provide a Criminal Record check (if requested) and Working with Children Check (WWCC) or Victorian Institute of Teaching (VIT) before their position will be confirmed.

- The College:
 - is an equal opportunity employer;
 - complies with the requirements of the Privacy Act;
 - has a strong commitment to OH&S;
 - will not tolerate harassment of any kind.
- College Standards - all staff are expected to actively support the following standards;
 - Communication – effective, helpful and positive.
 - Confidentiality – Protect the privacy and confidentiality of all personal information (staff/families/students).
 - Teamwork – work together as a team to achieve the best results. Share information and collaborate across all sections of the College; trust, respect and support.
 - Accountability – we do our work with honesty, integrity and enthusiasm.
 - Performance – we perform to the best of our ability.
 - Initiative – looking for opportunities to improve the way we work; flexible, adaptable and efficient.

CHILD SAFETY AND PROTECTION RESPONSIBILITIES

St Leonard's College is committed to the safety and wellbeing of our students.

The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safety and Protection programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safety and Protection Policy and procedures including being compliant with the Child Safety Code of Conduct and being proactive in reporting any concerns or identified risk.

Where students are under staff care, there is an obligation to take all practical steps to protect students where a risk to students' safety has been identified.