



<b>POSITION TITLE:</b>	Head of Environmental Action and Global Awareness
<b>DATED:</b>	May 2018
<b>REPORTS TO:</b>	Academic Executive
<b>Prepared by:</b>	Head of Human Resources

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### POSITION PURPOSE

The Head of Environmental Action and Global Awareness will

- be passionate and demonstrate active engagement with environmental issues
- actively influence the quality and advancement of environmental issues; developing and facilitating sustainable programs that will support the College's Service framework
- thrive within a team environment, with the responsibility for creating and expanding resources for the St Leonard's College community
- be required to provide dynamic and innovative leadership and direction, set high expectations and ensure excellence in the quality of the environmental programmes that are offered
- actively promote awareness about environmental issues and assist the College in determining awareness programs and how to best become environmentally responsive to the needs of our local, national and global communities environmentally.

### POSITION STATUS

Full time permanent teaching role, commencing Friday 18 January 2019, the new staff induction day.

As with all positions of responsibility the role of Head of Environmental Action and Global Awareness is tenured for three years.

Teaching, includes VCE Environmental Studies and IB DP Environmental Systems and Societies, which is a new offer in 2019.

### Major Duties and Responsibilities

- In consultation with the Principal, the Head of Environmental Action and Global Awareness will embed principles of environmental engagement in policy, practices and decision-making at all levels;
- Develop opportunities for students, staff and the wider College community to engage in environmental activities locally, nationally and globally;
- Coordinate and facilitate professional development and workshops focussed on environmental issues for the staff, students and College community;
- Actively lead and participate in College environmental endeavours, including the year 9 CUE Programme areas of Urban and Environment;
- 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 environmental context 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 endeavours of the environment;
- 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 global, regional and local environmental issues and how this is communicated 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.