



St Leonard's College

An education for life.

Position of Responsibility

Position Description

Position Title:	Director of Cocurriculum
Dated:	September 2021
Reports To:	Principal
Prepared by:	Head of Human Resources

Position Purpose

The Director of Cocurriculum is an Executive position whose role is to coordinate the College's cocurricular program. The primary role of this position is to ensure that, through the various Heads of Cocurriculum, the College's cocurricular practice matches the Strategic Plan of the College.

The role of the Director of Cocurriculum is to lead and manage the whole College's cocurricular program, including, but not limited to; Sport, Community Sport, Swimming, Outdoor Education, Hart Theatre, Music Performance, Debating and Public Speaking, Clubs and Societies. This includes mentoring the leaders and coordinators of these activities and broadening relationships to enhance the cocurricular offerings across the College.

Position Status

This role is a permanent full-time position.

The Director of Cocurriculum is a member of the College Executive and reports to the Principal.

While preference will be for a qualified teacher, other applicants with relevant experiences in this area will be considered.

It is recognised that the school holidays offer opportunities for structured recreation, preparation and professional development for students and staff. Due to the nature of this role the successful applicant may be required to be at school in College deemed non-attendance time, in particular, when events and activities are occurring at the College.

Reporting to this position is the Head of Sport, Community Sport Administrator, College Sport and Cocurricular Administrator and several Heads and Leaders of Cocurriculum positions.

Responsibilities specific to the role

- In conjunction with the Heads of School, achieve and maintain a high level of student and staff participation in the cocurricular program
- Achieve and maintain a high level of student and team performance in the cocurricular program
- Support the college's vision, mission and strategic plan
- Attendance at a variety of cocurricular activities and performances across the college
- Assist with the preparation of the college calendar
- Ensure all relevant data about student participation has been completed in Synergetic by cocurricular leaders and coordinators in a timely manner for reporting and awards
- Oversee cocurricular activities that do not have a specific head of the activity
- When required, chair the Cocurriculum sub-committee of the College Executive
- Lead and organise the Cocurriculum committee, approximately twice per term, consisting of the Heads of Cocurriculum

Communication:

- Effectively communicate with all members of the St Leonard's community about upcoming events
- Liaise with the Head of Senior School on the process of awarding College Colours
- Liaise with the Deputy Principal and Head of Human Resources on staffing matters, including the staffing of the College's cocurricular program
- Conduct end-of-season reviews for all cocurricular activities

Administration and Finance:

- Ensure Heads of Cocurriculum have prepared and supervised related budgets for each cocurriculum offering
- Monitor all cocurricular budget holders, ensuring biannual review of each cocurricular budget versus actual spend
- Liaise with individuals and bodies, as required, outside the College
- Prepare reports, as required by the Principal
- Work with the administrator to manage the cocurriculum records and reporting system
- Oversee the continual development of the various cocurricular activities as presented on STL Link, including information to current students and families, and prospective families
- Oversee the information available through online, subscribable calendars, or their replacement technology
- Develop and oversee online enrolment processes for cocurricular activities.

Risk Management:

- Be aware of best practice and current community expectations regarding risk
- Oversee risk minimisation processes by ensuring Risk Assessments are done for all activities
- Advise cocurricular activity leaders on safe processes
- Ensure any external providers and contractors are fully aware and up to date with all compliance requirements, including Insurance, Working With Children Checks and first aid.

Facilities:

- Manage and develop the College's physical facilities used in the cocurricular program
- Liaise with the heads of the cocurricular to ensure activities have effective allocation of College resources
- Manage agreements between the College and external groups
- Manage the processes and procedures for the employee use of facilities.

Any other tasks as deemed appropriate for the role.

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 an Employee Working with Children Check or VIT before their position will be confirmed. A Criminal Record check may also be requested in certain circumstances.

- The College:
 - is an equal opportunity employer
 - complies with the requirements of the Privacy Act
 - has a strong commitment to Health Safety and Wellbeing

- 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 Safe 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 Safe Programme across the entire College community.

All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe 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.