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<b>Position Title:</b>	Director of Debating and Public Speaking
<b>Dated:</b>	September 2020
<b>Reports To:</b>	Director of Cocurriculum
<b>Prepared by:</b>	Head of Human Resources

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### Position Purpose

The Director of Debating and Public Speaking is the lead position within the College's debating and public speaking program. The Director of Debating and Public Speaking is expected to undertake a key role in training, organisational, administrative and promotional duties within the debating and public speaking program. Their role is to coordinate staff members within the debating program, including both coordinators and coaches, and to liaise with external providers and other schools for the purposes of facilitating interschool events.

The Director of Debating and Public Speaking is the main administrative point of contact for all debating competitions and takes a leading role in selection and preparation for all peak competitions. They are responsible for the overall cohesion of the program and have final responsibility over all internal and external aspects of the debating and public speaking program.

### Position Status

This is a tenured part time non-teaching position, time fraction to be negotiated, with the expectation that attendance and involvement at key competition times is required, some of these occurring in the evenings and weekends.

The Director of Debating and Public Speaking role, as with most positions of responsibility at the College, is tenured for three years.

### Essential Skills

- an ability to be self-managing
- an ability to be a role model for young people
- excellent communication skills and the ability to work effectively with a wide variety of people – students, parents and teachers
- excellent organisational, planning and time-management skills
- ability to seek feedback and apply it to improve coaching performance

## Key Roles and Responsibilities

Key Responsibilities	Duties and Essential Job Functions
1. Debating	<ul style="list-style-type: none"> <li>• Organisation of DAV Schools Competition: teams, registration, information, administration, draws, forfeits, complaints, operation of training sessions, attendance on nights of competition and hosting duties during finals.</li> <li>• Coordination of staff mentors for Schools Competition teams.</li> <li>• Running of regular skill-based training sessions during the Schools Competition regional season.</li> <li>• Organisation of DAV British Parliamentary Competitions (Senior and Junior): teams, registration, information, administration, draws, forfeits, complaints and attendance during competition.</li> </ul>
2. Public Speaking	<ul style="list-style-type: none"> <li>• Organisation of AIDPSC: teams, registration, information, administration, trials, training and judging.</li> <li>• Organisation of WIDPSC participants (when applicable): administration and training.</li> <li>• Organisation of VCAA PESA: selection, registration, information, administration, training and attendance.</li> </ul>
3. Staff	<ul style="list-style-type: none"> <li>• Coordination of Public Speaking Coordinator, Middle Years Debating Coordinator and Primary Years Debating Coordinator.</li> <li>• Assistance with organisation of DAV Junior Secondary Program: registration, administration, forfeits, complaints and assistance with hosting duties.</li> <li>• Assistance with organisation of DAV Primary Schools Program: registration, administration, forfeits and complaints.</li> <li>• Assistance with other competitions as required.</li> </ul>
4. Administration	<ul style="list-style-type: none"> <li>• Responsibility for any articles for internal publications (Newsletter, Leonardian and Network).</li> <li>• Organisation and allocation of colours and awards as required.</li> <li>• Other incidental administrative duties as required.</li> <li>• Attend regular scheduled meetings with the Director of Cocurriculum and other heads of cocurricular programs.</li> </ul>
Any other tasks as deemed appropriate	

## Reporting Relationship

1. The Director of Debating and Public Speaking reports to the Director of Cocurriculum in relation to external events and competitions. The Director may also liaise with relevant Heads of Learning in relation to relevant internal or faculty-specific competitions.
2. The following people report to the Director of Debating and Public Speaking
  - Public Speaking Coordinator
  - Middle Years Debating Coordinator
  - Primary Years Debating Coordinator
  - Debating Coaches

## 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.