

POSITION DESCRIPTION

Director of Academic Operations



METHODIST
LADIES'
COLLEGE

Reports to:	
Deputy Principal Years 7-12	
Supervises:	
Heads of Departments; Head of Student Leadership	
Department/Section:	
College Leadership Team	
Key Relationships:	
Internal <ul style="list-style-type: none">• CLT• Heads of Faculty	External <ul style="list-style-type: none">• SCSA• DET
Qualifications and Experience:	
Essential <ul style="list-style-type: none">• Relevant tertiary teaching qualifications, and current TRBWA registration• Proven record of leadership• Exemplary organisational, planning and accountability skills• Ability to problem solve Desirable <ul style="list-style-type: none">• Masters tertiary qualifications	
Role Responsibilities:	
<ul style="list-style-type: none">• Member of the College Leadership Team (CLT)• Oversight of day to day College teaching operations, students and academic staff, including responsibility for ELC - Year 12 events such as College Sunday, New Students' Welcome, Transition Days/Evenings and Parent Information Evenings• Planning and Management of Parent/Student/Teacher Interviews• Timetable oversight and management of the effectiveness of the timetabling processes and staffing in conjunction with the Director - Teaching & Learning• Lead the Student Representative Council (SRC)• Oversight of the College calendar• Oversight of the College's cocurricular programme• Oversight of College Colours• Supervision of the Head of Student Leadership - assemblies, events.• Lead the Prefecture - election processes, management and coordination• Oversight of student record management for the Walton Leadership Institute by Head of Student Leadership• Teach one class• Complete additional duties as requested by the Principal	

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Terms of Appointment:

Appointment Period: Common Law Contract - Initial 5 year appointment