



## EMPLOYMENT OPPORTUNITY

*Currently available*

### DEAN OF SECONDARY OPERATIONS

Toongabbie Christian College is a Kindergarten to Year 12 co-educational College in the western suburbs of Sydney. The College is a ministry of Toongabbie Baptist Church. Our purpose is to function as a Christian community in supporting families by providing quality education to develop the whole person in a Christ-centred, caring environment for life and eternity.

Toongabbie Christian College seeks to appoint a **Dean of Secondary Operations** who will:

- Maintain a commitment to a faithful walk with the Lord Jesus Christ
- Demonstrate ongoing commitment to the College's Purpose and Purpose statements
- Commit to a growing understanding of the place of education, teaching and learning from a Biblical Worldview
- Set an example to students, staff and parents/carers in matters of faith and conduct

#### The Role

- This is a permanent full-time position commencing 26 August 2024 or earlier
- Position of Responsibility (PoR 3) Level 3 in accordance with the NSW Christian Schools Teaching Staff MEA
- Role description available at [www.tcc.nsw.edu.au](http://www.tcc.nsw.edu.au)

#### Specific Criteria

- Relevant teaching qualifications
- Current Teacher Registration in NSW or the ability to obtain such registration
- May have a small teaching role and student supervision responsibilities

#### Application documentation must include:

- Completed and signed Toongabbie Christian College Teaching Staff Employment Application Form available at [www.tcc.nsw.edu.au](http://www.tcc.nsw.edu.au)
- Full CV to demonstrate suitability for the position including qualifications, relevant experience, current position responsibilities and employment history
- Certified copies of qualifications
- Current Working With Children Check or an ability to obtain such a check
- Evidence of a First Aid credential or a commitment to obtain such a credential by the commencement date

#### Application process

- **Only applicants eligible to work in Australia may apply for this position**
- Submit application via email only - [employment@tcc.nsw.edu.au](mailto:employment@tcc.nsw.edu.au)
- Indicate in subject line the following: **Application: Dean of Secondary Operations**
- **ALL DOCUMENTATION SUBMITTED AS A SINGLE PDF DOCUMENT**
- Specific enquiries regarding this position may be addressed to Mrs Gai Thomas 02 8863 2952 or [dpsec@tcc.nsw.edu.au](mailto:dpsec@tcc.nsw.edu.au)

#### Selection process

- This position does not have a closing date and will close when a suitable applicant is found
- Interviews may commence upon receipt of suitable applicants

*The College as a Safe School Organisation actively promotes the safety and wellbeing of all children. We are committed to protecting children from abuse or harm, in accordance with our legal and ethical obligations including Child Safe Standards. All applicants need to have a current Working with Children Check or be eligible to obtain a WWCC by the time employment commences.*

# ROLE DESCRIPTION

## DEAN OF SECONDARY OPERATIONS

### 1. PURPOSE OF THIS ROLE

The Dean of Secondary Operations coordinates the administrative and organisational function driving the efficient and effective operation of the Secondary School. The Dean of Secondary Operations is actively involved in the day-to-day operations, however the role extends to the strategic operations and establishing processes, procedures and workflow in the Secondary School.

### 2. REPORTING RELATIONSHIPS

Reports to _____	Principal
Direct Report _____	Deputy Principal Secondary*
This position _____	Dean of Secondary Operations
Reports _____	Secondary Casual Teachers Secondary Administrative Assistant
Non-reporting relationships _____	Deputy Principal Teaching and Learning Deans of Students Dean of Curriculum Secondary Head of Development Head of Primary Operations Head of Development Business Manager ICT Operations Manager Facilities Manager HR Assistant Secondary staff Executive Secretary Office Manager Enrolments Administrator Marketing and Events Coordinator EA to the Deputy Principal Secondary

\*The Deputy Principal Secondary reports to the Principal.

### 3. PERSON AND PROFESSIONAL ATTRIBUTES

- Exceptional administrative and organisational skills.
- Impeccable time management skills.
- Display attention to detail and exceptional levels of accuracy.
- Excellent interpersonal skills demonstrating the ability to interact, liaise effectively and establish positive working relationships.
- Ability to work independently and collaborate in a team environment.
- Ensure confidentiality remains a high priority.
- Excellent written and verbal communication skills.
- High level competency in using the Microsoft Office Suite, the Google Platform and technology in general.
- Demonstrated ability to implement systems and processes.
- Excellent problem-solving skills.

- Ability to think creatively and strategically.
- Manage and prioritise a diverse workload while continuing to deliver high quality work in a busy environment.
- Plan, organise, set priorities and meet deadlines accompanied by a capacity to handle multiple tasks simultaneously meeting pressing timelines.
- Working understanding of risk management processes.
- Create, review and proofread a variety of letters and documentation.

#### **4. RESPONSIBILITIES**

##### **Demonstrated Commitment to**

- Maintain a commitment to a faithful walk with the Lord Jesus Christ.
- Demonstrate ongoing commitment to the College's Purpose and Purpose Statements.
- Commit to a growing understanding of the place of education, teaching and learning within a Biblical Worldview.
- Set an example to students, staff and parents/carers in matters of faith and conduct.

##### **Daily Organisation**

- Manage casual coverage and the required adjustments to the daily Secondary School program.
- Publish the daily operational variations to routine to all staff before the commencement of the work day.
- Maintain an accurate record of teaching and corporate staff absences in the Secondary School and follow up outstanding leave applications on behalf of the Deputy Principal Secondary.
- Inform the Deputy Principal Secondary on a daily basis of Secondary staff absences.

##### **Teacher Accreditation**

- Liaise with the Head of Development to support casual teachers by being their Accreditation Supervisor or facilitating Heads of Faculty to fulfil this responsibility.

##### **Secondary Calendar**

- Maintain the Secondary Calendar on a daily basis and inform all relevant parties of any changes in collaboration with the Deputy Principal Secondary.
- Coordinate Secondary Calendar events in the context of the broader College Calendar liaising with the Head of Development.

##### **Sentral Portal Management**

- Manage the Activities Module in Sentral in accordance with College requirements.
- Publish all notifications to parents/carers.

##### **NAPLAN for Year 7 and 9**

- Liaise with the Executive Secretary as the main contact for NAPLAN testing.
- Liaise with the IT team to prepare student devices for the NAPLAN testing period.
- Liaise with the IT team in regards to the technical requirements and needs for the NAPLAN testing period.
- Collaborate with the Head of Learning Support Secondary and the Executive Secretary to administer the process regarding the adjustments/special provisions for students sitting NAPLAN tests.
- Inform and ensure that staff administering NAPLAN tests are well prepared.
- Draft and communicate Year 7 and 9 NAPLAN timetables to staff.

- Prepare and publish communication regarding NAPLAN testing to parents/carers.
- Monitor student absenteeism during the testing period, organise and obtain permission from parents/carers for absent students to participate in catch up tests.

### **Management of Examinations**

- Manage all Year 9-12 examinations, including:
  - Year 9 and 10 examinations week
  - Year 11 Preliminary examinations
  - Year 12 HSC Trial examinations
  - Year 12 HSC examinations.
- Organise HSC practical assessments and performances.
- Liaise with Heads of Faculty regarding requirements for annual examination sessions and HSC Trial examinations.
- Liaise with the Head of Learning Support Secondary and the Dean of Curriculum Secondary managing the reasonable adjustments/special provisions for examinations for identified students.
- Draft and communicate examination timetables for all year groups, including the HSC Trial examinations, to staff and students.
- Draft, communicate and monitor examination supervision timetables.
- Prepare and publish communication regarding examinations to parents/carers.

### **Organisation and Management of External Assessment**

- Administration of external assessments as required, e.g. ICAS.
- Prepare and publish communication regarding external assessment to parents/carers.

### **Organisation and Rollout of NESA's HSC Minimum Standards Testing**

- Liaise with the IT team to prepare student devices for the Minimum Standards testing.
- Collaborate with the Head of Learning Support Secondary and the Dean of Curriculum Secondary to administer the process regarding the adjustments/special provisions for students completing the Minimum Standards testing.
- Draft and distribute the timetable for Minimum Standards testing.
- Enrol students in Minimum Standards testing through Schools Online followed by printing out all student test codes.
- Manage the completion of Minimum Standards testing for students absent on the testing day and students new to the College.
- Prepare and publish communication regarding HSC Minimum Standards testing to parents/carers.

### **Liaise with the digital platform suppliers**

- Act as contact person for the College's digital textbook supplier.
- Lead Heads of Faculty in providing relevant information in regards to the College's digital textbook supplier.
- Oversee the liaising between parents/carers concerning the College's digital textbook supplier publication of the learning support material information document.

### **Participation in the Secondary Leadership Team**

- Attend meetings of the Secondary Leadership Team as determined by the Deputy Principal Secondary on Monday afternoons until approximately 5.00pm, and any additional meetings required.

- Function as a team member of the Secondary Leadership Team and represent the uniqueness of Secondary operations.
- Liaise thoughtfully and collaboratively with other leaders on the Secondary Leadership Team.
- Act as Duty Supervisor as a member of the Secondary Leadership Team.

### **WHS and Duty of Care**

- Oversee and monitor all Secondary School risk assessments for camps, excursions, activities and events.
- Oversee and monitor the implementation of College policies and procedures in relation to all Secondary School camps, excursions, activities and events.
- Perform the duties of the Assembly Point Organiser in the event of emergency or practices.
- Provide training and guidance to Secondary staff in relation to the Emergency Policy and Procedures.
- Represent the Secondary School as a member of the College's WHS Committee.

### **Budget**

- Plan and draft the capital and operation budget components of the Secondary budget in collaboration with the Deputy Principal Secondary and the Business Manager.
- Manage budget allocation spending as specified in the Secondary budget and report to relevant staff, as required in collaboration with the Deputy Principal Secondary.
- Make purchases of suitable resources and oversee the management, distribution, storage and inventory of all resources in the Secondary School.

### **Supervise Secondary Administrative Assistant**

- Pastoral care and supervision of the Secondary Administrative Assistant.
- Manage the performance appraisal of the Secondary Administrative Assistant

### **Supervise Secondary Casual Teachers**

- Pastoral care and supervision of Secondary Casual teachers.

### **Event Management**

- Manage and oversee the Events Application processes in the Secondary School.
- Oversee the event ticket process in the Secondary School.
- Prepare event tickets for events responsible for.
- Oversee Secondary Parent/Carer Teacher interviews.
- Oversee Secondary Information Nights.
- Organise the Secondary Presentation Night.
- Organise other events as required.
- Record keeping process as applicable to the events process in the Secondary School.

### **General Administration**

- Oversee class lists in consultation with teachers.
- Publishing of Year 7-12 Student Progress Reports.
- Oversee Parent/Carer Teacher Interviews and Secondary Information Nights.
- Collaborate with staff to compile articles for College publications, Community News and the social media profile of the Secondary School as required by the Deputy Principal Secondary.

- Assist the Enrolments Administrator and Dean of Students 7-9 with the Year 7 Orientation Day.
- Record keeping management in the Secondary School.

### **General**

- Actively embrace College life and related activities.
- Engage with the extracurricular activities and events during and outside of school hours when required.
- Be present and actively engage with marketing activities including Open Days and College Tours.
- Support the Secondary School with behaviour management as required.
- Participate in prayer, lead worship and devotions as directed.
- Attend compliance sessions as directed by the Principal.

## **5. AGREEMENT**

This role description is intended to describe the general nature and responsibility of work in this role. These statements are not constructed as an exhaustive list of all duties, tasks and skills required for this role. This role description should be read in conjunction with the employee's current conditions of employment and the provisions of the current NSW Christian Schools General Staff Multi-Enterprise Agreement.

Employees will also be required to follow any other role-related instructions and College policies, and to perform other role-related duties requested by the Line Manager (Deputy Principal Secondary) to support the College's compliance with legislative obligations.

The Line Manager (Deputy Principal Secondary) may, in consultation with the employee, vary the responsibilities of the role as required, but within the skills and responsibility levels appropriate to the role.

Participation in the College's performance and development process.