



Guildford Grammar School

POSITION DESCRIPTION

Position Title:	Director of Cocurricular and Experiential Learning (K-12)
Date established:	September 2024
Reports to:	Deputy Principal - Operations

POSITION OVERVIEW

At Guildford Grammar School, education in the classroom is only one part of our students' learning experience. Through our Sport and Cocurricular program our students engage in diverse experiences that contribute to their spiritual, emotional, social, and physical wellbeing and learning.

The Director of Cocurricular and Experiential Learning (K-12) will lead cocurricular programs, setting the strategic direction for programs that are of true value to students and enhance their personal growth, health, team-building skills and enjoyment. Student engagement in these programs is compulsory and our program is extensive and aligned to students' interests. The ideal candidate for this role will be driven by a desire to foster a strong connection with students and supporting them in their wellbeing, learning and developing a lifelong interest that support personal health and engaging in activities that bring them joy.

REQUIRED COMPETENCIES AND SKILLS

Education and Training

- Extensive experience in a similar or relevant leadership position.
- Demonstrated capacity to be actively engage in all aspects of the sports and cocurricular life of the School.

Competencies & Technical Skills

- Be experienced in working in collaboration with students, parents/carers, teachers, staff and other support services to maximise student experience and value.
- Proven track record in leading and driving program orientated continual improvement.

- Have the proven capacity to lead, motivate and inspire.
- Have an outstanding approach to achieving excellence in education and inspiring others to do the same.
- Articulate a clear vision and demonstrate passion for holistic learning where wellbeing is central, and decisions are made on meeting needs of all students in the most valuable way.
- Experience in implementing new strategic initiatives and successfully leading the change management of relevant projects.

Personal Attributes & Values

- Demonstrate commitment to the Purpose, Values and Anglican ethos of the School.
- A positive, open and innovative mindset.
- Have exceptional interpersonal and presentation skills and an open, collegial and consultative style.
- Have exceptional skills in building relationships amongst students, parents and staff.
- Have a comprehensive understanding of 'Duty of Care' and place a high value on child wellbeing.
- Be responsible and accountable for continuing compliance with our Child Safe practices and Child Safe Reporting Policy. It is expected that all staff will maintain contemporary knowledge of the policy always. All staff have a responsibility to raise any concerns they have about child protection to the Principal immediately.

KEY RESPONSIBILITIES AND TASKS

These include, but are not limited to:

Creating Learning Opportunities

- Lead the development of a strategic plan for Co-curricular at GGS K-12 which provides a broad range of opportunities and is dynamic to meet requirements of our changing community.
- Operationalise a strategic plan for the co-curricular opportunities for students from K-12 to meet their potential, experience joy and challenge and value service to others through the School's cocurricular program.
- Work collaboratively with the Director of Sport to deliver a holistic and balanced sport and co-curricular experience for students.
- Actively and positively promote a culture that values the whole diverse, personalised educational experience.
- Encourage student agency, value and belonging by creating and sustaining opportunities that are responsive to students and community, whilst maintaining a future focus.

- Lead and support members of staff in the development and implementation of sport and cocurricular activities, and the development of skills for lifelong success.
- Support teaching staff to embed links with sport, cocurricular and experiential learning into their lessons, with a focus on individual wellbeing and service across the curriculum enhancing student opportunities to learn.
- Manage the Schools Tours and Students exchange program.
- Collaborate with others to oversee the School's Service Learning program.

Leading People

- Lead the strategic direction of the cocurricular program, working with the Deputy Principal – Operations to create relationships of high trust and engagement.
- Lead staff to manage and deliver cocurricular activities and be the decision maker with respect to activities timing and frequency balancing all school priorities and a commitment to student wellbeing.
- Lead a culture focused on participation, fair play and high performance as appropriate across all aspects of school sport and cocurricular program.
- Represent the School at relevant conferences and meetings on sports related matters.
- Manage the staffing of Co-curricular, inclusive of sport, The Arts and Outdoor Learning Program, through the School's Co-curricular staffing framework.

Planning, Management and Administration

- Lead school calendar planning for all cocurricular activities in collaboration with the Director of Sport.
- Employ robust budgetary planning and control over all sports and cocurricular activities.
- Be responsible for and engage with your team in an annual review of all sport and cocurricular activities.
- Ensure risk and financial viability assessments are conducted for all cocurricular activities and programs a minimum of once per year.
- Provide an ongoing vision for the Cocurricular Program through a specific strategic plan and annual operational plan, leveraging opportunities for promotion via marketing and communications.
- Regularly review staff roles to keep pace with innovation, program changes and align with the overall goals of the sports program.
- Develop protocols to ensure standards expected of student behaviour, dress and attendance exist and are followed through.
- Provide regular reports to the Strategic Leadership Team when required.
- Investigate and deliver commercial opportunities to further develop sports at GGS, e.g.:

- Learn to swim
- Preparatory School clubs

Work Health and Safety

This role is deemed to be a Worker under the Work Health and Safety Act (WA). As a Worker, while at work you must;

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply with any reasonable instruction given by the School.
- Assist in the support of a safe workplace by reporting hazards, incidents, accidents and potential risk.
- Appropriately use any equipment provided at the workplace.
- Co-operate with any reasonable policy or procedure of the School that is related to health and safety at the workplace that has been notified to workers.

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Manager's discretion. Employees may also be required to undertake other reasonable duties as directed.