Are you a talented professional looking to make a difference in the day-to-day operations of a caring and stimulating educational environment?

Cornish College is seeking to appoint a talented Operations Manager to join our growing team in 2024.

**A message from the Principal**

Education for a sustainable future is education of a different kind. It is education that aims to take students to depths of understandings that are transferable beyond school, preparing them to make a difference for a better world.

The Cornish College Rings of Sustainability provide a lens through which we can operate, design curriculum and engage in critical thinking. The Rings represent four dimensions of sustainability that are interdependent – personal, socio-cultural, urban/technological and natural. We understand that each of these dimensions must be in balance in order to ensure a future where there is enough for all, forever.

Our educational vision is about so much more than numbers. Every outcome that our students achieve, whether it be related to their ATAR; sporting achievements; participation in gifted and talented programs; social justice initiatives or the assessment of a unit of inquiry, should be an outcome that develops essential understandings about our world and builds upon the skills, knowledge and attitudes young people require for a sustainable future.

Employment at Cornish College offers teachers the opportunity to design and implement curriculum that makes a difference. It offers the opportunity to be part of a team where responsibility is shared, ideas are welcomed and pushing the boundaries of a curriculum framework is encouraged.

**Background**

Located on 100 acres of natural parkland next to the National Water Sports Centre and adjacent to the suburbs of Patterson Lakes and Chelsea, Cornish College opened in 2012 and offers programs from Early Learning Centre (ELC) to Year 12. Cornish College has a double stream at all primary year levels and triple stream in all secondary year levels to Year 10. Currently there are 730 students from ELC to Year 12. The College offers an ELC program influenced by the Reggio Emilia approach to education and runs the International Baccalaureate Primary Years Programme from ELC to Year 6. This approach to teaching and learning is embraced in a multidisciplinary, concept-driven and inquiry-based program in the secondary area. The Victorian Certificate of Education is offered in the senior secondary years.

With a strong emphasis on inclusion and respecting individual differences the College strives to see all young people thriving in the areas in which they have special aptitude. In line with this thinking, the College offers vibrant programs across the curriculum.

At Cornish College we're doing things differently today so that our students can make a real difference tomorrow.

Position Description

Commencement: Commencing 2024

Position Allocation Permanent full-time, with a five-year initial tenure

Reports to: Principal

**Key Strategic Directions**

* Build upon existing platforms to ensure exceptional organisation, management, efficiency and effectiveness of Cornish College’s day-to-day operations
* Contribute to the shared responsibility of building school culture by being a highly visible and relational point of contact for students, teachers, families and community partners in the day-to-day operations of the school
* Assist the Deputy Principals, Director of Early Learning Centre and Director of Student Learning in the development of programs and processes that will enable the school to provide the best conditions for wellbeing, teaching and learning
* Assist the school in developing exceptional innovative practices through a dynamic approach to all matters of school operations and organisation

**Working relationships**

Whilst working relationships with the staff and community are central to this role, there are strategic directions that require key relationships with:

* Principal
* Deputy Principals
* Director of Early Learning
* Business Manager
* Director of Community Relations

**Key Responsibilities**

The key activities of this position can be categorised into the following main areas:

* Strategic leadership supporting curriculum initiatives
* Organisational leadership of day-to-day school operations
* Relational leadership supporting staff, student and community wellbeing
* Assisting with stakeholder engagement and coordination

Strategic leadership supporting curriculum initiatives includes:

* Leading the design and implementation of the whole school timetable (outsourcing possible)
* Liaising with the Executive Student Learning Team to support curriculum initiatives through the timetable and space allocations
* Assisting in the allocation of staff to ensure best outcomes
* Being responsible for updating class lists, student and staff timetables, subject time allocations
* Creating and managing a whole school calendar that best supports curriculum initiatives, student learning, cocurricular activities and community events
* Coordinating reporting and assessment timelines and structures

Organisational leadership of day-to-day school operations includes:

* Managing daily staffing requirements
* Recruitment and induction of casual relief teachers
* Rooming requirements
* Coordination of student supervision outside (yard duty)
* Bus bookings for camps and excursions
* Student timetable queries
* Daily briefings for staff (electronic and personal)
* Responding to safety issues around the school property by working with the Property Manager
* Being proactive to ensure smooth operations of every school day
* Coordinating emergency management drills

Relational leadership supporting staff, student and community wellbeing:

* Providing timely communications about school operations, including beginning and end-of-term arrangements, whole school events and operational changes
* Supporting staff wellbeing through daily communications and responses
* Liaising with Executive Leadership Team to ensure staff are supported in particular times of need
* Providing support for students seeking timetable changes and information
* Responding to the needs of staff to support best student outcomes

Assisting with stakeholder engagement and coordination includes:

* Handling external agency enquiries for facility and calendar bookings
* Supporting the Parents Association and other internal stakeholders with calendar bookings
* Liaising with the before and after school care program, Extend

**To Apply for this Position**

To apply for this position, please write a letter to the Principal, Nicola Forrest, giving us an insight into who you are and include a detailed written response outlining your experience in relation to the *Key Strategic Directions*.

Accompanying your letter should be your resume including contact information for three confidential referees and your personal response to the Position Description (preferably as one combined PDF file). Applicants should quote their VIT registration number in their application.

Applications should be submitted by 9.00am on Monday 23 October 2023 to [employment@cornishcollege.vic.edu.au](mailto:employment@cornishcollege.vic.edu.au)

Applicants should note:

* Cornish College staff members are expected to be involved in the College’s cocurricular program depending upon their particular skills and interests. With all these tasks it is the expectation of the school that staff will work collaboratively to share responsibilities as evenly as possible
* The College is committed to an active partnership with parents and that parent expertise is used to enhance the educational program wherever possible
* All staff members are expected to attend weekly staff meetings and other meetings for staff as arranged. There is also an expectation that all members of staff will attend the major school functions of the year. In addition, staff will be expected to attend professional and social activities associated with the College
* All staff members are expected to be supportive of the Christian ethos of the College as would be expected of a school associated with the Uniting Church

Child Safe Statement

Cornish College is committed to the safety and wellbeing of all children and all staff are expected to observe the [College *Code of Conduct*.](https://bck.csassurance.com/refdoc_atts/d4db5010-59df-0139-94a0-06c3e8eca7ae)

The College is a Child Safe employer and is committed to the safety and welfare of children in our protection.

Cornish has systems to protect children from abuse and will take all allegations and concerns very seriously and respond to them consistently, in line with our policies and procedures.

All potential employees and volunteers will be required to comply with the College’s *Child Safety and Wellbeing Policy* and *Code of Conduct,* which are available on the website www.cornishcollege.vic.edu.au

Cornish performs thorough assessments of potential and existing employees in accordance with the legislated Child Safe Standards. The assessments will be used to ascertain whether the potential or existing employee is a fit and proper person and is suitable for child related work in a school environment and in the position applied for or held.  The screening process includes, but is not limited to, Police Checks, Working with Children Checks, identity, qualification, VIT registration and reference checks.

Equal Opportunity

Cornish College is committed to Equal Employment Opportunity principles and is committed to the principles of merit-based selection, equity, diversity and procedural fairness in our recruitment process.

Aboriginal and Torres Strait Islander peoples are encouraged to apply for all positions at Cornish College.

Summary

This Position Description should not be seen as limiting and may be altered to meet the needs of the College at any time.