



The Scots College

Sydney Australia

Key Tasks and Expected Outcomes

Position Responsibilities	Core Activities	Key Performance Indicators
Glengarry Administration	<ul style="list-style-type: none"> Establish and manage the Glengarry budget. Host onsite visitors to Glengarry. Oversee the operation of Glengarry. Liaise with external organisations related to the College and the members of the local community. Oversee efficient day to day management of student, staff and financial records. Provide written reports, as required, to various College personnel and committees. Oversee the care of all equipment and resources on the site. 	<ul style="list-style-type: none"> Budget for Glengarry is effectively developed and implemented. Glengarry is welcoming and appropriately resourced for hosting visitors Day to day operation is smooth and efficient. Collaborative relationships are developed and maintained with relevant external organisations and members of the local community. Records are maintained effectively. Records are stored securely. Effective communication protocols are developed and maintained. Supervisor feedback. Staff feedback. Equipment and resources are maintained in good working order.
Glengarry Planning and Direction	<ul style="list-style-type: none"> Collaboratively create and communicate the strategic direction of Glengarry. Ensure the strategic direction of Glengarry reflects the strategic plan of the College and supports the mission of the College. Ensure the Glengarry program reflects current educational understandings and practices and, where appropriate, incorporates new directions. Establish and manage the operation of the building and maintenance program, including issues related to landcare. Manage projects' external accreditation and approval Maximise opportunities for the use of the Glengarry site. 	<ul style="list-style-type: none"> Supervisor feedback. Staff feedback. Parent and carer feedback. Student feedback. Increased awareness amongst the Glengarry community of the College's Christian mission. Quality of pedagogy. High level professional discourse around pedagogy and learning. High level of student engagement. Student reflection on learning. Building and maintenance program proceeds efficiently. External accreditation and approval is granted for Glengarry projects. Alternative uses for the Glengarry site are sourced and implemented.
Staff Management and Support at Glengarry	<ul style="list-style-type: none"> Manage the recruitment, selection, and appointment of staff in conjunction with People and Culture. Manage staff conflict, disputes, discipline and termination of employment, in conjunction with People and Culture. 	<ul style="list-style-type: none"> Turnover. Time to fill vacancies. Cost to fill vacancies. Quality of applicants for employment. Staff feedback. Staff satisfaction.



	<ul style="list-style-type: none"> • Manage all staff of Glengarry, assigning key tasks and expected outcomes to each staff member. • Oversee staff professional development in relation to the attainment of appropriate outdoor education skills and certification. • Oversee the outdoor education training programs for trainee staff. • Monitor and manage the functioning of maintenance staff, including subcontractors. • Monitor staff health and wellbeing. • Provide pastoral support and care to all staff. 	<ul style="list-style-type: none"> • Feedback related to performance management issues. • Achievement of goals. • Staff professional development plans developed and implemented. • Participation rates in professional development activities. • Staff reach required credentials within required timeframes. • High staff morale. • Low absenteeism. • Harmonious relationships.
Students	<ul style="list-style-type: none"> • Oversee the welfare of all students at Glengarry. • Monitor levels of student participation and achievement. • Ensure the dissemination of appropriate information and communication with parents, carers and other relevant people. • In liaison with the Head of Senior School, facilitate an effective transition in and out of the Glengarry program. • Oversee effective student management procedures in line with College guidelines. 	<ul style="list-style-type: none"> • High student morale. • Low absenteeism. • Harmonious relationships. • High level of student engagement. • Student goals set and achieved. • Effective communication protocols developed and maintained. • Student feedback. • Parent and carer feedback. • Staff feedback. • Guidelines for student management and academic care are consistently implemented.
Oversight of the Outdoor Education Program at Glengarry	<ul style="list-style-type: none"> • Ensure that best practice is applied at all times in all areas of the Outdoor Education program. • Oversee the management and maintenance of the Outdoor Education resources and the hike store. • Ensure the Outdoor Education program remains reflective of current practice. • Oversee the Duke of Edinburgh's Award hike program for students in Years 10 to 12. 	<ul style="list-style-type: none"> • Quality of pedagogy. • High level of student engagement. • Glengarry is appropriately resourced and maintained. • Effective risk management strategies are developed and implemented. • Safe environment is maintained. • Professional reading. • High level professional discourse around teaching and learning. • Participation rates in professional development activities. • Student satisfaction. • Achievement of goals.
Curriculum	<ul style="list-style-type: none"> • Oversee the development and implementation of curriculum. • Remain current with external curriculum requirements and guidelines. • Work in conjunction with the Director of Studies to further enhance the delivery of the curriculum at Glengarry. 	<ul style="list-style-type: none"> • New South Wales Education Standards Authority (NESA) compliance. • Compliance and quality of planning, assessment and reporting. • Quality of teaching and learning. • Effective supervision of teaching staff. • Student feedback. • Staff feedback.

Health and Safety at Glengarry	<ul style="list-style-type: none"> • Ensure all Work Health and Safety (WHS) and duty of care issues are fully monitored and addressed. • Ensure all WHS and operational manuals are complete, up-to-date and maintained. • Ensure WHS best practice is applied at all times for the Outdoor Education program, in conjunction with the Outdoor Education Coordinator. • Ensure that the safety and welfare of students is always the central focus of all activities at Glengarry. • Provide effective emergency management processes and documentation. 	<ul style="list-style-type: none"> • Effective risk management strategies are developed and implemented. • All staff undertake appropriate training in WHS, risk management and duty of care issues. • A safe environment is maintained for students, staff and visitors, including contract workers. • An emergency management plan is developed, documented and disseminated to all relevant personnel. • A hard copy of the Emergency Management Plan is readily accessible at all times for all people at Glengarry. • Appropriate training in emergency management processes is undertaken.
Oversee the Outdoor Education Program Across Transition Cubs to Year 12	<ul style="list-style-type: none"> • Lead program innovation and oversee the development and implementation of experiential learning opportunities for students from Transition Cubs to Year 12, both at Glengarry and Bannockburn in Culburra. • Collaborate with the other Heads of Campus and key identified staff to explore and implement opportunities for further outdoor education opportunities. • Develop and implement a Scots outdoor learning philosophy in line with the College's strategic vision. • Collaboratively develop a holistic approach to camps held at the Glengarry and Bannockburn sites. • Provide support and guidance to other Heads of Campus with regards to Outdoor Education opportunities. 	<ul style="list-style-type: none"> • Outdoor learning programs are in place. • Students from Transition to Year 12 engage in outdoor learning activities. • Communication and collaboration with Heads of Campus and key identified staff is effective. • Vision and philosophy for experiential learning is articulated, documented and disseminated to other Heads of Campus. • Camps programs at Glengarry and Bannockburn sites are effectively implemented.
Christian Leadership	<ul style="list-style-type: none"> • Promote, develop and protect the College's Christian vision, beliefs and educational tradition in all aspects of school life. • Contribute to the development and implementation of a whole-College Christian leadership model. 	<ul style="list-style-type: none"> • Modelling of College values. • Stakeholder feedback. • Increased community awareness of the College's Christian heritage and values.