

Head of Campus, St Kilda Road for Wesley College

The Organisation

Wesley College Melbourne is one of Australia's finest schools, with a rich tradition on which to base its liberal, broadly based curriculum. This curriculum aims to care for the needs of and develop the talents of each member of the Wesley community, irrespective of race, religion, ability or gender.

The reputation of Wesley College has been built on the simple fact that it has always been committed to being an innovative and leading educational institution, providing an education that encourages every individual student to flourish and be prepared for the challenges and opportunities of life after school.

Wesley College has three campuses in Melbourne, with a total school population of more than 3,000 students

- [St Kilda Road](#), 5 kilometres from the centre of Melbourne caters for students from 3 year-olds to Year 12
- [Elsternwick](#), about 12 kilometres from the centre of the city and which caters for students from Pre Prep through to Year 10
- [Glen Waverley](#), situated 15 kilometres from the city centre, has students from 3 year-olds through to Year 12

In addition, the Year 9 residential program operates in Clunes, and there are three Outdoor Education camps in Victoria, near Paynesville, Healesville and Portland.

Further details on Wesley College are available on <http://www.wesleycollege.net>.

The Role

Reporting to the Principal of Wesley College, Dr Helen Drennen, this position has a pivotal role in planning, monitoring and evaluating the implementation of College policy and for maintaining the highest level of performance in all areas of campus activity.

The responsibilities attaching to this role are several fold:

- Effective delivery of all educational programs both curricular and co-curricular

- Enrolment and pastoral care of students from prep to Year 12 on the campus
- Performance management of staff on the campus
- Effective communication with all stakeholders in the campus community
- Planning and management of the campus annual budget
- Management of all campus administration and operations and overwhelmingly,
- To engage, energise, motivate and develop a diverse range of students and staff

The overall vision for this role is to drive Wesley College, St. Kilda Road, to a pre-eminent position in the market as a campus of choice in the local and surrounding areas, but also in the broader national and international markets.

Key Working Relationships

The Head of Campus is responsible for a student enrolment of approximately 1,480 from Kindergarten to Year 12, a staff of approximately 150 and a significant operating budget.

The Campus Head has key relationships with the following key executives:

- The Principal
- Other Heads of Campus
- Chief Financial Officer
- Directors of Junior, Middle & Senior Years Programs
- Director of Human Resources
- Director of the Wesley College Institute
- Director of Wesley Global
- Head of Infrastructure & Planning
- College Head of Sport and Campus Sports Manager
- Campus Maintenance Manager
- Campus Grounds Supervisor

The Head of Campus is responsible for up to 8 direct reports including the following key positions at and for, the St. Kilda Road Campus:

- Deputy Head of Campus
- Head of Junior School
- Head of Middle School
- Head of Senior School
- Campus Curriculum Co-ordinators
- Campus Head of Professional Development

- Chaplain
- Personal Assistant

Key Accountabilities

The Head of Campus is responsible for the following accountabilities & KPI's:

Accountabilities

- Student enrolment and pastoral care at the campus
- Quality delivery of all educational programs at the campus
- Appointment, performance and development of all campus staff (not including members of CE which are appointed by the Principal)
- Planning for and management of campus recurrent and capital budgets
- Communication and relationships with all stakeholders in the community and the wider College community in Australia and Internationally
- Management and development of the campus environment
- Safety and security on campus

Key Performance Indicators

- Effectiveness of leadership and management of staff in accordance with Wesley values, policies and procedures
- Effectiveness of communication with all stakeholders
- Educational outcomes consistent with the Strategic plan including academic achievement targets (VCE, VCAL, IB Diploma, Years 3,5,7 and 9 NAPLAN)
- Ensuring campus enrolments vis-à-vis targets
- Strategic and operational planning in all areas of campus activities
- Meeting annual budget performance targets
- Safety and security within the campus ensuring adherence to legislation, health and safety requirements and risk management

The Ideal Candidate

The successful candidate will possess all or most of the following skills and attributes:

Experience

- Proven leadership and management experience in a variety of school contexts, ideally both local and international

- Highly develop and wide ranging management skills
- Significant teaching and education related administration experience at senior level
- Post graduate qualifications in Education
- A professional capacity to further enhance the educational programs offered from both a functional and strategic perspective
- A strong track record at Executive Management Team level (in dealings with and membership of)

Skills

- Able to relate to, and help develop, a diverse range of students and staff
- Able to demonstrate operational efficiency
- Able to manage change successfully in a complex environment
- Ability to function effectively as a member of the executive team, facilitating the operations of other portfolios
- Provide support and assistance to executive colleagues
- Ability to think strategically and tactically
- Outstanding communication skills both written and verbal
- Able to identify opportunities to promote the St Kilda Road campus
- Able to promote 'differentiation' against competitors
- Ability to manage change successfully in a complex environment

Attributes

- Personal presence and highly effective communication with students, staff, parents & alumni
- Engaging and energetic 'people person'
- Self starter, goal oriented, able to achieve results
- A capacity to enjoy the rich diversity of daily life at the campus
- All appropriate interpersonal characteristics for operating at senior levels within the schools and broader educational sector
- A credible reputation that will be perceived as, and actually, enhance the standing of Wesley College
- An openness to people and ideas

This appointment will suit an outstanding Principal, Deputy Principal, Head of Campus or Head of School who wishes to contribute to the continuing success of a dynamic, high profile and internationally recognised College.

Remuneration

A remuneration package will be offered to attract and retain a first class candidate, comprising base, superannuation and a performance based incentive.

Location

The position is located at 577 St. Kilda Road, Melbourne, Victoria, Australia.

Applications

Please forward a current CV and covering letter to office@oppeus.com quoting “**HoC – Wesley**”.
For a confidential discussion, please call our office on (03) 9661 8000.