



THE SCHOOL

St Mary's Anglican Girls' School is a non-selective, leading Western Australian independent day and boarding girls' school located in Karrinyup, in the northern suburbs of Perth, Western Australia.

As an Anglican School, we place great value on the development of the whole person, with our Anglican tradition and faith guiding our values, culture and community. We have a proud tradition of providing a rich and rewarding education for girls and young women to live, learn and grow, and facilitate the academic and holistic growth of our students, in a caring and inclusive community.

Founded in 1921 in West Perth by the Reverend C.L. Riley, St Mary's moved to Karrinyup in the 1960s and the campus is set in 16 hectares of landscaped gardens and natural bushland and is only a five-minute walk to the ocean.

In addition, the School operates an outdoor education facility, St Mary's at Metricup: The Lady Treatt Centre for Learning and Leadership, set in natural bushland in the heart of the Margaret River region. The Centre is the first of its kind for an all-girls' school in Western Australia.

OUR COMMITMENT TO CHILD SAFETY

St Mary's Anglican Girls' School is a child-safe environment. Our school actively promotes the safety and wellbeing of all students, and all school staff are expected to be committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and in accordance with our Child-safe Framework.



STUDENT PROFILE

With a student population of over 1400 girls from Kindergarten to Year 12 and WA's largest boarding house, with 185 boarders, we strive to ensure that each student is nurtured as an individual and feels she is an important member of the St Mary's family.

ACADEMIC PROFILE

While we are a non-selective school academically, we have developed a strong academic tradition, ranking among the top schools in Western Australia.

Our class of 2018 demonstrated overall strength and depth across the entire Year 12 cohort. Standout figures include a 100% graduation rate; a median ATAR of 91.90 (against a state average of 81.80) with 53.9% of graduating students placed in the top 10% of the state and 5.3% of the cohort placing in the top 1%. Our Class of 2018 received a total of 116 School Curriculum and Standards Authority Awards, including: three General Exhibitions; two subject exhibitions; 15 Certificates of Excellence; 60 Certificates of Distinction and 36 Certificates of Merit.

St Mary's vocational pathway, Elevate, provides the opportunity for students to gain a nationally recognised qualification and Endorsed Workplace Learning Units over Years 11 and 12. In 2018 the program delivered significant benefits to our girls, with excellent outcomes, including two Student of the Year awards for individuals achieving the most outstanding results in a course.

CO-CURRICULAR PROGRAM

St Mary's runs a diverse co-curricular program which enriches students' lives and encourages the development of both specific skills and the all-round person. Students can participate in activities such as sport, outdoor education, surfing, dive programs, music, visual arts, dance, drama, debating, public speaking, technology and entrepreneurial programs, intrastate, interstate and overseas study tours, volunteering and community service.

These activities strengthen the development of life skills, such as critical thinking, creativity, collaboration, communication and self-confidence.

STUDENT LEADERSHIP

The School runs an extensive student leadership program through the House system in the Senior School. Students are responsible for organising interhouse sport, singing, drama, dance, community service, art and technology. At Year 12 level there is a complex system of prefects and captains which enables students to run an extensive out-of-class activity program.



OUR STRATEGIC DIRECTIONS 2017 - 2020

OUR VISION

St Mary's aims to be a leader and innovator in the education of girls, a school in which girls can develop a lifelong love of learning and a philosophy of life founded on the concepts of interdependence and compassion, enabling them to become strong, active and thoughtful leaders of and contributors to the world of their future.

OUR MISSION

St Mary's recognises and respects the individual needs of each girl, fostering a caring and supportive environment and emphasising the intellectual, social, emotional and physical development of each girl, with the challenge that she is encouraged to pursue personal and academic excellence, aspiring to become an influential and valued world citizen.

OUR PURPOSE

We nurture and educate the individual girl within the embrace of our community. We prepare her to be a valued contributing member of our society and the world of which we are all a part. We encourage her voice, we challenge her intellect, we grow her knowledge, we empower her heart. She will leave St Mary's, courageous and confident that she has a voice and the power to lead and effect change, guided by a moral compass based on our core values. In the future, beyond the School, we will hear her voice, we will be proud of the world she has changed, we will be moved by her compassion.

ST MARY'S MASTERPLAN 2019-2030

St Mary's is delighted to have recently launched our Masterplan 2019-2030 for the development of our School campus into our centenary and beyond.

In line with contemporary learning approaches, we are committed to investing in the improvement of our school buildings and infrastructure so that our girls can study in the very best surroundings, benefiting from inspirational and contemporary facilities for all manner of activities, both inside and outside the classroom.

The first stage of this will be an extension to the Lady Treatt Centre for Music and Dance, which has now commenced with an anticipated completion date of the end of Term 2 2020.

DISCOVER MORE

Learn more about our Masterplan by viewing the [St Mary's Masterplan 2019-2030](#). To find out more on our Strategic Directions, visit our website: www.stmarys.wa.edu.au.



DEPUTY PRINCIPAL

(OPERATIONS)

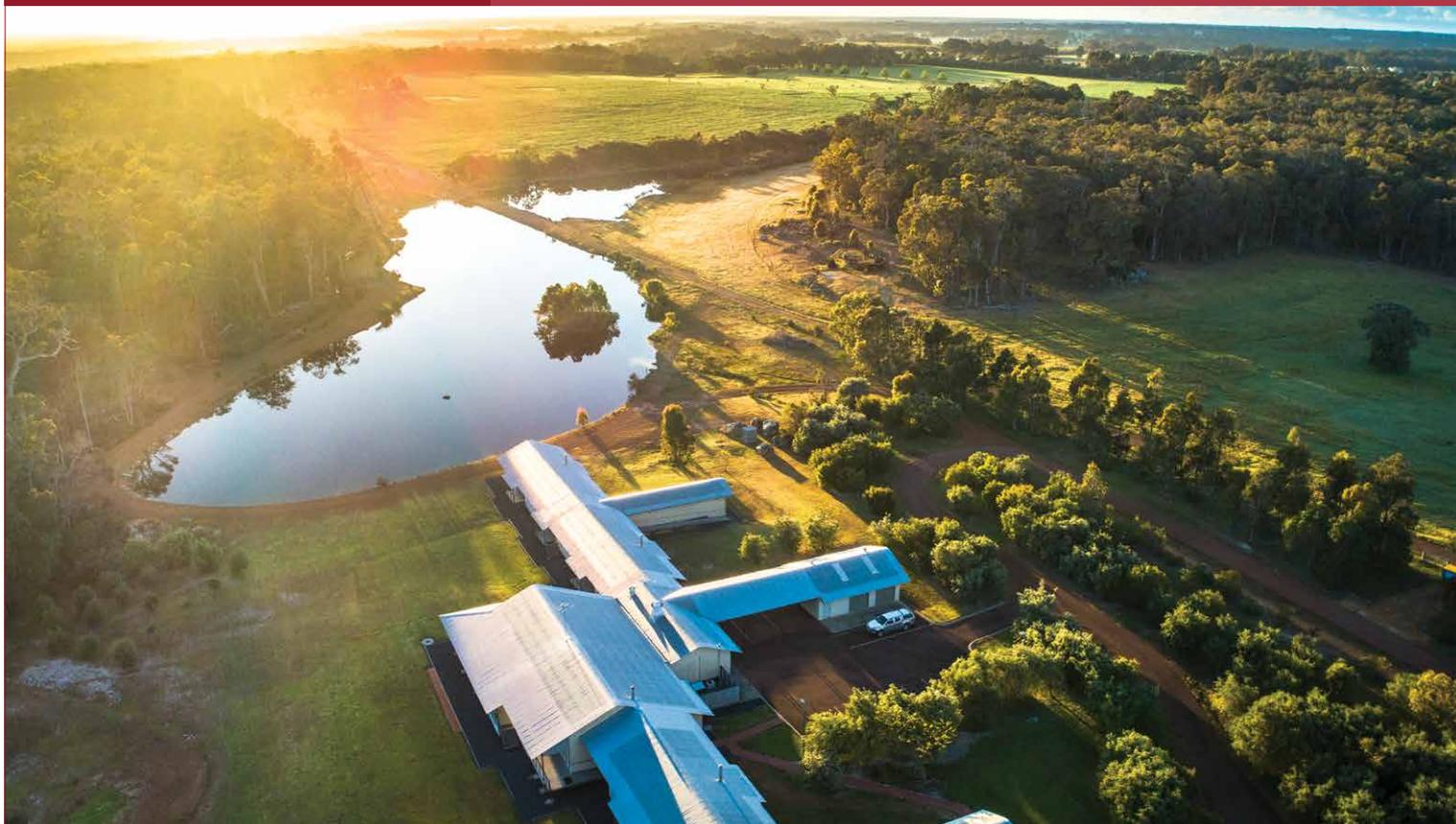
THE POSITION

The Deputy Principal (Operations) is directly responsible for the daily operations of the School and the leadership of the School's co-curricular programs, outdoor education programs, study tours, school exchanges and service programs. The Head of Sport, Head of Music Performance, Head of Outdoor Education, Head of Dance and Drama, and School Exchange Administrator report directly to the Deputy Principal (Operations).

The Deputy Principal (Operations) reports directly to the Principal and is a member of the School Executive team that provides strategic leadership and operational management of the School. The Deputy Principal (Operations) is expected to be a strong presence in the School community and may be required to act as the Principal on occasions.

As with all staff members, the Deputy Principal (Operations) is expected to promote the Anglican ethos of the School and participate actively in the Christian life of the School.





KEY RESPONSIBILITIES

1. PLAN, LEAD AND MANAGE THE SCHOOL'S CO-CURRICULAR ACTIVITIES

- Envision and develop a program that aligns with the School's vision to be a leader and innovator in the education of girls.
- Develop the School's co-curricular delivery through innovative strategies and programs, including identifying opportunities to develop links with the curriculum.
- Develop programs for increased usage of the School's Metricup facility.
- With the Chaplain, co-ordinate the service strategy to facilitate the community service program.
- Work with the Head of Sport, Head of Music Performance, Head of Outdoor Education, School Exchange Administrator, Head of Dance and Drama (co-curricular productions and dance events), ancillary sports clubs (eg Swim, Netball Clubs) and co-curricular coaches and co-ordinators to develop and deliver innovative and exceptional learning programs, opportunities and leadership in these areas.
- Oversee excursions, Study Tours (International and Domestic), Service Trips, and International Exchange programs, including approvals, budgets, staffing, risk assessments and parental correspondence.
- Prepare the annual co-curricular program.
- Liaise with the School Executive, Heads of Departments, Heads of Year and Heads of House on co-curricular or other organisational matters.
- Actively participate in the collegial processes of strategic planning, problem-solving and evaluation of activities, including tracking co-curricular student data.
- With the Dean of Teaching, provide oversight of staff participation in the co-curricular activities of the School.
- Oversee co-curricular allocations and supervise and contribute to the delivery of effective induction programs for all co-curricular co-ordinators and coaches by the HR Manager.
- Develop a strategy for co-curricular staff professional development and approve applications.

2. PLAN, LEAD AND MANAGE THE SCHOOL'S DAILY OPERATIONS

- Work closely with the Principal and School Executive to ensure excellence in the processes and procedures relating to the daily operations of the School.
- Oversee the School Calendar to ensure prudent scheduling across the School, including liaison with Hale School to avoid major clashes of activities.
- Develop the Term Cyclic Plan to reflect and incorporate Assemblies, Long Link, House and Year Meetings.
- In consultation with the School Executive, take responsibility for scheduling all significant school events and co-curricular activities to ensure sensitive, sensible calendar development.
- Co-ordinate special events and perform duties as directed by the Principal in relation to the School and wider community, including overseeing significant school functions, events and parent support group activities.
- Organise and facilitate school events, including, but not limited to:
 - Camps and excursions
 - Parent/Head of Year Information Evenings
 - Immunisation, School photo days
 - Community Service activities
 - School events such as Whole School Eucharist, Valedictory, Orientation, Arts Festival and House Choirs
 - Assemblies and Awards Ceremonies
- Liaise with Transperth and other transport companies regarding student transport.
- Facilitate the determination of the criteria, processes and implementation of the prizes, colours and other recognition in the co-curricular areas.

3. STRATEGIC PLANNING AND LEADERSHIP

- Play an active role in the short-term and long-term strategic planning and development of the School.
- Provide strategic advice to the Principal relating to the implementation of programs and the development of initiatives to enhance School co-curricular offerings.
- Effectively engage in data analysis to ensure best practice and to identify opportunities.
- Exhibit the capacity to lead the community through change processes.

4. POLICIES, PROCEDURES AND OHS COMPLIANCE

- Ensure the co-curricular program, including overseas exchanges and study tours, is safely managed and all activities and staff meet the relevant requirements for OHS, risk compliance and the School's policies and procedures.
- With the Director of Finance and Administration, oversee the maintenance of School policies and procedures.
- With the Director of Finance and Administration, embed the Risk Framework into the daily operation of the School.
- With the Director of Finance and Administration, oversee the OHS Committee and prepare OHS reports for the Board of Governors meetings as required.
- With the Director of Finance and Administration, ensure that the School has current emergency evacuation and lockdown plans and annual drills are conducted.
- Maintain familiarity with relevant state and national reports, or legislation relevant to the operation of the School.

5. ENGAGEMENT AND COMMUNICATION

- Take an active liaison role with all school support groups.
- Enhance effective and efficient communication throughout the School.
- Devise strategies to enable positive staff, student and parent interaction.
- Deliver presentations as required at relevant parent evenings, student briefings and staff meetings.

6. OTHER

- Co-chair the Deans Committee and other committees as required by the Principal.
- Provide energetic leadership, mentoring and support to staff.
- Recognise and actively promote the partnership of parents in the education of their daughters.
- Actively participate in professional associations and professional development opportunities and encourage other staff to do so.
- Liaise as required with Hale School to ensure that collaborative relationships are established and maintained.
- Perform any other duties as determined by the Principal.

QUALIFICATIONS, EXPERIENCE, SKILLS AND PROFESSIONAL LEADERSHIP QUALITIES

EDUCATION/QUALIFICATIONS

ESSENTIAL

- Relevant tertiary degree and teaching qualifications.

DESIRABLE

- Attainment of a Masters or post-graduate leadership qualification is highly desirable.

EXPERIENCE AND SKILLS

ESSENTIAL

- Understanding of current theory and research relating to girls' education.
- A good knowledge of legislation, compliance, policies and procedures relevant to this position.
- Outstanding professional presentation and manner.
- Excellent written and interpersonal communication skills.
- Excellent technological literacy across a range of applications.

- Ability to liaise professionally with staff, the Board of Governors, students, parents, Old Girls and members of the broader St Mary's community.
- Experience in dealing appropriately with highly confidential and sensitive information.
- Creative and effective problem-solving techniques.
- Innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of the organisation.
- Proven ability to work collaboratively and energetically within a dynamic organisation.

PROFESSIONAL LEADERSHIP QUALITIES

ESSENTIAL

- Be an exemplary professional role model for staff and students.
- Respond optimistically and strategically to the changing educational sector.
- Demonstrate an understanding of national and international education contexts.
- Maintain an active involvement in the wider educational community and attend a wide range of School activities regularly.
- Initiate and access appropriate professional learning to strengthen personal development.

KEY SELECTION CRITERIA

- A strong knowledge of girls' education with previous senior leadership experience in a complex, innovative organisation.
- Proven expertise in the classroom, including demonstrated success at Year 12 level.
- Highly developed decision-making skills and a demonstrated ability to problem-solve, think strategically, creatively and analytically.
- Strong organisational and time management skills, with an ability to prioritise tasks, meet prescribed deadlines, and manage a number of competing demands.
- Outstanding interpersonal and oral and written communication skills with a demonstrated capacity to build rapport and interact positively across the School.
- A proven record as a consultative and participative leader and agent of change, whom students, staff and parents will willingly engage with.
- A leader who facilitates the School's Vision, Mission, Purpose, and Values and relates to the expectations and needs of students, parents and staff.
- A dynamic and accountable leader with ability and drive to initiate programs and deliver agreed strategies and objectives within a defined timeline.

ORGANISATIONAL RELATIONSHIPS

Reporting to: The Principal

INTERNAL LIAISONS

Principal
School Executive
Head of Sport
Head of Music Performance
Head of Outdoor Education
Head of Drama and Dance
School Exchange Administrator

EXTERNAL LIAISONS

Parent Support Groups
St Mary's Swim School
St Mary's Netball Club
Relevant professional associations

SALARY AND CONDITIONS

- This is a leadership position with a five-year tenure.
- An appropriate remuneration package will be negotiated commensurate with the responsibilities of the position and the experience of the successful candidate. St Mary's Anglican Girls' School will meet reasonable costs of relocation for the successful candidate.
- 6 weeks annual leave per year (as agreed by the Principal)
- The Deputy Principal (Operations) is required to teach the equivalent of one class in an area of expertise (currently 5 periods in a 6 day cycle).
- The Deputy Principal (Operations) is required to work flexible hours and will be required to attend meetings and functions as part of, or in addition to, normal working hours. A number of duties will be performed at times other than during the school day or when students are in attendance.
- A valid Working with Children Card and National Police Clearance are required for all employees at St Mary's Anglican Girls' School.
- St Mary's is a non-smoking campus and all staff are expected to adhere to this.

COMMENCEMENT

The Deputy Principal (Operations) is expected to commence duties in January 2020, or as negotiated.

RECRUITMENT PROCESS

1. Applicants are required to submit a formal application, including a CV and cover letter addressing the selection criteria, to the Principal, Mrs Judith Tudball at employment@stmarys.wa.edu.au.
2. Applications close Friday 8 November 2019.
3. First round interviews will take place on Friday 15 November 2019.
4. Second round interviews and/or visits to the shortlisted candidate's school may take place.
5. Announcement of successful applicant.