



St Mary's
ANGLICAN GIRLS' SCHOOL

ASSOCIATE DEAN OF ACADEMIC STAFFING

POSITION DETAILS

Employment Conditions

Fulltime (with 0.4 FTE teaching load), ongoing subject to successful completion of six month probation period

In accordance with the St Mary's Anglican Girls' School Enterprise Agreement

Reports to

Dean of Teaching and Learning

Last Revised

September 2025



OUR PURPOSE: To engage hearts and ignite curious minds.

OUR VALUES: Courage ♦ Respect ♦ Aspiration ♦ Compassion ♦ Integrity

Proud of our legacy of academic excellence, St Mary's is grounded in Anglican faith and a strong sense of community. At St Mary's, every student is supported by passionate, experienced staff who bring out the best in each girl within our inclusive and nurturing environment.

ROLE

The Associate Dean of Academic Staffing reports directly to the Dean of Teaching and Learning and supports the Dean to carry a vision and strategy for staff professional development. The Associate Dean of Academic Staffing is expected to be a strong presence in the School community, and plans, leads and manages the Senior School's staffing requirements, by:

- ♦ Managing Senior School teacher recruitment, induction, observation and annual appraisal processes.
- ♦ Implementing systems that allow staff to grow personally and professionally, both individually and as teams.
- ♦ Assisting the Dean of Teaching and Learning to implement whole-Senior School teacher professional development strategy.

The Associate Dean of Academic Staffing demonstrates leadership by:

- ♦ Promoting the Anglican ethos of the school and participating actively in the Christian life of the school.
- ♦ Providing energetic leadership, mentoring and support to staff.
- ♦ Serving on committees as required.
- ♦ Active participation and presence at cocurricular events.
- ♦ Active participation at School events and functions.
- ♦ Strengthening partnerships with external bodies relevant to this role, including our brother school Hale.



RESPONSIBILITIES

MANAGING SENIOR SCHOOL TEACHER RECRUITMENT, INDUCTION, OBSERVATION, AND ANNUAL APPRAISAL PROCESSES

- ◆ Working with the Human Resources team to initiate and coordinate academic staff recruitment processes including job position updates, interviews, advertisements, demonstration lessons and cross-checking of references, applications, and qualifications.
- ◆ Overseeing the confirmation of contract process.
- ◆ Monitoring and implementing national and state developments relating to professional review and improvement processes, in particular the AITSL teaching standards.
- ◆ Overseeing mentoring relating to best practice for new and aspirational teachers.
- ◆ Liaising closely with Heads of Department and the Teacher Relief Coordinator to ensure high quality solutions to long-term cover and leave requests.
- ◆ Ensuring ongoing pool of available, quality relief staff and managing relief staff induction processes.
- ◆ Seeking and maintaining partnerships with external bodies that maximise opportunities for teachers to develop, and to attract and retain quality teaching staff.
- ◆ Liaising closely with the Dean of Academic Services to ensure timetable and staffing needs are aligned
- ◆ Facilitating pre-service teacher placements.
- ◆ Working closely with the Human Resources team to facilitate a responsive work environment.

IMPLEMENTING SYSTEMS THAT ALLOW STAFF TO GROW PERSONALLY AND PROFESSIONALLY, BOTH INDIVIDUALLY AND AS TEAMS

- ◆ Advertising professional learning opportunities to teaching staff.
- ◆ Facilitating individual staff professional development requests and ongoing compliance-related professional development.
- ◆ Supporting the Dean of Teaching and Learning in the organisation and administration of teacher observation and feedback, including the annual review process.
- ◆ Working with Heads of Department regarding difficult situations such as underperformance and conflict situations, and provide initial guidance and support.
- ◆ Building collaborative relationships with Heads of Department and work as a trusted support resource.
- ◆ Create and curate resources for staff on the teacher portal.

ASSISTING THE DEAN OF TEACHING AND LEARNING TO IMPLEMENT WHOLE-SENIOR SCHOOL TEACHER PROFESSIONAL DEVELOPMENT STRATEGY

- ◆ Being responsible for staff day and staff induction agendas.
- ◆ Supporting the Dean of Teaching to plan and implement whole school and targeted professional development programs for teaching staff.

The Associate Dean of Academic Staffing is required to teach 0.4 FTE in an area of expertise.

The above is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position.



EDUCATION

Essential:

- ◆ Relevant tertiary degree and teaching qualifications.
- ◆ TRB registered teacher.

EXPERIENCE AND SKILLS

Essential:

- ◆ Experience and understanding in managing people and teams.
- ◆ Understanding of current staffing dynamics and trends in a Secondary School environment.
- ◆ Demonstrated working knowledge of compliance, policies and procedures relevant to this position.
- ◆ Outstanding professional presentation and manner.
- ◆ Excellent technological literacy across a range of applications.
- ◆ Demonstrated experience in dealing appropriately with highly confidential and sensitive information.
- ◆ Ability to maintain a high level of resilience and emotional agility.
- ◆ With personal responsibility and through collaboration and teamwork, be able to successfully navigate and manage change.
- ◆ Be able to use your personal and problem-solving skills to manage and work collaboratively through conflict, to resolution.

Desirable:

- ◆ Completed or actively pursuing Professional Learning in leadership or management principles.

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.



ATTRIBUTES

Essential:

- ◆ A good sense of humour with a positive outlook.
- ◆ Highly organised and self-motivated.
- ◆ Proven ability to work collaboratively and energetically.
- ◆ Well-developed skills in conflict resolution and negotiation.
- ◆ Demonstrated experience in building strong, positive relationships.
- ◆ Outstanding professional presentation and manner.
- ◆ Possess excellent written and interpersonal communication skills.
- ◆ Display creative and effective problem-solving techniques.
- ◆ Demonstrated innovative practice, lateral thinking, use of initiative, and the ability to anticipate the needs of the School.
- ◆ Ability to liaise professionally with staff, the Board of Governors, the Board of Foundation Management, students, parents, Old Girls, and broader St Mary's community members.

OUR COMMITMENT TO CHILD SAFETY AND CHRISTIAN VALUES

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 the St Mary's Child Safe Policies and Codes of Conduct. 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 an Anglican school and applicants should be able to demonstrate empathy with and support for the School's Christian values.

St Mary's is a non-smoking campus and all staff are expected to adhere to this.