



Director of Student Programs

Title	Director of Student Programs
Classification	Full Time (Ongoing) – Teaching
Tenure	3 Year Position of Leadership (2027 – 2029)
POL Level	POL 4
Time Release	16 x 70-minute periods
Category	Teaching Staff
Key Report	Vice Principal Staff & Operations
Award	Catholic Education Multi-Enterprise Agreement 2022
Membership	Operations Team OHS Team

Purpose of the Position

The Director of Student Programs is responsible to the Vice Principal Staff & Operations for the leadership and oversight of student programs across the College, in accordance with Catholic Regional College Caroline Springs policies and procedures. The Director of Student Programs plays a key strategic role in the design, development and implementation of a comprehensive and cohesive student programs framework that enhances student engagement, participation and school culture. Working in close collaboration with the Vice Principal Staff & Operations and other members of the Leadership Team, the Director ensures that all co-curricular, experiential and enrichment opportunities are aligned to the College’s vision, educational priorities and operational requirements.

The Director provides leadership and direction to the College Events Coordinator, Sports Coordinator and Music Performance Coordinator, building capacity within these roles to ensure high-quality planning, coordination and delivery of programs. The role holds overarching responsibility for the effective management, compliance and continuous improvement of all experiential student programs, including excursions, incursions and major College events, with a strong focus on safety, consistency and educational value.

As a member of the College staff, the Director of Student Programs will promote and uphold the Catholic values of the College and present a positive and appropriate public profile. The Director of Student Programs will actively participate in the implementation of the College vision and mission statement and be guided by the College motto of ‘Live Fully Act Justly’.

Key Contacts

- Director of Timetabling & Operations
- Deputy Principal Learning & Teaching
- College Events Coordinator [Direct Report]
- Sports Coordinator [Direct Report]
- Assistant Sports Coordinator
- Music Performance Coordinator [Direct Report]



Key Roles and Responsibilities

The Director of Student Programs provides strategic leadership and oversight of all student programs across the College, ensuring a high-quality, consistent and compliant approach to the planning, approval and delivery of all activities, excursions, incursions and co-curricular programs.

The Director works in close collaboration with the Vice Principal Staff & Operations and the Director of Timetabling & Operations to ensure alignment between student programs, operational requirements and the broader College calendar, while leading and supporting the College Events Coordinator, Sports Coordinator and Music Performance Coordinator.

The Director of Student Programs will:

- lead the strategic planning and coordination of all student programs, ensuring alignment with educational priorities and whole-school operations
- oversee and quality assure all activities, camps and excursions ACE processes within EMS360, ensuring consistency, accuracy and compliance across all submissions
- provide strategic advice to the Vice Principal Staff & Operations regarding the approval or refinement of proposed student programs and events
- under the direction of College Leadership, maintain oversight of College calendar entries in collaboration with the Vice Principal Staff & Operations, ensuring effective scheduling and minimal disruption to learning programs
- lead and build capacity of the College Events Coordinator, Sports Coordinator and Music Performance Coordinator to ensure high-quality planning and execution of programs
- establish and refine systems, protocols and expectations to ensure a consistent and streamlined approach to student program delivery across the college
- oversee the use of the consent platforms, ensuring all risk assessments are thorough, compliant and aligned to best practice in student safety
- provide ongoing training and support to staff in the effective use of EMS360, Consent2Go and any other relevant processes/programs, building staff capability and accountability
- in collaboration with the Vice Principal Staff & Operations, lead the strategic coordination of co-curricular and in lieu programs, ensuring equitable allocation of staff and alignment with college and award requirements
- oversee the administration and effective use of the Consent2Go platform for all student programs, ensuring timely communication, accurate information and completion of parent/carer consent processes
- ensure all communications to parents and carers reflect clear and appropriate educational rationale and align with college expectations
- maintain a strong focus on student safety and compliance, ensuring all programs meet regulatory, policy and risk management requirements
- work in partnership with the College HR & Compliance Manager to ensure all processes and procedures relating to student programs are robust, current and consistently applied
- monitor and analyse participation, feedback and program data to inform continuous improvement and enhance the quality and impact of student programs



- establish and lead processes for the evaluation of all student programs, ensuring alignment with intended educational outcomes and college priorities
- collaborate closely with the Director of Timetabling & Operations to ensure alignment between student programs, staffing and daily organisation
- undertake other duties as directed by the Principal.

General Qualifications

- Full VIT Registration
- Master of Education and/or Leadership, or equivalent (advantageous)
- Accreditation to Teach in a Catholic School (advantageous)
- Accreditation to Teach Religious Education and/or Lead in a Catholic School (advantageous)

Experience, Knowledge and Skills

- demonstrated experience in leading and managing whole-school student programs, including excursions, incursions, co-curricular programs and major events within a secondary school setting
- highly developed understanding of compliance, risk management and duty of care requirements associated with student programs and activities
- proven capacity to lead and develop staff, including building capability, accountability and consistency across multiple program areas and direct reports
- strong organisational and project management skills, with the ability to oversee complex programs, manage competing priorities and meet strict timelines
- highly developed knowledge of operational systems including EMS360, Consent2Go, and other related platforms, with the ability to lead staff training and ensure effective use of platforms
- demonstrated ability to develop and implement systems and processes that improve efficiency, consistency and quality of program delivery
- highly effective communication and interpersonal skills, with the ability to work collaboratively with senior leaders, staff, students and external providers
- strong analytical skills, with the ability to interpret data, monitor participation and evaluate program effectiveness to inform continuous improvement
- demonstrated ability to align student programs with educational priorities, enhancing student engagement, wellbeing and school culture
- capacity to exercise sound judgement, maintain confidentiality and manage sensitive matters with professionalism and discretion.



Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Have a sound understanding of the eleven child-safe standards
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment.

Key Selection Criteria

1. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
2. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
3. Demonstrated expertise in leading and managing whole-school student programs, including excursions, incursions, co-curricular activities and major events, ensuring alignment with educational priorities and operational requirements
4. Capacity to manage change in a time sensitive environment, including equitably balancing competing priorities.
5. Proven leadership capacity to manage and develop staff, including building capability, accountability and consistency across multiple program areas and direct reports
6. Highly developed understanding of compliance, risk management and duty of care requirements associated with student programs, with the ability to ensure robust and consistent processes
7. Highly effective organisational, communication and interpersonal skills, with the ability to manage complex programs, collaborate with senior leaders and drive continuous improvement across student programs
8. Proven success as an exemplary teacher



Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the Principal may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.