

## Position Information Document DIRECTOR OF STUDENT LIFE (POR 3)



**POR Tenure:**  
21 July 2025 – 23 July 2029

**Employment Type:**  
Fixed term, 4 years

**Salary:**  
Teaching Step + POR 3 Allowance

**POR 3 Allowance:** \$16,711 per annum

### **Conditions of Employment:**

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Director of Student Life.

The position is for a fixed term of 4 years. In addition to the applicable teacher salary, it includes an annual Position of Responsibility (POR) allowance. At the conclusion of the POR 3 tenure the appointed staff member will return to a substantive teaching position and associated salary. Should a further POR tenure be available, it will be advertised, and the appointed staff member may apply and be considered equally with other applicants.

The position has a teaching load up to 0.4FTE.

**Reports to:**  
Principal  
Deputy Principal

**The employment conditions are in accordance with the Catholic Schools Enterprise Agreement (as amended or replaced).**

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### **1. BROAD PURPOSE**

Responsible to the Principal, and as a member of the College Leadership Team, the Director of Student Life's purpose is to champion the core values of holistic education, by providing vision and leadership for the College's all-inclusive co-curricular programs.

The Director of Student Life will advocate the importance of co-curricular development in the College, fostering a culture of participation, celebration and involvement, encouraging the full and balanced development of each child in an environment that values a spiritual and moral view of life. The Director of Student Life will oversee the development, leadership and administration of all co-curricular programs, including Performing Arts, Sports and Clubs and Activities as well as the Camps Program and Intercol competitions. The Director of Student Life will have responsibility for ensuring that all activities of the College are safe and enriching, and that they reward both the casual and elite participant.

The Director of Student Life will assess the current co-curricular offerings of the College and expand them over time so that the offering is in keeping with College resources, and in order to achieve the goal that every student has an opportunity to showcase and be recognised for their talents. The Director of Student Life will develop programs which are reputationally beneficial to the College.

The Director of Student Life will act as Chair to the Student Life Leadership Team, with a specific role to develop the College's co-curricular programs, and provide oversight of the celebration of co-curricular success at all levels.

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### 2. KEY WORKING RELATIONSHIPS

Principal

Deputy Principal R-12

Students

Colleagues

Parents and Caregivers

### 3. LEADERSHIP AT ST COLUMBA COLLEGE

- Model and empower staff to develop an environment which promotes the Anglican and Catholic Ethos and which provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Actively support the College Purpose and Strategic Plan.
- Lead and support staff to build a culture of excellence and participation.
- Develop Annual Plans with specific goals for improvement in line with the College Strategic Plan.
- Provide leadership in prayer and liturgy and other religious celebrations.
- Undertake research and be aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching and co-curricular programs.
- Implement decisions made by the Leadership Team in regard to College policies and procedures.

### 4. KEY RESPONSIBILITIES

#### Strategic Leadership

- Promote the mission of the Anglican and Catholic Churches and actively engage in the ministry of either an Anglican or Catholic Eucharistic community.
- Develop an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of each student.
- Support the College purpose, strategic goals and annual development plans and develop related goals for student life across F-12.
- Provide vision and leadership for programs which meet the needs of students.
- Regularly review the co-curricular programs of the College, to ensure best practice.
- Implement decisions made by the Leadership Team in regard to educational policy and procedures.
- Build strong and effective relationships with parents/caregivers, local community and other organisations.
- Maintain confidentiality and support for the Leadership Team.

#### Engagement

- Recognise and harness opportunities to align the College's co-curricular program with the needs of students and the College community.
- Liaising with the Director of Community Engagement to potentially bring in some external coaches (including parents) to assist with the development of the existing/new Student Life clubs.
- Adopt inclusive strategies for engaging the College's diverse student population in the co-curricular program.
- Lead the College in promoting engagement of College staff in the co-curricular program.
- Empower staff to achieve a standard of excellence in delivering and administering the co-curricular program.
- Identify and develop opportunities for the College to build strong community relationships.
- Lead and support staff to build a culture of excellence and participation.
- Identify and create opportunities for staff contribution to the growth of the College as a learning community.

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- Develop a culture of celebration and praise for the co-curricular program.
- Accept and manage the accountabilities of the role.
- Lead the College in promoting and supporting the current co-curricular program to students, staff and the community.

#### Co-Curricular Program Management

- Provide vision and leadership for programs which meet the needs of students.
- Oversee programs that reward and challenge all participants, regardless of expertise.
- Manage the reward and recognition Badge purchases as well as track student progress for attainment.
- Ensure that the T.E.A. philosophy (Talent, Effort, Attitude) underpins the Student Life programs.
- Lead and support the following current co-curricular programs at St Columba College:
  - Sport – including interschool competitions, team coordination, and student participation.
  - Performing Arts – including school productions, music ensembles, and student showcases.
  - Clubs and Activities, including but not limited to:
    - Debating – guiding teams, competitions, and skill development.
    - Tournament of Minds – supporting creative problem-solving and critical thinking.
    - Brain Bee – promoting academic excellence in neuroscience.
    - Children's University – fostering independent learning and broader engagement in educational activities.
    - Da Vinci Decathlon- an academic competition designed to challenge and stimulate the minds of school students
- Find opportunities for the development of the programs offered, to create full and balanced opportunities for students.
- Map, launch and develop a sequential co-curricular camps program from Year 5 – 9 as well as Year 12 Retreat.
- Work with Principal, Deputy Principal and Head of Business Services, to provide camps program budget.
- Develop and manage budgets in collaboration with the Head of Business Services, including Student Life program funding, staff compensation allocations, resource allocation, and external provider payments.
- Working directly with Principal and Deputy Principal to lead the College's planning, logistics, scheduling, and implementation of the Intercollegiate (Intercol) Program, working in collaboration with the partner school delegate at Thomas More College.
- Manage and maintain Student Life and Intercollegiate (Intercol) event pages on the College Connect platform, ensuring accuracy, accessibility, and timely updates.
- Manage and coordinate Intercol resources including staffing, equipment, promotional materials, event scheduling and transportation coordination.
- Chair the Student Life Leadership Team, coordinating meetings, guiding strategic direction, and ensuring collaboration across all areas of Student Life (Sports, Performing Arts, Leadership, and Clubs and Activities).
- Manage coaching teams across sports, arts, and leadership programs to ensure alignment with College values, professional conduct, and student engagement targets.
- Manage bus booking requests for external events offsite.

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- Manage calendar requests to ensure events are communicated in a timely manner.
- Manage Consent2Go logistics for all Student Life events, that occur either before or after school hours.
- Administer weekly timesheet approval and payroll submissions for Coaches and ESO (Education Support Officer) staff linked to Student Life programs.
- Oversee the declaration and reporting of Tier Payment remuneration for teaching staff.
- Working with WHS and ensuring risk management for Student Life events.
- Supporting the Head of Curriculum and Learning / Assistant Heads of Curriculum and Learning by coordinating Industry Connections students as Sports Buddies.
- Work closely with the College Safety, Risk and Compliance Manager to ensure all Student Life events and programs meet risk management requirements, including hazard identification, mitigation strategies, and compliance with policies and procedures.
- Write and submit Student Life articles for Semester Coracle publications and contribute to the College Annual Report, liaising with the Publications Team.
- Collaborate with the Principal and Deputy Principal to manage uniform purchases, equipment resourcing, and branding for Student Life teams and activities.
- Actively attend key Student Life events across Sports, Performing Arts, Leadership, and Clubs and Activities to visibly support student engagement, promote community spirit, and uphold the culture of celebration and participation.

#### 5. PROFESSIONAL RESPONSIBILITIES

- Demonstrate a commitment to uphold and contribute to the Anglican and Catholic ethos of the College and model our Christian traditions and practices.
- Act in a manner consistent with the Code of Conduct for Staff at St Columba College.
- Understand the employer's requirements and act in accordance with all College policies, guidelines, and procedures.
- Be aware of and consistently implement all relevant College student policies and procedures.
- Fulfil Duty of Care responsibilities to ensure the safety of all students.
- Accept delegated responsibilities, as appropriate.
- Present self appropriately, following dress code as required.
- Understand and adhere to the requirements of the Privacy Act in relation to staff, students and families at the College.

#### 6. SPECIFIC REQUIREMENTS

- Hold or studying towards a Postgraduate Award in educational leadership.
- Relevant academic qualifications to enable registration as a Teacher in South Australia.
- Current South Australian Teachers Registration Board Certificate.
- Hold a current acceptable Working with Children Clearance.
- Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) mandatory training.
- Relevant First Aid qualifications.
- Actively participate in regular performance reviews and undertake applicable training as required to ensure opportunities are sought to increase knowledge, experience and skills held.

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#### 7. PERSONAL QUALITIES AND SKILLS

- Vision and passion for the education of children and young people.
- Ability to be innovative and strategic, with a solutions focus.
- A strengths-based approach.
- Exceptional relationship and interpersonal skills.
- Excellent written and oral communication skills.
- Proven administration and organisational capabilities.
- High level of confidentiality, trust, integrity and work ethic.
- Demonstrate a commitment to ongoing learning and personal health and wellbeing.

#### 8. WORK HEALTH AND SAFETY

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

This position information document (PID) indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks or outcomes.

The requirements of the role and associated responsibilities can vary in response to the needs of the College and above Key Responsibilities may be varied as determined by the Principal (or delegate).