



POSITION DESCRIPTION

PART OF **AngliSchools**

Position Title	Head of Operations Teacher [Commencing 2027]
Tenure	Permanent Full Time 0.50FTE Teaching Load
Department	Operational Leadership Team
Reports To	Director of Teaching and Learning
EBA	The Anglican Schools Commission Incorporated Western Australia Agreement 2019
Classification	Total Remuneration Package (TRP) (6 weeks annual leave) or Appropriate salary scale level plus Teacher Promotional Allowance (Term time only)
Date Last Reviewed	July 2026

POSITION PURPOSE

The Head of Operations is a key member of the School's Operational Leadership Team responsible for providing strategic and operational leadership mainly across Years 7 to 12 with additional focus in Little Georgie's to Year 6. The position leads the planning, implementation and continuous improvement of curriculum operations, including timetabling, subject selection, assessment and testing, reporting, examinations, academic data analysis, SCSA compliance and learning management systems, ensuring alignment with School priorities.

Working collaboratively with the Principal, Deputy Principal, Director of Teaching and Learning, Heads of School, Heads of Department, Assistant Head of Primary School – Teaching and Learning and teaching staff, the Head of Operations drives operational excellence, informed decision-making and continuous improvement. The role provides leadership in the effective use of educational data and systems, supports staff capability development, and ensures the School maintains high standards of academic administration.

As a practising educator and leader, the Head of Operations contributes to the pastoral, co-curricular and community life of the School, fostering a culture of academic achievement, wellbeing, innovation and service. This role supports students to achieve successful educational outcomes and develop pathways for future success.

KEY ACCOUNTABILITIES

Timetable/SEQTA/EDVAL/Exams/Testing

- Support the Senior Leadership Team, Operational Leadership Team, Director of Teaching and Learning and colleagues in their responsibility for the organisation of the school timetable Year 7 to Year 12.
- Collaborate with the Head of Primary School to ensure allocation/optimisation of Teaching staff across Primary classes as required.

- Develop the annual Year 7 to Year 12 timetable, including teaching FTE allocations and room allocations, and present recommendations to the Senior Leadership Team for consideration.
- In collaboration with the Director of Teaching and Learning, Head of Secondary School and Head of Learner Access and Early Intervention, construct class lists for the following school year.
- Assist in the Induction Program for new staff, specifically related to the use of SEQTA.
- Oversee SEQTA structure and use in collaboration with the Assistant Head of Primary School (Teaching and Learning).
- Assist staff with day-to-day use of SEQTA including regular staff Professional Learning.
- Manage all curriculum and learning management system matters within SEQTA for Little Georgies to Year 12.
- Manage all aspects of the use of Edval, or other similar systems within the School.
- Coordinate, in collaboration with the Assistant Head of Primary School – Teaching and Learning NAPLAN, OLNA and PAT testing.
- Coordinate examinations Year 10 to Year 12, including exam timetables, supervision schedules and missed examinations.
- Provide operational support to the School Staffing Assistant in relief staffing arrangements when required.

Curriculum/Data/Course Selection/Parent Teaching Meetings

- In collaboration with the Director of Teaching and Learning and Head of Secondary School, assist in Year 7 to Year 12 online subject selection.
- Coordinate and produce data for course awards (Year 7 to Year 12).
- Provide the required data for the GMAS analysis of Year 12 results.
- In collaboration with the Director of Teaching and Learning, Heads of House, Heads of Department and the Vocational Education, Training and Careers Coordinator, assist in the Year 11 subject selection process.
- Implement appropriate data collection related to assessment and recording procedures within SEQTA.
- In conjunction with the Deputy Principal, Director of Teaching and Learning and Heads of School coordinate Secondary Parent Teacher meeting schedules.
- Compile curriculum-related student data for School census requirements.
- Train staff in data analysis as required, including SEQTA Analyse, to improve student achievement.

Reporting Procedures

- In conjunction with the Deputy Principal and Director of Teaching and Learning, assist with the online academic reporting process across the school.
- Prepare student reports as required by the Principal.

Teaching and Learning

- In collaboration with the Deputy Principal coordinate the Year 7 to Year 12 booklists for Director of Teaching and Learning approval.
- In collaboration with the Director of Teaching and Learning work with staff to ensure the implementation and maintenance of school policies and procedures, pertaining to the academic program.
- Be actively involved in student wellbeing and pastoral care programs, being sensitive to students experiencing personal, social, or organisational challenges and liaise with relevant student wellbeing and pastoral care colleagues.

General

- Assist the Principal in carrying out the aims and objectives of the school.
- Liaise with and respond to parent / carer requests and enquiries in a courteous and timely manner.
- Actively participate in whole school events.

- Attend and contribute to meetings and professional learning, school events, Discovery Day, excursions, assemblies and services.
- Be actively involved in the School's extensive co-curricular program.
- Undertake rostered supervisory duties outside of the classroom and exercise responsibility for the welfare of students.
- Be an exceptional communicator and have an open, collegial and collaborative style.
- Promote and facilitate effective communication across Year 7 to Year 12.
- Implement timely and effective communication strategies between the School and families.
- Be available in a consultative capacity for Staff.

TEACHING ROLE | Teaching load 0.50FTE

Curriculum

- Have the content knowledge and pedagogical practice to meet the diverse needs of all students.
- Plan and implement a range of teaching programs or courses of study.
- Teach an area of the curriculum or a general curriculum to a year level.
- Monitor, evaluate and report student progress in key learning areas.
- Implement strategies to achieve targets related to student learning outcomes.
- Maintain records of class attendance and recording student progress.
- In the Anglican tradition, nurture Christian formation and educational excellence in all students, inspiring them to reach their full potential as individuals and serving members of the wider community.
- Teach across discipline(s) and cohort levels appropriate to the school's timetabling needs.
- Be willing and able to competently teach the Religious Studies (RAISE) program, or equivalent, if required.
- Teach composite classes and flexible groupings if and when required.
- Develop high-order information technology skills (including the Apple Platform) that are translated into daily classroom teaching practice and pedagogy.
- Ensure preparation and delivery is learner centred, collaboratively organised, flexibly constructed, community-orientated, and adequately resourced.
- Develop work and assessment programs in each relevant subject area and plan for each term and semester, focusing on individual student learning needs.
- Implement work programs as per school requirements.
- Inform students of each term's program and assessment requirements (if applicable) prior to delivery.
- Be conversant with and refer constantly to the School Curriculum and Standards Authority (SCSA) and Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements and other relevant documents to ensure that the correct elements are embedded in each course and build these into classroom experiences and assessment instruments.
- Monitor progress and provide feedback to students, other teaching staff, and parents, being particularly aware of the need to respond promptly to student and parent concerns.
- Accurately and consistently update students' records in their administration files.
- At reporting times, accurately draft and redraft student reports within the published time frame.
- Introduce and develop ways of encouraging critical analytical thinking skills and communication skills with the students you teach.
- Assist staff to use student data to inform teaching approaches that enable targets related to improving student learning outcomes to be achieved.
- Have an ability to consistently inspire and motivate students in their learning.
- Motivate students by making their work relevant, challenging and enjoyable.
- Demonstrate a high level of classroom management, with a focus on restorative practice.
- Demonstrate the ability to work effectively as a member of a team.

Co-Curricular Program (40 hours per annum requirement)

- Contributing to a range of co-curricular programs.
- Be fully committed philosophically and in practice to the co-curricular program and the role it plays at the school. This will involve commitment in school time and out of school hours and on weekends dependent upon the allocated/chosen activity.
- Plan and implement your component of the co-curricular program in association with your skills and the specific needs of the school.
- Be available to participate in the annual Educational Camp Program which will involve some overnight work away from Busselton.

Pastoral Care

- Take responsibility for the pastoral needs, duty of care, standards of behaviour of all students inside and outside the classroom.
- Report irresponsible or improper behaviour that is beyond normal classroom management techniques to the relevant Head of Department.
- Be active as a mentor in the Home Room System in accordance with the ethos of the school.
- Provide a child safe environment in accordance with the child safe standards.
- Implement effective student management consistent with GMAS Student Behaviour Management Policy.

Additional Responsibilities

- Supervising a range of student activities including wellbeing programs.
- Supervise and train pre service teachers when requested.
- Demonstrate overt support for the School values.

Manage Self and Professional Skills

- Comply with the GMAS Staff Code of Conduct and TRBWA Teacher-Student Professional Boundaries.
- Comply with legal, regulatory, ethical, environmental and social responsibilities and requirements.
- Adhere to and comply with all WHS policies and procedures and relevant legislation.

Other Duties

- This position will be allocated duties, not specifically mentioned in this document, but within the capacity, qualifications and experience normally expected from persons occupying positions at this classification.
- Maintain a practicing role in the teaching program and/or provide cover for teaching staff if urgent issues arise.
- Teaching load is determined on a year-by-year basis.

Reference Documents

- [Mandatory Reporting Policy](#)
- [GMAS Staff Code of Conduct](#)
- [Workloads in ASC Schools in WA](#)
- [ASC Agreement \(WA\) 2019 EBA](#)

This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

CORE EXPECTATIONS

- Maintain strict confidentiality with respect to the School's business
- Attend AngliSchools and school-based Senior Staff meetings
- Display a strong dedication to customer service
- Foster a commitment to continuous improvement and the value of collaboration and sharing of knowledge and information
- Demonstrate overt support for the School values
- Develop and maintain positive working relationships with stakeholders
- Be appraised regularly, according to the Staff Appraisal Programme in place in the school

POSITION DIMENSIONS

People Management

Nil

Budget / Expenditure:

As advised by Principal and Business Manager annually

Significant Work Relationships

Internal

- Principal
- Director of Teaching and Learning
- Senior Leadership Team
- Operational Leadership Team
- Heads of Department
- Teaching Staff
- Administrative Staff
- Students

External

- Wider GMAS Community | Parents/Carers
- AngliSchools

SELECTION CRITERIA

Selection Criteria (to be addressed within the candidate's application for employment)

Essential

- Demonstrated ability to lead operational improvement initiatives, think and plan strategically, develop and implement action plans, and evaluate outcomes.
- Demonstrated understanding and support of the Mission, Vision and Ethos and Core Values of AngliSchools and Georgiana Molloy Anglican School (the School).
- Knowledge and understanding of curriculum issues in a State and national context.
- Experience in timetable preparation and implementation.
- Demonstrated ability to model exemplary pedagogical practice and administer, lead and positively influence team members.
- Excellent administrative and organisational skills including strong written and verbal communication skills and effective time management.
- Excellent interpersonal skills being inclusive, approachable, a good listener and having the capacity to establish and maintain positive relationships with staff, students, parents and carers.
- Actively support the GMAS child safe culture.
- Bachelor of Education, or an equivalent degree qualification with a Postgraduate Diploma of Education.

Desirable

- Experience in the platforms and tools of SEQTA, Synergetic, and Edval.

ELIGIBILITY AND TRAINING REQUIREMENTS

- Obtain or hold a current Working with Children Check.
- Manage full membership as a Registered Teacher with the Teacher Registration Board of WA (TRBWA).
- Be supportive of the objectives and ethos of an Anglican education.

INHERENT PHYSICAL REQUIREMENTS

The Head of Operations is required to perform the inherent physical requirements of both a teaching and leadership role within a K–12 school environment. These requirements include:

- Maintain sustained concentration, attention to detail, and cognitive capacity to manage complex educational, operational and strategic responsibilities.
- Communicate effectively in person, online and via telephone with staff, students, parents, external agencies and other stakeholders.
- Sit for extended periods while undertaking administrative duties, meetings, planning, reporting, data analysis and computer-based work.
- Use computers, digital technologies and other office equipment for prolonged periods.
- Move independently throughout the School campus, including between classrooms, offices, meeting rooms, sporting facilities and outdoor areas.
- Stand and walk for extended periods while observing teaching practice, conducting meetings, participating in school activities and undertaking teaching duties.
- Participate in school events, camps, excursions, outdoor education activities and professional learning programs, including those conducted outside normal working hours or requiring overnight attendance.
- Undertake the physical requirements associated with camps, excursions and outdoor activities, including walking over uneven terrain, standing for extended periods, supervising students in a variety of indoor and outdoor environments, and responding appropriately in emergency situations.
- Visually assess and review written, digital and presentation materials, including student achievement data and compliance documentation.
- Respond appropriately to routine and unexpected situations requiring timely decision-making, problem-solving and active supervision of students.
- Undertake a teaching load as required and perform the physical requirements associated with classroom teaching and student supervision.
- Perform duties in accordance with workplace health and safety requirements and maintain the physical and mental capacity to ensure the safety and wellbeing of students, staff and visitors.

OUR COMMITMENT TO CHILD SAFETY AND ANGLICAN ETHOS

Georgiana Molloy Anglican 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 Protection Policies and Staff Code of Conduct.

Georgiana Molloy Anglican School is an Anglican School, and applicants should be able to demonstrate empathy with and support for the Schools Anglican Ethos.

AUTHORISATION

I hereby agree that this Position Description accurately reflects work requirements.

Principal	Mr Brad Evans		
	Name	Signature	Date

Head of Operations _____
 Name Signature Date



Georgiana Molloy Anglican School is a child-safe environment