



Carey
Baptist
College

Role Description

Director of Education

Carey is a community of faith on mission in the world. As such, how we live and serve together matters. Mission, faith and relationships are three words that are used to describe Carey. In order to ensure that we remain a relational community of faith on mission in the world, we have identified a number of core values that we believe are essential in shaping us as a community.

- **Kindness:** a concern for others, which compels us to act for their good.
- **Courage:** the willingness to act well in the face of uncertainty and fear, and a willingness not to settle for mediocrity.
- **Respect:** sensing and honouring the God-given worth in another. We recognise the value of those we serve and that they deserve our best.
- **Humility:** embracing a clear perspective for one's place with God and others and seeking to benefit others above ourselves.
- **Integrity:** being honest and consistently living out our moral principles, whether seen or unseen.

The gospel is the foundation from which we serve, in an environment that respects the diversity of our students, their families and the broader community. As such we believe that we earn the right to speak by operating in an environment that values excellence.

Purpose:

The Director of Education (DoE) provides strategic and educational leadership to the Carey Colleges through the College Principals, ensuring alignment of all of the Colleges to the mission and vision of the Carey Group.

Working in collaboration with the Leadership Team of the Carey Group, the DoE builds and leads the College Executive Team; modelling, developing and holding accountability to organisational values, culture and behaviours.

Integral to the role are developing and directing College strategic planning in the context of the broader Carey Vision, overseeing resource allocation to achieve strategic plans and vision and ensuring College operations are conducted in accordance with the regulatory frameworks that apply.

Reporting to:

The Director of Ministries (DoM); and

- To the Governance Council on Educational delivery and educational compliance responsibilities. The Governance Council is a Subcommittee of the Board charged with the oversight of the educational integrity and delivery of the Colleges. The Director of ministries is a member of the Governance council;

Directly reporting to this position:

- Primary Principal Harrisdale;
- Secondary Principal Harrisdale;
- Principal – Forrestdale;
- Other principals appointed by the Colleges from time to time;
- Personal Assistant

Summary of Duties

Spiritual Leadership

- In conjunction with the Board, the DoM and the Senior Pastors, provides spiritual leadership across the Colleges as a spiritual community of people on mission in the world.
- Develop practices and rhythms that:
 - Recognise and reinforce the spiritual nature of Carey's work.
 - Allow for the discernment of God's call and direction.
 - Promote spiritual transformation and discipleship amongst the College leaders.

Culture Development

- Model and develop values, culture and behaviours which supports the mission and encourages high performance, collaboration and accountability across all parts of the Carey Colleges.
- Hold the College Executive Team accountable for compliance with values, culture and organisational behaviours.
- Ensure systems and processes to develop, embed and reinforce the agreed values and culture across the Colleges.
- Ensure high levels of trust and engagement in all areas of the Colleges and with the surrounding communities and stakeholders.

Missional Alignment

- Develop, review and maintain, in conjunction with the Director of Ministries, and approved by the Governance Council and the Board, a clear compelling vision for the Carey Colleges as part of the Carey Movement.
- Facilitate, communicate and lead embedding of the vision across all parts of the Colleges.
- Ensure all parts of the Colleges are working relationally and synergistically across all Carey platforms.
- Develop strategic leadership teams for the Colleges both on and across campuses.

Shaping and Managing Strategy

- Develop, lead and direct College-wide strategic planning to connect with and flow from the Carey movement vision.
- Ensure strategic planning is in line with the overarching strategic objectives developed by the Carey Board.
- Develop reporting systems and key performance indicators for accountability to strategic plans.

Corporate Leadership, Management and Governance

- Ensure the excellence of the educational delivery of the Colleges having regard to Carey's mission, vision and ethos.
- Build, lead, delegate duties to, and monitor the performance of the College's Principals.
- Develop with the College Governance Council and lead a continual process to monitor, evaluate and develop structures, services and performance for the College.
- With the support of the Director of Business, oversee the preparation of College annual budgets and operate within budgets approved by the Board.
- Allocate resources for the implementation of strategic plans and College vision, ensuring allocation maintains internal and external transparency, integrity and legal obligations.
- Lead the development project for any further schools that may be developed or acquired in accordance with the wider Carey Vision.
- With the support of the Manager Systems and Finance, lead risk management across the Colleges to ensure the integrity and reputation of the Colleges in the achievement of their mission and vision.
- Provide timely, true operational reports for the Colleges to the Governance Council to enable the Governance Council to perform its duties.
- Ensure College compliance and operation within legislative and legal obligations.
- Ensure provision of a safe working environment for the Colleges.
- Participate in an annual performance development review process.

Other

- Other duties as directed by the Governance Council or the Director of Ministries.

Knowledge, Experience and Attributes:

- Appropriate tertiary qualifications in education and preferably post graduate qualification in a discipline such as Education or Leadership
- Extensive experience in an executive leadership role in Education.
- A successful history of driving strategic vision and improved ways of working to deliver meaningful and long-lasting impact.
- Sound understanding of financial management, risk and compliance and business drivers.

- Exceptional relationship development and team building capabilities that develop collaboration and support of shared leadership.
- Ability to build trust and facilitate alignment of goals and plans to execute strategies.
- Superior capabilities in interpersonal, planning, analytical and coaching skills to influence and engage with stakeholders for the enrichment of the Colleges.
- A visible, relational empathetic leader whose style is open and communicative and leads with humility in living out a sincere Christian faith.