



HEAD OF MEMBER SCHOOL PROGRAMS AND ENGAGEMENT

JOB & PERSON SPECIFICATION

FEBRUARY 2025

POSITION DESCRIPTION

Position Details

Position Title: Head of Member School Programs and Engagement

Reporting Line

Reports to: Chief Executive

Organisation

The Association of Independent Schools of South Australia (AISSA) is a member organisation which represents independent schools in South Australia.

Purpose:

The AISSA leads, supports, represents and advocates for the independent sector in South Australia to enhance the success, sustainability and strength of its member schools.

Principles:

Across all of its activities, the AISSA is guided by

- a commitment to the independence of member schools to develop in ways that embody their individual philosophies
- a belief that the independent sector offers genuine diversity that ensures parents have real choice in selecting their children's schooling
- a commitment to integrity, excellence and expertise.

Code of Ethics:

Refer **attached** Appendix.

This Code of Ethics establishes a common understanding of the standards of behaviour expected of all employees of the AISSA. It represents a broad framework that will help staff decide on an appropriate course of action when employees are faced with an ethical issue. This Code of Ethics places an obligation on all employees to take responsibility for their conduct and work and to establish a consultative and collaborative workplace where people are happy and proud to work. Every AISSA employee is accountable for adhering to this Code of Ethics.

Key Duties / Key Performance Indicators

Key Duties	Key Performance Indicators
<p>Lead and manage a multidisciplinary team which includes consultants and professional practitioners in:</p> <ul style="list-style-type: none"> Consent and Respectful Relationships Education Cultural Awareness Education Curriculum R-12 Disability, Diversity and Inclusion Early Childhood Education and Care Highly Accomplished and Lead Teacher Accreditation Indigenous Student Mentoring Leadership for all career-stage employees in independent schools Mental Health and Wellbeing, including School Avoidance National Testing Program Regional Engagement Senior Secondary Education STEM/AI Vocational Education and Training. 	<p>AISSA human resource management policies and processes are effectively implemented to achieve ongoing improvement.</p>
<p>Undertake a regular cycle of review to confirm programs, services and structures are meeting member schools' needs.</p>	<p>Member feedback indicates high satisfaction with programs and services.</p>
<p>Lead the development and delivery of a suite of professional learning offerings and special projects including but not limited to leadership, pedagogy, curriculum and assessment, inclusion, technology, coaching, cultural awareness and Aboriginal and Torres Strait Islander education.</p>	<p>Member feedback indicates professional learning offerings and projects are engaging, timely and of high quality.</p>
<p>As a member of the AISSA Executive Team, contribute to the development and implementation of the AISSA's Strategic Plan and work collaboratively with Executive Team members to support the Association's work across other key service areas including IR/HR, Legal, Policy, Funding and Compliance.</p>	<p>Engagement with Executive Team members is positive and contributions are constructive.</p>
<p>Develop and contribute to a range of communications for member schools and other external stakeholders.</p>	<p>Communications are timely, accurate and appropriate.</p>
<p>Contribute to the deliverables committed to in the AISSA's Stretch Reconciliation Action Plan in partnership with the AISSA's Reconciliation Working Group.</p>	<p>Contributions are constructive and deliverables are achieved.</p>
<p>Other duties/projects as identified by the Chief Executive.</p>	<p>Duties/projects are completed appropriately and effectively.</p>
<p>Maintain effective document control and records management to ensure ease of access for others as appropriate.</p>	<p>Records and documents are appropriately managed.</p>
<p>Seek learning opportunities in line with AISSA policy, including participation in activities designed to increase knowledge of Aboriginal and Torres Strait Islander histories and cultures, and maintain own professional development portfolio of learning and experience.</p>	<p>Appropriate professional learning is undertaken and recorded.</p>
<p>Contribute to change management strategies based on an understanding of the AISSA's culture.</p>	<p>Initiative and a solutions-focused approach are demonstrated.</p>
<p>Accept responsibility for own safety in the workplace and comply with WHS requirements.</p>	<p>Observation and feedback are that safe practice is integrated into daily operations.</p>

Qualifications / Skills / Experience

Essential Qualifications	Bachelor's degree (or higher) in Education
Knowledge and Experience	<p>Well-developed team leadership experience, with demonstrated success in a senior leadership role.</p> <p>Knowledge of and experience working in the education sector.</p> <p>Demonstrated knowledge of the school education landscape, at a state and national level.</p> <p>Experience in project and budget management.</p>
Skills and Attributes	<p>A commitment to authentic team leadership and stakeholder engagement.</p> <p>Outcomes focused, with strong skills in discernment and the desire and creativity to deliver effective strategic and operational results.</p> <p>Demonstrated ability to work independently and collaboratively within and across teams to achieve agreed outcomes.</p> <p>Highly organised and able to prioritise well with excellent time management skills.</p> <p>Excellent oral, written, editing and presentation skills with outstanding attention to detail and accuracy.</p> <p>Strong problem-solving and decision-making abilities.</p> <p>Proficiency in the use of ICT.</p>



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Andrew Reed and Bernie Dyer.
Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.