



# Position Description Director of Staff & Logistics (Secondary)

<b>Position Title</b>	Director of Staff (Secondary) Armstrong Creek
<b>Reports To</b>	Head of Secondary
<b>College Objective</b>	<p>At Geelong Lutheran College it is expected that each staff member will support the Christian ethos of the schools and demonstrate courtesy, cooperation, and teamwork with fellow members of staff. A good example for Christian living is to be given to children and parents by words and actions.</p> <p>The Christian Education environment we offer depends largely on the maturity and professionalism of all staff. Therefore, it is expected that all staff members co-operate fully with the Executive Principal, Head of Secondary, other staff, and the College Board in adhering to the Policies, teachings and fostering the ethos, culture, and traditions of Geelong Lutheran College.</p> <p>Staff are expected to support the Christian ethos of Geelong Lutheran College and to demonstrate courtesy, co-operation and teamwork with fellow members of staff.</p>
<b>Position Overview</b>	<p>This role nurtures a positive and professional staff culture through leadership of induction, development, performance, and wellbeing across the Secondary School. It supports the full staff journey—welcoming new staff, facilitating growth through coaching and appraisal, responding to performance and wellbeing needs, and fostering a connected, supportive workplace.</p> <p>A central focus of the role is staffing and timetable leadership: shaping the timetable, managing allocations and replacements, maintaining compliance, and ensuring smooth day-to-day staffing operations. It also supports professional learning, event logistics, and communication processes that acknowledge staff contributions and promote engagement.</p> <p>With a strategic outlook, the role helps plan for future staffing needs, contributes to policy development, and supports curriculum planning. The position carries a 0.2 FTE teaching load and works closely with the Executive team to enhance staff engagement and effectiveness in alignment with College values.</p>
<b>Duties and Responsibilities</b>	<p><b>Staff Induction, Development, Performance and Wellbeing</b></p> <ul style="list-style-type: none"> <li>• Implement and continuously refine induction and onboarding processes for new staff, including documentation, initial meetings, and termly check-ins.</li> <li>• Provide ongoing engagement sessions for new staff in school systems, processes, and procedures (eg. SIMON LMS, data platforms).</li> <li>• Oversee the VIT registration process and graduate teacher support.</li> <li>• Lead and manage the probation and appraisal cycles for all staff in consultation with HR and HoS.</li> <li>• Provide professional guidance to staff and follow-through on professional challenges or wellbeing concerns.</li> <li>• Manage and respond to escalation of staff-related performance matters and concerns in consultation with the Head of Secondary.</li> <li>• Schedule termly meetings with Learning Coaches and support staff to foster ongoing development, growth, and connection.</li> </ul>



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- Work collaboratively with the Head of Wellbeing and other key staff to foster a positive, connected staff culture and promote staff wellbeing.
- Coordinate staff recognition initiatives and acknowledgement of achievements, service milestones, and personal celebrations.
- Plan and lead the annual Staff Professional Learning calendar in consultation with the Assistant Head of Secondary – Learning and Teaching and Executive leadership.
- Lead coaching and mentoring processes for the ongoing development of staff.

### **Staffing and Timetabling Logistics**

- Lead the development of the Secondary School timetable in collaboration with Head of Secondary, Assistant Head of Secondary – Learning and Teaching, VCE Coordinator, Education Operations Coordinator.
- Lead the designation of staffing allotments in consultation with relevant positions of responsibility, provide clarity where required, including variations to regular duties.
- Synthesise annual staffing intentions to inform recruitment processes and staffing needs.
- Coordinate timetable adjustments and staff replacements throughout the year for staffing changes, leave, and subject revisions and communicate with relevant stakeholders.
- Work with the Leadership team to support the recruitment process.
- Ensure all staffing-related processes comply with relevant employment legislation, enterprise agreements, and College policies.

### **Operational Leadership and Communication**

- Oversee the Daily Organiser to ensure efficient lesson coverage, staff support, and optimal use of resources.
- Ongoing collaboration with the Daily Organiser to manage staffing logistics, including covers for absences, camps, excursions and replacements for year level events and timetable changes.
- Update and maintain the Quick Reference Guide (QRG), e-mail groups and relevant staff documents to support staff workflow and operational efficiency.
- Coordinate staffing schedules and staff logistics for College events, as required
- Lead the development of high performing teams.
- Collate data and information relevant to budget holders, distribute, collate and provide to Head of Secondary for approval.

### **Strategic Planning and Future Readiness**

- Maintain and update projection data for future staffing and facility needs in consultation with the Head of Secondary and Executive leadership.
- Collaborate with the Director of Teaching and Learning in strategic discussions regarding curriculum innovations as they relate to staffing and timetabling feasibility.
- Assist in the development and regular review of operational policies related to staffing and logistics.



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	<p><b>Other</b></p> <ul style="list-style-type: none"> <li>To perform such other duties as may be required by the Executive Principal and Head of Secondary.</li> </ul> <p>All applicants should note that this role description is not intended to be a prescriptive document and therefore may evolve as the position develops and forms.</p> <p><b>Teaching Load</b></p> <ul style="list-style-type: none"> <li>Teach 0.2 FTE or an appropriate load as determined by the Executive Principal and Head of Secondary.</li> </ul>
<p><b>Essential Knowledge, Skills and Abilities</b></p>	<ul style="list-style-type: none"> <li>Strong understanding of secondary school structures, staffing operations, and professional development processes (including induction, VIT registration, probation, and appraisal).</li> <li>Proven expertise in designing and managing complex timetables, staffing allocations, and operational logistics in a dynamic school environment.</li> <li>Effective interpersonal leadership, with the ability to build trust, lead professional conversations, foster staff wellbeing, and promote a positive and connected staff culture.</li> <li>High-level digital literacy, including confident use of timetabling software, data platforms, and Microsoft Office Suite to support strategic planning, communication, and workflow efficiency.</li> </ul>
<p><b>Committee Membership / Meeting Attendance / Key Relationships</b></p>	<ul style="list-style-type: none"> <li>Executive Principal</li> <li>Head of Secondary</li> <li>Assistant Head of Secondary – Student Life</li> <li>Assistant Head of Secondary – Learning and Teaching</li> <li>Dean of Students – Nurture (7/8), Evolve (9/10), Nexus (11/12)</li> <li>Year Level Coordinators</li> <li>College Chaplain</li> <li>Head of Wellbeing</li> <li>Faculty Leaders</li> <li>Daily Organiser</li> <li>Education Operations Coordinator</li> <li>Human Resource, Risk &amp; Compliance Manager</li> <li>Teaching Staff</li> <li>Learning Coaches and Support Staff</li> </ul>
<p><b>Selection Criteria</b></p>	<p><i>These selection criteria will form the basis to assess applicants for short-listing:</i></p> <ol style="list-style-type: none"> <li><b>Leadership Experience</b> Demonstrated ability to lead staffing operations, including induction, mentoring, coaching, performance management, and staff wellbeing initiatives.</li> <li><b>Staff Development Expertise</b> Proven experience managing staff development processes such as probation, VIT registration, and appraisals for teaching and leadership roles.</li> </ol>



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	<p>3. <b>Timetabling and Staffing Logistics</b> Strong capability in overseeing timetables, teaching loads, leave coverage, and day-to-day staffing logistics in a secondary school context.</p> <p>4. <b>Communication and Relationship Building</b> Excellent interpersonal skills with the ability to communicate clearly, build trust, and support staff through professional conversations and documentation.</p> <p>5. <b>Collaboration and Recruitment</b> Experience working collaboratively with leadership and HR in recruitment, workforce planning, and staff deployment.</p> <p>6. <b>Strategic Planning and Data Use</b> Ability to contribute to strategic planning using staffing data and projections to inform future curriculum and facility needs.</p>
<b>Classification</b>	<p><b>Terms and Conditions:</b> Please refer to the Lutheran Education (Victorian Schools) Multi-Enterprise Agreement 2023</p> <p><b>Tenure:</b> Two-year contract commencing January 2026</p> <p><b>Location:</b> Geelong Lutheran College Armstrong Creek</p> <p><b>Current VIT registration is essential</b></p>

## STATEMENT OF COMMITMENT TO CHILD SAFETY

Geelong Lutheran College is committed to being a Child Safe organisation. Geelong Lutheran College has a zero tolerance for child abuse and is committed to acting in children's best interests and in keeping them safe from harm. Geelong Lutheran College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture.

Geelong Lutheran College is an Equal Opportunity Employer