

Position Information Document

Director of Co-Curricular and Community Engagement

Christian Brothers College, Adelaide

(An accredited Edmund Rice Education Australia school)

Position Information

Name:		
Position Title:	Director of Co-Curricular and Community Engagement	
Tenure (Years)	☒ Permanent ☐ Temporary ☐ Replacement	
Commencement date:	2026	
POR Level and release time	4+	Negotiated release time

Key Working Relationships

- Principal (<i>Reports to</i>) - Deputy Principal - Head of Co-Curricular - Director of Students - School and Community Engagement Leader	- Head of Middle School and Transition - Heads of House - Teaching Staff - Students / Parents
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Introduction

Christian Brothers College is a Catholic School in the Edmund Rice Tradition and one of Adelaide's oldest and most respected Reception -Year 12 Colleges. Established in 1878, CBC has a proud tradition of providing a uniquely contemporary education for boys. Our College shapes men of the future who lead caring, authentic and accomplished lives; who are advocates for respect and compassion and who share a sense of belonging that lasts for life.

The College aspires to be faithful to the four EREA Touchstones of Liberating Education, Inclusive Community, Gospel Spirituality, and Justice and Solidarity as described in The Charter for Catholic Schools in the Edmund Rice Tradition.

The four Touchstones are reflected in the Vision and Mission statements of the Christian Brothers College Strategic Plan. This Plan also connects the Touchstones with the four core strategic values of Christian Brothers College – Faith, Excellence, Community and Compassion – values which informs continuous improvement in education, decision making and strategic direction.

These values are at the heart of the College's Vision, Mission, and Strategic Plans.

Please visit our College website for more information www.cbc.sa.edu.au.

Broad Purpose

The Director of Co-Curricular and Community Engagement is a key member of the College Executive Team, providing strategic vision and operational oversight for two critical areas: the College's comprehensive community engagement strategy and its diverse co-curricular program. This pivotal role is responsible for fostering a vibrant and holistic student experience outside the classroom while simultaneously strengthening the College's connections, reputation, and enrolment pipeline within the broader community. The Director ensures that both the co-curricular offerings and all engagement touchpoints authentically reflect the College's values and vision, working collaboratively across the institution to foster strong community spirit, build lifelong relationships, and support the well-rounded development and success of every student.

Duty Statement

Key Responsibilities:

1. Co-Curricular Program Leadership:

- Provide strategic direction and oversight for the College's diverse co-curricular program, including sports, arts (music, drama, debating), and other relevant clubs.
- Ensure the co-curricular program complements the academic curriculum and contributes significantly to student well-being, character development, teamwork, leadership skills, and College spirit.
- Oversee the effective management, resourcing, compliance (including safety and risk management), and quality assurance of all co-curricular activities.
- Lead and support co-curricular staff, coaches, tutors and coordinators, fostering a culture of excellence, participation, and positive education.
- Promote student involvement and engagement across the range of co-curricular opportunities.
- Oversee the budget and resource allocation for the co-curricular program.

2. Engagement Strategy & Execution:

- Develop, implement, and evaluate a comprehensive community engagement strategy aligned with the College's strategic objectives.
- Assist the Executive in marketing, branding, and communication activities (internal and external) to enhance the College's profile and reputation.
- Ensure the College develops and nurtures relationships with key stakeholders, including current parents, alumni (Old Scholars), past parents, feeder schools, and community partners.
- Oversee the planning and execution of key College events and alumni gatherings.
- Foster a vibrant and engaged parent community through effective communication and support for parent groups.
- Oversee the strengthening of the alumni relations program to foster lifelong connections and engagement with the College.
- Manage the budget and resources allocated to engagement activities.

3. Leadership & Management:

- Serve as an active and collaborative member of the College Executive Team, contributing to the overall strategic direction and management of the College.
- Lead, mentor, and manage a dedicated, multi-faceted Engagement and Co-Curricular team, fostering a positive, collaborative, and high-performing work environment.
- Build strong, authentic relationships across all areas of the College.
- Ensure all activities within the portfolio align with the College's values, mission, and strategic plan.
- Represent the College effectively at various forums and events as negotiated with the principal.
- Prepare reports, manage budgets, and undertake administrative duties associated with the role.
- Ensure compliance with relevant legislation, regulations, and College policies.

Person Specifications

Skills

- A demonstrated commitment to relationship building with students, staff, parents and the wider community
- A genuine interest and commitment to working with boys
- Exemplary instructional and classroom management skills
- Support and active commitment of the ethos of the College, as a Catholic School in the Edmund Rice Tradition
- Excellent written, verbal and interpersonal communication skills with the ability to engage with people from varying backgrounds
- Excellent organisational and planning skills with the ability to lead by example and delegate effectively
- Ability to work with individual students with particular needs
- Ability to interact with students in a positive, sensitive and respectful manner
- Ability to assist parents in a sensitive supportive and professional manner
- Be committed to questioning processes and practices in pursuit of continuous improvement

Knowledge

- Knowledge of and commitment to the Catholic ethos
- Comprehensive knowledge of CBC's philosophy, policies, and procedures
- Sound understanding of and empathy for students, especially boys and the way in which they learn and respond to the world around them

Specific Requirements

Qualifications and Experience

- Current Teacher's Registration in SA
- A relevant tertiary qualification and experience
- Act in accordance with the EREA and CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid Qualification as directed by the school.
- Edmund Rice Education Australia and CBC is committed to ensuring the safety, wellbeing and dignity of all children and young people. All staff must have and maintain a commitment to child safety
- All applicants will be subject to EREA and legislative screening procedure. These checks are consistent with EREA's commitment to child protection policies and procedures.

College Values

You will practice CBC values and the EREA Touchstones, when you;

Faith / Gospel Spirituality

- Promote, lead and nurture the growth of the Catholic culture within the College;
- Embrace and sustain the ethos and traditions of the Edmund Rice charism;
- Articulate the values, vision and mission of the school and EREA;
- Encourage and participate in the liturgical, sacramental and prayer life of the College;

Excellence / Liberating Education

- Model best practice and encourage innovation and creativity;
- Use consistent, just and ethical policies and procedures;
- Respond to compliance matters in relation to Catholic Education Office, EREA, National and State compliances such as WHS;
- Promote a safe and rigorous learning environment;

Community / Inclusive Community

- Collaboratively plan, implement and review personal learning opportunities that are reflective of the College Mission, Vision, Values, and the Touchstones and Charter of the EREA;
- Celebrate and lead unique traditions of the College and innovatively contribute to its future vision and growth;
- Promote and affirm inter-campus staff community relationships;
- Value our gathering times, sharing and celebrating our spirituality;

Compassion / Justice & Solidarity

- Recognise and celebrate acts of service within and beyond the College Community;
- Model leadership that advocates and reflects compassion, empathy and justice, especially for those at on margins;
- Value diversity and individuality;
- Employ collaborative, open and transparent decision making processes with staff, students and parents;

Work Health & 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 of the employer that is related to health and safety at the workplace that has been notified to workers

Reference: Division 4, Section 27 and 28 WHS Act 2012

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

Signed (Principal or Delegate): _____ Date: ____ / ____ / ____

Signed (Employee): _____ Date: ____ / ____ / ____