

## Independent Schools Queensland

### Assistant Director (Education Services)

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Reports to: Director (Education Services)

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Direct Reports  
to this Position: Three

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CLOSING DATE:  
HOW TO APPLY:

CLOSING DATE: 5.00PM, FRIDAY 8 OCTOBER 2021  
EMAIL CV AND APPLICATION ADDRESSING ROLE DUTIES TO TRACEY AT  
PURE SOURCE RECRUITMENT - [tracey@puresource.com.au](mailto:tracey@puresource.com.au)

APPROVED BY  
DATE

CEO  
SEPTEMBER 2021

## About Independent Schools Queensland

Independent Schools Queensland (ISQ) is the peak body representing Queensland's independent schooling sector. ISQ provides a united and powerful voice representing and promoting the interests of member schools to governments and the wider community, fostering choice in education, and protecting the autonomy of independent schools.

ISQ is a non-profit membership organisation with 60 staff managed by a Chief Executive Officer and governed by a Board of Directors.

ISQ is the trusted learning provider for the independent sector with more than 50 years' experience at the forefront of education innovation, offering specialist professional learning programs that are evidence-based and underpinned by best practice principles. Members can choose from hundreds of professional learning opportunities through three flexible modes: face-to-face, live webinars and online.

Member schools pay an annual subscription for services provided and membership is open to all not-for-profit non-government schools in Queensland. Membership currently stands at 228 schools with enrolments of nearly 135,000 students or 15% of all school enrolments. ISQ enjoys 100% membership of all independent schools in Queensland with 100% member satisfaction.

Diversity is one of the key strengths of Queensland's independent schooling sector enabling families to select schools that best serve their child's needs so they can reach their full potential. Independent schools cater to student diversity by giving students a head-start in their career; supporting Aboriginal and Torres Strait Islander students; re-engaging young Queenslanders in education; supporting students with English as an additional language or dialect; and supporting students with disability.

ISQ has a member first culture and services members by:

- advocating for and promoting the interests of independent schools;
- providing leadership and support to achieve excellent education outcomes;
- representing the sector on more than 100 boards, committees and advisory groups;
- providing specialist advice, professional learning and resources;
- administering government programs for schools;
- commissioning research on important educational matters; and
- providing schools access to group schemes and agreements.

Independent Schools Queensland is an approved non-government representative body under the *Australian Education Act 2013* and administers a range of Queensland Government Programs.

ISQ has two subsidiary organisations – Queensland Independent Schools Block Grant Authority Limited (QIS BGA), which administers the Commonwealth Government's Capital Grants Program and the Queensland Government's Capital Grants Schemes, and Queensland Independent Schools Parents' Network Ltd (QIS Parents Network) which represents the interests of parents with children attending independent schools. Further information on ISQ is available at [www.isq.qld.edu.au](http://www.isq.qld.edu.au).

## Information for Applicants

### Location

The position is located at Independent Schools Queensland's Head Office at Level 1, 96 Warren Street, Spring Hill.

Independent Schools Queensland also operates a Professional Learning Centre at Level 5, 500 Queen Street, Brisbane.

### Reporting

The position reports to the Director (Education Services) and has three (3) direct reports, Manager (Teacher Quality), Manager (Teaching & Learning) and Project Coordinator (Education Services).

### Purpose and Scope

The Assistant Director (Education Services) will present a professional image of the business and play an important role supporting the operational and strategic goals of Independent Schools Queensland.

The Assistant Director (Education Services) provides senior leadership at ISQ, working closely with other leaders to meet members needs and work with teams to design, deliver and evaluate educational services, programs, and activity.

## Duty Statement

### Role Duties

The Assistant Director (Education Services) is responsible for but not limited to:

1. Supporting the strategic direction of ISQ and supporting ISQ Directors to achieve operational and strategic goals.
2. Providing strategic leadership within Education Services for the benefit of member schools.
3. Leading, managing and developing a professional team to achieve a collaborative and harmonious work environment providing guidance and support for workload management and fostering a culture of integrity, service, excellence, and continuous improvement within the team.
4. Leading teams in the Teaching and Learning and Teacher Quality areas, which includes Highly Accomplished and Lead Teacher Certification and teacher workforce activity, as well as the management and administration of policy, programs and projects including the development of innovative, and evidence driven services in Teaching and Learning and Teacher Quality.
5. Representing member schools and the organisation on national and state committees, reference groups and working parties.
6. Drafting, implementing, and evaluating operational plans and aligning projects and programs for schools with ISQs Strategic Plan
7. Leading the design and development of appropriate professional learning, tools and systems that support improved pedagogical practices and student outcomes in member schools.

8. Collecting and evaluating data to improve service quality, inform allocation of funding and the planning of services in the areas of Teaching and Learning and Teacher Quality.
9. Analysis and implementation of state and federal government policy and initiatives which relate to, or impact on programs and ISQ service delivery to schools particularly in the areas of Teaching and Learning, Teacher Quality, Teacher Workforce, Future Schooling, Educational Innovation.
10. Preparing submissions, reports, and research in relation to relevant educational issues and their impact on independent schools.
11. Providing high level information and advice to ISQ executive and members about relevant policy, emerging issues and/or areas for potential reviews and innovation.
12. Assisting in the preparation of budgets and monitoring the achievement of budgeted income and expenditure with the support of the relevant Managers and Directors.
13. Facilitating networking and collaboration between ISQ business areas, member schools and enhancing integration of services and data to improve teaching and school leadership.
14. Liaising and building relationships with members and stakeholders from other schooling sectors, tertiary institutions, schools, and other organisations.
15. Working collaboratively with senior leaders across the organisation to ensure integration and consistency in delivery of services to members and the formulation and response to education policy.
16. As a senior leader in ISQ, support and actively participate in cross-organisational continuous improvement initiatives.
17. Other duties as directed from time to time.

## Skills and Experience

The Assistant Director (Education Services) will possess the following skills and experience:

- Post-graduate educational qualifications or equivalent industry experience in educational leadership.
- Leadership of expert educational teams and working strategically with senior and executive leaders, internal and external stakeholders, and staff.
- Design, lead and evaluate educational programs and services and delivering professional learning to diverse stakeholders including senior and executive leaders.
- Outstanding written and oral communication skills. Experience delivering internal and external reports, research, social media, and other high-profile publications.
- Innovating with online/digital platforms to lead adult learning and development, improve delivery of membership or stakeholder services and support remote teams/operations.
- Warm, optimistic, and prepared to work independently and collaboratively to lead and deliver operational and strategic activity to benefit ISQ, its members and staff.

## Conditions of Employment

The position is offered on a permanent full-time (37.5 hours/week) basis.

Independent Schools Queensland offers staff flexible working arrangements, approved according to ISQ's operational needs, including the ability to work up to two days per week from home and to apply for variable working hours. Standard hours are 8:30am to 4:30pm, and employees may negotiate contracted working hours between 7.00am to 6.00pm with their Director according to operational need.

Given the nature of the role, there will be times when work outside of these hours is necessary and expected.

Salary is paid fortnightly. Independent Schools Queensland will pay superannuation guarantee of 10.00%.