



BRISBANE BOYS' COLLEGE

Position Title	Head of Co-Curricular – Cultural and Enrichment Programs		
Reporting to	Headmaster		
Department	Headmaster Staff	Sub Department	Co-curricular
Job Type	Permanent, Full time	Hours per week	38 hours
Location	Brisbane Boys' College Toowong	Last Review	October 2024

Brisbane Boys College is an established GPS day and boarding school. The school was founded in 1902 by Mr. Arthur Rudd, who had a vision of moulding boys to be worthy leaders and good citizens – a vision that remains today. The College occupies 13-hectare site four kilometres from the centre of Brisbane and educates boys from Prep to Year 12.

Primary Objective

Head of Co-curricular – Cultural & Enrichment Program is responsible for the strategic development, management, administrative, operational, management and promotion of the College's cultural and enrichment activities. This role, in combination with the Head of Co-curriculum – Sports and Competitive Activities aims to enhance student engagement, foster creativity and provide a broad range of co-curricular opportunities that complement the academic learning and well-being of students.

The primary objective is to ensure that all programs under their purview contribute to the holistic development of students, encourage participation and excellence across all skill levels and align to the College mission to nurture well-rounded individuals. The role involves overseeing the coordinating of events, managing staff and building partnerships within the College and broader community to ensure the success of all cultural and performing arts, academic enriching and service-learning activities and initiatives.

Key Responsibilities

Leadership and Management:

- Contribute extensively to the College's Administration and Executive Leadership Team
- Develop and promote the College's overarching vision, strategic objectives, culture and philosophies for culture and enrichment programs
- Provide direction regarding the College's expectations of program development, student participation and conduct, tutor/instructor/coach standards, supervision, reporting and accountability
- Lead, oversee and manage staff involved in cultural and enrichment activities, including teachers, coordinators, and external facilitators.



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- Lead the Head of Performance Music, Director of Pipe Band, Coordinators of Service-Learning and leaders of Enrichment Activities to ensure standards are maintained in the organisation and student participation of the cultural and enrichment activities programs.
- Oversee the recruitment, training, and professional development of staff, ensuring high-quality delivery of programs.
- Oversee the scheduling and organisation of ensembles, practices, rehearsals, competitions and weekly student meetings.
- Inspire staff to create engaging and dynamic programs that motivate students to participate.
- Oversee, manage and review all staff participation within co-curriculum – Cultural and Enrichment programs
- Contribute to other areas of the College through various committees such as Variation to Routine (VTR).

Program Development and Oversight:

- Oversee the management of a diverse range of cultural and enrichment programs, including cultural and performing arts; performance music, theatrical productions and theatre sports and Pipe Band. Service-learning activities such as: Amnesty International, Cadets, Inter-School Christian Fellowship, Interact Club, Coffee for Cambodia, Koala Club, Duke of Edinburgh. Academic Enriching Activities such as: Art Club, Stem Club, Film Crew
- Ensure the programs cater to all student interests and abilities, fostering creativity and critical thinking.
- Align cultural and enrichment activities with the College's' s broader educational goals, promoting holistic student development.

Student Engagement and Development:

- Encourage wide student participation in cultural and enrichment activities, ensuring inclusivity and accessibility for all skill levels.
- Develop pathways for talented students in all areas, nurturing their growth within and beyond the school environment.
- Directly oversee and manage the cultural and performing arts scholarship strategic scholarship program.
- Foster a culture of creativity, collaboration, and intellectual curiosity among students.
- Directly oversee the management of Cultural and Performing Arts scholarship process
- In direct collaboration with the Head of Co-curricular – Sport and Competitive Activities Program, oversee the College's Colours and Awards system

Event Coordination and Management:

- Oversee the planning and organising of cultural events such as College concerts, productions, exhibitions, and competitions, ensuring smooth execution.
- Coordinate participation in external events, such as inter-school cultural opportunities, festivals, and community partnerships.
- Ensure that all events are well-publicized and supported by the school community.
- Oversee International Expeditions and competitions such as Royal Edinburgh Military Tattoo, International Music Tours, Cambodia bi-annual service and others as required.



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- Attend, where possible, all College concerts, productions, exhibitions and activity weekly meetings
- Liaise regularly, via termly attendance at Support Group meetings.

Strategic Planning and Innovation:

- In collaboration with relevant activity leaders develop a long-term vision for the growth and sustainability of the cultural and enrichment programs, aligned with the College's mission and values.
- Identify new opportunities for program expansion and collaboration with external organisations, enhancing student experiences.
- Regularly review and assess program outcomes, making data-driven decisions to improve offerings.
- In direct collaboration with the Head of Co-curricular – Sports and Competitive Activities Programs as well as Directors of Sport/Coordinators of Activities, consult to the Activities Consultative Committee (ACC) to ensure fair and equitable coverage of all CCA activities

Budgeting and Resource Management:

- Develop and manage the budget in direct consultation with the BBC Finance Team for cultural and enrichment programs, ensuring responsible allocation of resources, while authorising requests for the relative activities.
- Oversee the procurement, maintenance, and inventory of equipment, materials, and facilities necessary for the programs.
- Ensure that all programs are cost-effective and provide value to the college community.

Partnerships and External Relationships:

- Develop and build partnerships with external cultural organisations and community groups to enrich the College's programs.
- Liaise with external service providers and experts to enhance program delivery and student experiences.
- Represent the College at cultural events, forums, and inter-school meetings, strengthening its presence in the broader cultural community.

Health, Safety, Compliance and Risk Mitigation:

- Oversee and implement the College's Code of Conduct and Behaviour Management policies which are applicable to cultural and enrichment activities.
- Ensure that all cultural and enrichment activities adhere to College's health and safety regulations, including risk assessments and emergency procedures.
- Promote a safe and inclusive environment for students participating in cultural activities.

Communication and Reporting:

- Communicate program goals, updates, and successes with students, parents, staff, and the wider school community through various College channels
- Report on participation levels, achievements, and the impact of cultural and enrichment activities on student development.



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- Collaborate with the College leadership to align program objectives with overall College strategy.
- Oversee the Cultural and Enrichment programs pages of Highlands, ensuring that information regarding activities, fixtures and events are accurate, clear and up to date.

Student Leadership and Recognition:

- Promote student leadership opportunities within cultural and enrichment programs, such as student captains, or committee members and make recommendations to the Headmaster in consultation with the Deputy Headmaster
- Develop and implement strategies to recognize and celebrate student achievements, fostering a culture of encouragement, creativity, and appreciation.
- In direct collaboration with the Head of Co-curricular – Sport and Competitive Activities, oversee the College's Colours and Awards system.

Cultural, Service-Learning and Academic Enrichment Development:

- Champion the importance of cultural awareness and artistic expression, promoting activities that encourage global perspectives and intercultural understanding.
- Integrate cultural programs into broader College initiatives that highlight diversity and inclusivity.

Performance KPIs

1. Student participation and engagement rates: growth in the percentage and attendance of students actively participating in performance music (tuition and ensembles), Pipe Band, Theatrical productions and Theatre sports as well as all students from year 5-12 involved in at least one service-learning activity
2. Competition results: Groups, teams, ensembles or bands see a positive reflection in results across various competitions (internal and external). Participation and performance of specific cultural ensembles, bands and theatrical groups at regional, state, national and international events. E.g. Pipe Band REMT.
3. Quality and Impact of Performances and Events: satisfaction, engagement and participation levels of boys, families, wider College participants, audiences and community partners grows through the annual MMG, 360 feedback data, audience levels and external recognition
4. Student and Staff Professional Development: the quality and growth of all staff and students within the cultural and enrichment areas continues to enhance through professional development opportunities, certifications obtained and regular performance reviews. Staff and student involvement in service-learning areas grows substantially. The number of students and the level of completing AMEB certificates (or equivalent) increase each year.
5. Consistent delivery of clear and correct information to students, parents, and staff. Implement and maintain efficient communication systems to address any concerns and proactively manage these to avoid unnecessary escalation whilst upholding the College's reputation.



Skills and Capabilities

- Strategic leadership ability in developing and promoting cultural objectives while inspiring diverse staff.
- Experience in overseeing inclusive cultural and enrichment activities effectively.
- Demonstrated skills in student engagement through talent development and fostering collaboration.
- Financial and resource management ability to ensure budget adherence and safety compliance.
- Strong communication skills for conveying goals and presenting participation data.

Qualifications and Experience

- Master's or higher-level qualification (desired, but not essential)
- Educational degree (preferred, but not essential) or bachelor's degree
- High level experience in school management/large organisation and administration
- Experience leading and managing a large department with a substantial budget
- Teaching experience (desired, but not essential)

Mandatory requirements

- Adhere to the PMSA Code of Conduct.
- Comply with College policies, procedures, and training requirements, including those related to occupational health and safety, risk management, child protection, and confidentiality.
- Positively support the College's traditions and Christian ethos.
- It is a condition of employment that the incumbent must apply for and obtain a Blue Card for Working with Children or current registration with the Queensland College of Teachers prior to and while you are employed in the position.

Safeguarding

At Brisbane Boys' College, Safeguarding is everyone's responsibility and every staff member must adhere to the [PMSA Child Safeguarding Processes](#). We are committed to child safeguarding and protecting the welfare of the children and young people in our care. All children and young people have the right to feel and be safe. At BBC we view safeguarding as an integral element of providing a high-level education, which aims to assist our students to develop into thriving adults who are positively connected to each other and to the communities in which they live and to which they will serve.

If in the course of carrying out the duties of the role, the Head of Co-Curricular Cultural and Enrichment Programs suspects any instance that a child is suffering or likely to suffer significant harm you must report any concerns to the School's Designated Child Safeguarding Officer or to the Headmaster so that a referral can be made accordingly.

Selection Criteria

- A minimum of 5 years of experience in a Middle Leadership position within an educational institution;



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- The ability to work across all levels of the school community including teachers, School Executive, students and parents.
- Have a genuine Christian faith, being a person who can model Christian values and develop Christian education within the life of the College.
- Critically evaluate problems, their reasons and consequences
- A commitment to hard work and completion of tasks under pressure
- Consistently display and act with honesty, integrity and confidentiality.
- Highly developed capacity to research, analyse and interpret data to improve learning and teaching practices and student outcomes.
- A professional, visible leader with a proven ability to build strong relationships based on trust and collaboration.
- Advanced communication skills with proven success in leading and influencing change across a variety of stakeholders including staff, students, families, and community.
- Demonstrated experience in leading projects and managing resources.
- Ability to support strategic decision-making in relation to curriculum, staffing, and administrative structures.
- Strong emotional intelligence with the ability to challenge the status quo, inspire and collaborate with others while supporting the Headmaster and Executive members.
- Commitment to a process of continuous improvement in all aspects of the school's work.

Other

It is not the intent of this position description to limit the scope of the role in any way but instead to give an overview of the key responsibilities. All employees may be required, from time to time, to undertake duties that are outside their usual role but within their skills, competency, and capability. The position description is, therefore, a guide, rather than an exclusive or exhaustive list of duties, and is subject to review and modification by the headmaster or his delegate in response to changes in strategic direction, operational needs, and the growth and development of the incumbent's skills and experience.

Signature

Employee signature below constitutes employees understanding of the requirements essential functions and duties of this position.

Employee signature _____ Date _____

Print Name _____