



Position title: Head of S.M.A.R.T Program
Reporting to: Director of School Operations
Hire Type: Fixed-term PT, Term Time Only
Updated: November 2025

Overview

Mentone Grammar is a K-12 co-educational School. The School is an open-entry school, drawing student from local Bayside and surrounding suburbs. The School became co-educational in 2006 and adopted a unique Together-Apart-Together model of education, which has resulted in continual growth. The School has a strong philosophy of ensuring that students are happy, healthy, and high achieving.

Values

Caring – We look after ourselves, our friends and our families. We support and encourage each other. We can care for everyone in some way.

Discipline – We form good habits to help us achieve high standards. We have high standards of social behaviour, dress, time management, and work ethic.

Endeavour – We strive to do well even if it's hard work. We have the courage to stand up for what we believe in.

Integrity – We know what is right and wrong and act accordingly. People can rely on us to do what is right.

Resilience – Whatever bad times we go through we can bounce back again. We can seek help to “let go” of what is stopping us from being “ourselves”.

Respect – We value other people and their thoughts and feelings. We listen to them, are truthful towards them and accept them as individuals.

Service – We work voluntarily to help others without expecting anything in return.

Primary Purpose of the Role

Mentone Grammar's S.M.A.R.T (Speaking and Debating, Media, Arts, Research and Technology) Program offers students the chance to advance their skills in an area of interest through an intensive course during one semester. The program is offered to students in Years 8 – 12 and will run simultaneously with the Winter and Summer Saturday Sport Seasons. Students can choose to take part in Saturday S.M.A.R.T instead of Saturday Sport for one season per year only. Each course has a specialist facilitator assisting students with their projects.

Students must apply to be considered for the program and are required to meet selection criteria. Successful applicants will attend their Saturday S.M.A.R.T course in lieu of Saturday Sport training sessions on either of three afternoons during the week, and on Saturday morning. These courses are independent to and do not replace lessons occurring in these areas; students may not work on portfolios for their current studies. The courses offered each season may vary based on demand.



Main Responsibilities

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Reporting to the Director of School Operations, and in close liaison with the relevant Head of Faculty and Program Facilitators, the Head of S.M.A.R.T Program is the central person responsible for ensuring that the various learning programs are delivered to students enrolled in the program.

The incumbent will oversee the delivery of programs over three afternoons during the week and Saturdays throughout the Winter and Summer seasons.

The following responsibilities are not exhaustive, nor necessarily in order of priority, but are indicative of the range and nature of the role.

Specific Standards and Expectations

- Conduct themselves, at all times, in a manner that adheres to the School's policies and practices, which include maintaining standards of professional conduct and appropriate dress
- Act as a positive role model for the students and represent the School professionally at all sessions, performances and competitions
- Ensure that the School's policies pertaining to co-curricular learning, safety, conduct, attendance and uniform are adhered to, with breaches reported to the Deputy Principal for follow-up
- Follow-up with the weekly attendance list and feedback of student behaviour and interactions, provided by the Program Facilitators
- Ensure appropriate student behaviour during all sessions
- Adhere to correct school procedure, policies and process always.

Operational Requirements

- Working with the People and Culture Team, recruit facilitators for the program and manage their induction
- Provide direction, guidance and support for the Facilitators to ensure they deliver quality programs to students
- Working with Heads of Faculty, oversee the development of the programs offered
- Manage the enrolment of students into the programs offered
- Ensure rooms are opened for the start of each program session and be available to trouble shoot any issues which may arise
- Manage the records of student:
 - attendance
 - performance and involvement of all students
- Ensure that information is communicated to staff and students effectively
- Safely maintain all issued equipment / resources and report any loss or damaged equipment to the School
- Liaise between the Facilitators and payroll to ensure timesheets are signed and off approved in a timely manner
- S.M.A.R.T Faculty budget
- Promote the S.M.A.R.T Program via socials for community interest

Other Duties

- Perform various other duties as requested by your manager and / or the School



Key Relationships

Director of School Operations	Heads of Faculty
S.M.A.R.T Program Facilitators	Students / Parents
Facilities Manager	Sport

Experience, Knowledge & Skills

- Effective interpersonal and communication skills with students, parents, staff and the School community
- Positive role model
- A strong interest in supporting, motivating and challenging students in new environments and new contexts, with a focus on their "Personal Best"
- Ability to be self-sufficient, including managing a personal work schedule, operating effectively with limited supervision, and meeting program deadlines
- A positive team player, with the ability to cooperate and collaborate effectively with colleagues
- Sound IT skills
- Good sense of humour and a team player who is willing to contribute to the broader life of the school

Qualifications

Required

- Current Working With Children Check (WWCC), with Mentone Grammar listed as place of employment
- VIT Registration, if a teacher
- Current CPR and First Aid certifications (HLTAID003 Provide First Aid HLTAID001 Provide CPR)
- Maintenance of qualifications and certifications

Competencies, Behaviours & Attributes

- Possess a positive outlook, exceptional interpersonal skills and high emotional intelligence with demonstrated ability to build authentic, collaborative and productive relationships
- Accountable for their work and their actions and have a high concern for the quality of their own work, reflected in a sense of urgency and a high attention to accuracy and detail
- Effective conflict resolution and negotiation skills
- Ability to take initiative within prescribed limits
- Ability to deal with people with tact and diplomacy
- Ability to establish and maintain positive working relationships both internally and externally
- Ability to perform under pressure
- Ensure adherence to all School policies, procedures and the organisational goals, values and principles
- Ensure the appropriate care and use of School assets and equipment at all times
- Positively and actively demonstrate the School's workplace values



Mentone Grammar Policies: Risk Management, Occupational Health and Safety and Child Safety

Staff are expected to:

- Adhere to and implement all working practices and procedures in accordance with Mentone Grammar School's Risk Management and Occupational Health and Safety Policies
- Monitor and take full care of health and safety of self and others within area of responsibility
- Participate, where required, in the resolution of safety issues
- Ensure familiarity and compliance with the School's Child Safe Policy, Code of Conduct and Procedures.

Child Safe Standards

Mentone Grammar has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse.

- Mentone Grammar (the School) is committed to protecting its students from all aspects of harm, and has established strategies, practices, policies, and procedures to uphold this public commitment.
- The School takes a zero-tolerance approach to any behaviours that jeopardise student safety and wellbeing (including child abuse and reportable conduct). The School regards its student safety responsibilities with the utmost importance and strives to deliver an educational curriculum that promotes the School's ethos, vision, and values of Caring, Respect, Integrity, Endeavour, Service, Discipline and Resilience.
- All members of our Community must comply with Mentone Grammar's Student Safety and Protection Policy and Procedures and its associated policies. The policies were developed in accordance with Ministerial Order No. 1359 – Implementing the Child Safe Standards – Managing the Risk of Child Abuse in Schools and Boarding Premises.

Mentone Grammar Policies can be found at: www.mentonegrammar.net/policies

Disclaimer

The Principal reserves the right to modify the recruitment process based on the needs of Mentone Grammar. The purpose of this description is to serve as a general summary and overview of the major duties and responsibilities of the position. It is not intended to represent the entirety of the position nor is it intended to be all-inclusive. Therefore, the position may be required or requested to perform other work duties not specifically listed herein. Mentone Grammar School reserves the right to modify this job description in consultation with the incumbent from time to time depending on the operational needs and requirements of the School.