

Pymble Ladies' College

POSITION DESCRIPTION

Title: Head of Service Learning

Date updated: November 2025

Reports to: Head of Social Impact



COLLEGE VALUES

Pymble Ladies' College has five core values which guide our behaviour and interactions with one another and affirm our commitment to the Christian heritage of Pymble Ladies' College and our identity as a school of the Uniting Church in Australia. All roles, policies and procedures are underpinned by these values, and the expectation that students, staff, and the wider College community alike live our values every day.

CARE – I am kind to myself and others

COURAGE – I am open to new experiences to learn and grow

RESPONSIBILITY – I take ownership of my actions

RESPECT – I value diversity, my worth and the worth of others

INTEGRITY – I do the right thing, even when no one is watching

POSITION SUMMARY

The Head of Service Learning is responsible for leading the design and execution of the College's service initiatives, including curriculum-embedded service learning, in alignment with the Service Framework. This new K to 12 role will focus on Years 7 to 12 but requires strong liaison with the Junior School.

The role supports the College's commitment to improving our social intelligence in a range of fields related to women and girls in areas of education and health across local, national and global priority areas. The College's goal is for all students to engage in impactful and purposeful service activities each year in order to build the skills and mindset that leads to a commitment to service throughout one's life.

The College currently has two identified service partners and works closely with the Uniting Church of Australia, as well as a limited number of other organisations. The organisations with whom we partner will have a connection with supporting women and girls, locally and/or internationally, primarily in the areas of education and health.

The position requires simultaneous management of projects which build towards a sequential series of service experiences for students in the Junior, Middle, Upper and Senior Schools. Service projects will be collaboratively developed with input from students, key colleagues and external stakeholders, including the Uniting Church, and will be appropriate to the ages, interests and opportunities of students.

The College is also committed to involving parents/carers in service activities with their daughters so effective communication with parent groups is essential. Curriculum-based, service learning projects will be co-developed with relevant Heads of Learning Areas using the College Teaching and Learning Framework.

The role reports to the Head of Social Impact and is part of the Pymble Institute team. The Head of Service Learning will exemplify collaborative approaches, excellent listening skills, respect for others and will role model the College values in their approach to service and service learning.

ROLE ACCOUNTABILITIES

1. Develop service initiatives using both community service and service learning approaches

- 1.1 Consult with key staff including Director - Pymble Institute, Head of Social Impact, College Chaplains, Wellbeing Team, Heads of Learning Areas and Curriculum leaders to design a service program aligned with the *Pymble* Service Framework, Teaching and Learning Framework, the Wellbeing Framework, the College Service Partners, Uniting Church organisations and other relevant organisations.
- 1.2 Develop a coherent, engaging and challenging program of service appropriate for different age groups and offering a range of learning opportunities, including service learning with identified faculties and some programs that can involve parents.
- 1.3 Use networks, including the Uniting Church of Australia and the College Service Partners, to identify emerging and relevant projects.
- 1.4 Meet regularly with other staff (K-12) who are delivering components of the service program.

2. Implement service initiatives and assist other staff in implementing initiatives

- 2.1 Plan and lead Year group service activities (including excursions, incursions, guest speakers, workshops), on and off campus, throughout the year in conjunction with Year, School and Faculty teams.
- 2.2 Present to Year groups and at parent information evenings.
- 2.3 Work with Heads of Year, Heads of School, Heads of Learning Area and Curriculum leaders to co-ordinate staffing of programs.
- 2.4 Conduct risk assessments for service activities and maintain appropriate records.
- 2.5 Communicate and promote service activities with a range of stakeholders, including students, staff, parents, and prospective service partners, in a manner which aligns with College values.
- 2.6 Conduct briefings and trainings (where relevant) with staff who will be accompanying students on service activities.
- 2.7 Hold activities which help students to reflect on the service activity and record their participation.

- 2.8 Collect data to review the efficacy and impact of programs from the perspective of students, staff and partner organisations.
- 2.9 Maintain records which support College record keeping of student participation in service.

3. Contribute to the Social Intelligence Strategic Pillar

- 3.1 Collaborate with colleagues in the Social Intelligence Strategic Pillar to bring expertise on service and service learning, and maintain alignment with other College initiatives in this and other Pillars.
- 3.2 Meet regularly with the College Service Prefects and Service Committee student leaders.
- 3.3 Contribute to the Board Report, College newsletter and social media, and other publications.
- 3.4 Assist students with events, including the Have a Go Expo, to promote service opportunities.

4. Communication

- 4.1 Ensure all written and verbal communication is courteous, professional, accurate and reflective of College values.

5. Risk and Compliance

- 5.1 Report directly to the Principal on any matters relating to child protection.
- 5.2 Consistently adhere to College policies and procedures, importantly the Risk Management, WHS, Child Protection and our emergency response practices.

6. Professional Learning

- 6.1 In partnership with your Manager, continuously align your skills and professional development requirements to ensure that you are meeting the obligations of your role.

7. Other duties that may be required from time to time.

PERSONAL CAPABILITIES

- Passion for service, community connections, compassion and care.
- Time management and organisation skills.
- Collaborative and flexible approach
- Self-motivated and reflective.
- Experience in designing, co-ordinating and delivering school service programs.
- Teaching qualifications, or other relevant experience in education organisations.
- Experience in linking schools with service providers, charities and other organisations for service programs.
- Attention to detail in areas of safety and risk management.
- Ability to plan excursions and incursions using College systems.
- Effective interpersonal skills, including strong communication skills, written and verbal.
- Willingness to support and promote the ethos and values of the College.