



Job Description

Deputy Head of Campus

Reports to: Head of Campus

Position Type: Full time

Position Overview

To achieve its mission and vision, Tanglin seeks to employ staff of the highest professional calibre who demonstrate exceptional relational skills and a strong commitment to the School's culture of excellence, including maintaining the highest standards of child safeguarding and student wellbeing.

The primary focus of Tanglin Gippsland is the delivery of the Highlands Programme, a unique five-week residential experience for Tanglin Year 9 students that uses experiential learning to foster curiosity, confidence and a strong sense of community. In addition to supporting the Highlands Programme, staff will be expected to lead and manage a variety of other groups that utilise the campus, including Tanglin cohorts and external partner organisations. There is considerable scope for innovation, programme development and growth, and we seek individuals who are entrepreneurial and excited by the opportunity to help shape the future of the campus.

Reporting to the Head of Campus, the Deputy Head of Campus is a key operational and educational leader, providing a vital link between strategic leadership and programme delivery. The role is central to ensuring alignment across academic, pastoral and experiential learning programmes while upholding the distinctive student-centred ethos that defines the Gippsland experience. The successful candidate will combine leadership responsibilities with an active teaching commitment.

We are seeking a dedicated and passionate educator with expertise in one of the following disciplines:

- Outdoor Education
- Environmental Science

Applications are also welcomed from teachers with experience in other subject areas, including English, Mathematics and Geography. **These are full-time, ongoing positions commencing in January 2027.** Applicants must hold unrestricted Australian work rights.

The Gippsland Campus operates in alignment with Tanglin Singapore's academic calendar, which follows the Northern Hemisphere school year. The campus also delivers a modified seven-day residential programme that combines mainstream academic learning with extensive use of the natural environment and the Victorian Alps as a living classroom. This provides educators with the opportunity to design engaging and innovative learning experiences that place inquiry, challenge and academic rigour at the heart of the curriculum.

The educational approach at Gippsland is highly experiential, requiring teachers who are confident, adaptable and committed to blending classroom learning with outdoor experiences. Successful candidates will embrace innovative pedagogical approaches and inspire students to achieve their full potential in a dynamic and immersive learning environment.

Given the residential nature of the programme, teaching staff are required to reside on campus when students are in residence, contributing to the provision of high-quality pastoral care, supervision and support throughout the programme.

Tanglin recognises its responsibilities as an employer and is committed to supporting staff wellbeing. Rosters are structured to provide appropriate breaks, rest periods and school holiday leave, ensuring a sustainable and healthy work-life balance. When not engaged in teaching, supervisory duties or programme activities, staff have the flexibility to spend time at home or off-site.

Examples of duties include, but are not limited to:

LEADERSHIP AND OPERATIONS

- Serve as the Deputy to the Head of Campus, providing strategic and operational leadership to ensure the successful delivery of the Gippsland programme.
- Work in close partnership with the Head of Campus to shape and implement the vision, priorities and long-term development of the campus.
- Lead the coordination of day-to-day campus operations, ensuring a seamless, high-quality and student-centred experience across all aspects of campus life.
- Support workforce planning, staffing structures and operational coverage, building resilience and flexibility within a dynamic residential environment.
- Drive continuous improvement in systems, processes and communication practices to enhance efficiency, strengthen collaboration and support staff wellbeing.
- Contribute to the establishment of clear priorities and operational plans that align with the purpose, values and strategic objectives of the Gippsland programme.
- In partnership with the Senior Manager Risk and Director of Business Development, provide leadership and oversight of risk management, health and safety, and safeguarding across the campus.
- Ensure all policies, procedures and control measures are effectively implemented, consistently applied, regularly reviewed and fully compliant with Tanglin Trust School requirements and relevant Victorian legislation.

- Promote a culture of accountability, professionalism and continuous improvement that enables both students and staff to thrive.

PROGRAMME INTEGRATION (ACADEMIC, PASTORAL AND EXPERIENTIAL)

- Work closely with the Head of Learning, Head of Pastoral Care and Outdoor Education staff to deliver a cohesive and enriching student experience.
- Ensure strong alignment between learning, wellbeing and experiential programmes, enabling students to benefit from a deeply connected educational journey.
- Support the development and delivery of a distinctive curriculum that maximises the unique opportunities provided by the Gippsland environment, rather than replicating a traditional classroom model.
- Champion innovative approaches to learning that combine academic rigour, personal development and authentic real-world experiences.
- Strengthen partnerships and communication with Tanglin Singapore, including collaboration with the Secondary School Leadership Team (SSLT), Heads of Faculty and other key stakeholders.
- Facilitate effective planning, evaluation and continuous improvement across all programme areas to ensure a consistently high-quality student experience.

OUTDOOR EDUCATION AND EXPEDITION LEADERSHIP

- Provide strategic leadership for the Outdoor Education Programme, ensuring it remains a defining feature of the Gippsland experience.
- Lead the design, delivery and ongoing development of the Hiking and Expedition Programme, including the flagship four-day expedition.
- Ensure all outdoor learning experiences meet the highest standards of educational quality, safety and operational excellence.
- Develop programmes that foster resilience, teamwork, leadership, independence and personal growth in students.
- Oversee staff training, accreditation and professional development in areas such as outdoor leadership, first aid and risk management.
- Ensure robust planning, risk assessment and compliance processes are in place for all outdoor and expedition activities.
- Promote best practice in outdoor education and experiential learning, drawing on contemporary research and sector-leading approaches.
- Work collaboratively across the campus to ensure outdoor experiences are fully integrated into the broader academic and pastoral programme, enhancing student learning and development.

TEACHING AND STUDENT EXPERIENCE

- Deliver high-quality teaching within the Highlands Programme, modelling excellence in experiential, inquiry-based and student-centred learning.
- Design and facilitate engaging learning experiences that respond to the needs, interests and abilities of diverse student cohorts.
- Champion the development of Tanglin's core values of Curiosity, Confidence and Community (3C), embedding them throughout academic, residential and co-curricular experiences.
- Maximise the unique opportunities provided by the residential setting to foster independence, resilience, collaboration and personal responsibility.
- Inspire students to embrace challenge, develop a growth mindset and engage fully in both classroom and outdoor learning environments.
- Contribute to the ongoing refinement and development of an innovative curriculum that connects academic learning with real-world experiences.

PASTORAL LEADERSHIP AND STUDENT CARE

- Support the ongoing development and effectiveness of the campus pastoral framework, ensuring every student is known, supported and challenged to thrive.
- Strengthen key pastoral systems, including:
 - Individual student care and support plans.
 - Effective student handover and transition processes between Singapore and Gippsland.
 - Clear expectations and programmes that promote resilience, independence and personal growth.
- Work closely with pastoral leaders, teaching staff and residential teams to provide a cohesive and consistent approach to student wellbeing.
- Contribute to the development and implementation of residential roles, including House Parents and Residential Advisors.
- Ensure safeguarding, wellbeing and student support systems remain robust, proactive and aligned with Tanglin's high standards of care.
- Foster a positive residential culture where students feel safe, supported, included and empowered to succeed.

STAFF LEADERSHIP AND WELLBEING

- Support, mentor and develop staff, particularly those new to residential, experiential or outdoor education settings.

- Promote a collaborative and high-performing professional culture built on trust, accountability and continuous improvement.
- Establish clear expectations, effective systems and structured working practices that enable staff to thrive.
- Contribute to the development of sustainable staffing models that support wellbeing, including balanced workloads, protected time off and appropriate opportunities for rest and recovery.
- Support the induction, integration and professional growth of Singapore-based staff working at the Gippsland campus.
- Encourage reflective practice, professional learning and innovation across all areas of campus operations.

HEALTH, SAFETY AND COMPLIANCE

- Lead and continuously strengthen the campus risk management, health and safety, and safeguarding framework, ensuring effective governance and regulatory compliance.
- Oversee risk assessment, incident management, emergency preparedness and continuous improvement processes across all campus activities.
- Ensure the safe and effective operation of the residential programme, outdoor education experiences, campus facilities and student transport.
- Foster a culture in which safety, safeguarding, accountability and risk awareness are embedded in everyday practice.
- Work collaboratively with Tanglin's senior leaders and specialist teams to align campus risk management processes with whole-school governance, compliance and safeguarding standards.
- Monitor emerging risks and implement strategies that support the wellbeing and safety of students, staff and visitors while maintaining a positive and enriching educational experience.

Application

In your application, please provide the names and email addresses of three people from whom confidential references may be obtained. Please indicate their professional relationship to you; for applicants currently working in a school, one referee should be your present Head of School.

The closing date for applications is 9:00AM (AEST) on Monday, 10 August 2026.

Interview Timeline

The longlist of candidates will be invited to interview online in the **week of 24 August 2026**. Please note that applications will be reviewed as they are received, and interviews may occur prior to the closing date.

Shortlisted candidates will be invited for final interviews on site in Gippsland in the **week of 7 September 2026**.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will have, or will develop, familiarity with the National Boarding Standards (Australia), Victorian Child Safety Standards, Victorian Commission for Children & Young People Framework, VRQA accreditation, AHRC Children's rights framework etc and be required to provide a current Working with Children (WWC) check and an updated Police Check (National Police Certificate).

The purpose of this position description is to provide a general overview of the key responsibilities of the position and is not intended to represent the entirety of the position nor is it intended to be all-inclusive.