



ASSISTANT PRINCIPAL CAMPUS LEADER

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. Our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The Assistant Principal Campus Leader – leads and facilitates all the associated student activities and programs on their campus. The position is responsible for the relationship and interaction of the students, staff and parents. Assistant Principal Campus Leader is a member of the College Leadership Team and holds particular responsibility for the College's Direction on their location. Assistant Principal Campus Leader is responsible to the Principal, Executive Deputy Principal and College Leadership Team.

ESSENTIAL DUTIES & RESPONSIBILITIES

Professional Responsibilities	<ul style="list-style-type: none">• Member of the Leadership team and responsible for associated responsibilities that may be allocated by the Principal to this position.• Lead the Campus and form the staff and community.• Lead and facilitate the College Direction across the Campus and the various roles.• Lead and facilitate all activities associated with the Campus.• Lead and advocate for students and the SRC.• Reports to the Executive Deputy Principal and other Executive members.
Leadership of Campus	<ul style="list-style-type: none">• Assume responsibility for the Campus during any short-term absence of the Principal and Executive Deputy Principal.• Assist in maintaining and upgrading the campus plant and capital items.• Lead Campus team to identify, initiate and build on opportunities that engage parents/guardians in both the progress of their children's learning and the education priorities of the College.• Work closely with the Year Level Teams and Wellbeing to build their capacity to review, modify and expand their repertoire of behaviour management strategies, based on College Policy and Program, and to empower the staff members in their respective levels.• Conduct annual action plans and bi-annual reviews with the Campus Leadership Team Members based on evidence and a process of self-reflection and goal setting.



	<ul style="list-style-type: none"> • Liaise closely with the other College Leadership members to ensure College policies, practices and procedures are implemented, reviewed and updated as required. • Leads the College's Transition to and from the Campus. • Evaluate the effectiveness of SEL's and safe-working practices using the current College and legislative requirements and assist Campus Leaders and colleagues to update their practices. • Lead and maintains Compliance and effective Risk Management processes and procedures and support staff to utilise these policies and procedures as a Child Safe setting on their Campus. • Lead the promotion of the Campus and actively participate in College partnerships.
Leadership in Staff Professional Learning	<ul style="list-style-type: none"> • In conjunction with the other members of the Leadership team, supports the professional learning opportunities for all staff to enable them to deliver the learning imperatives and priorities of the College: <ul style="list-style-type: none"> ○ Ensures staff are well informed of professional learning programs ○ Encourages teachers to reflect on their practice and contribute to conferences to inform the wider community of developments within the College ○ Encourages initiative within the college by developing opportunities for staff to explore areas of interest which are of benefit to students' learning
Leadership Functions	<ul style="list-style-type: none"> • Plans, acts, reviews and responds at the highest level of professional practice by: <ul style="list-style-type: none"> ○ Gathering information, analysing data and making decisions. ○ Developing strategies, aligning resources and implementing actions for improvement. ○ Consolidating improvement, changing established practices or changing the decision-making processes when necessary. ○ Leads the development of the Strategic Aims associated with the role. • Support the development and implementation of policy Catherine McAuley College Bendigo policies and procedures. • Develops a culture of improvement in learning and teaching by placing learning at the centre of strategic and operational planning. • Inspires students, staff and members of the College community to continuously enhance the learning of all and continually strive to understand and improve their impact. • With other members of Leadership, contributes to and implements the College's Direction while taking a leadership role in the coordination, monitoring and updating of the strategy. • Promotes and .supports annual review and rigour, and challenges underperformance by promoting effective teacher intervention, corrective action and follow-up. • Assists other members of Leadership to review, evaluate and support staff to build capacity and to review performance. • Uses emerging technologies and research to enhance and extend learning and teaching experience and to achieve excellence. • Contributes to the development of quality assurance review strategies. • Acts in a supportive and supervisory capacity for College functions as directed by the Principal, Executive Deputy Principal and Executive Team. • Attends and participates in Leadership meetings and other relevant meetings. • Informs the Principal of matters relevant to the campus. • Communicates with parents/guardians, students and staff on matters of learning and teaching.
Leadership Conduct	<ul style="list-style-type: none"> • Committed to and promotes the life-long learning of students and staff. • Has high aspirations for learning that inspire staff, students and the community.



	<ul style="list-style-type: none"> • Understands, applies and shares contemporary educational research, theory and practice in pedagogy, assessment and reporting. • Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements. • Oversees suspensions and expulsions. • Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College. • Defines challenges clearly and seeks positive solutions, often in collaboration with others. • Makes and is able to communicate decisions informed and supported by available evidence and analysis. • Communicates, negotiates, promotes, collaborates and builds partnerships effectively across all sectors while relating to the whole College community. • Understands the different demographic groups within the College community and is able to work effectively with them. • Develops strategies to ensure educational opportunity for all students to reach their full potential. • Develops and maintains structures for effective liaison and consultation.
Pastoral Care	<ul style="list-style-type: none"> • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment. • Attend year level meetings as scheduled. • Attend all school assemblies. • Attend school liturgical celebrations. • Attend school organised activities relevant to house or year level, as required.
Curriculum Development	<ul style="list-style-type: none"> • Plan, develop, review and evaluate curriculum in subject areas and at year levels which you teach. • Develop assessment instruments in a collegial manner where whole group testing takes place. • Evaluate digital learning materials and make recommendations to subject coordinators about their implementation. • Create and evaluate online resources for the purposes of enriching the curriculum. • Attend subject meetings as scheduled.
Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in your teaching areas. • Commit to ongoing professional development in your teaching areas. • Be open to researching areas of interest relevant to directions provided in the school's strategic plan. • Continue development of ICT skills as technologies evolve. • Participate in the staff appraisal process. • Be an active member of a relevant professional association as duties permit. • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with subject coordinator.
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.



General and Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • Attend all relevant school meetings and after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher. • Teaches the equivalent of 0.4 FTE
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KEY SELECTION CRITERIA

Qualifications and Experience	<p>Essential:</p> <ul style="list-style-type: none"> • Commitment to uphold and contribute to the ethos of Catholic schools. • Current Victorian Institute of Teaching (VIT) registration. • Master's Degree relevant to an educational setting (Teaching, Learning & Teaching, Secondary Education, Theology). • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum. • Commitment to the AITSL standards and willingness to work within the standards framework. <p>Desirable:</p> <ul style="list-style-type: none"> • Accreditation to teach in a Catholic school. • High level of organisational, management and communication skills. • Active involvement in curriculum innovation, development and delivery. • Ability and desire to work collaboratively within the Leadership Team. • Enthusiasm and skill in leading a vision, setting goals and planning strategies. • Enthusiasm and commitment for personal and professional learning.
Leadership Skills and Attributes	<ul style="list-style-type: none"> • Proclaims and leads the College in seeking the Gospel values and foster a common vision and understanding of the Mercy charism amongst students, staff and the broader College community. • Model exemplary ethical behaviour and exercise informed judgements in all dealings with students, staff and the broader College community in a Child Safe environment. • Demonstrate the ability to support and develop leadership across the Campus Team and staff and maintain communication and support for parents/guardians in all pastoral and well-being related issues. • Demonstrate excellent interpersonal and communication skills. • Engage in professional learning opportunities that lead to growth in personal and leadership skills. • Complete an annual review and professional supervision. • A proven capacity to work within a team and to actively support team members. • Demonstrate a broad understanding of the developmental and educational needs of adolescents. • A capacity for strategic planning and analytical and conceptual skills. • A proven capacity to maintain compliance and reporting. • A proven capacity to work within a team and to actively support team members.



	<ul style="list-style-type: none"> • Demonstrate a broad understanding of the developmental and educational needs of adolescents. • A capacity for strategic planning and analytical and conceptual skills. • A proven capacity to maintain compliance and reporting.
Commitment to Catholic Education	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church. • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ. • A capacity to integrate the Church's teachings into all aspects of curriculum.
Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety. • A demonstrated understanding of appropriate behaviours when engaging with children. • Provide students with a child-safe environment and proactively monitor and support student wellbeing. • Familiarity with legal obligations relating to child safety (e.g. mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety. • Be a suitable person to engage in child-connected work.

EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	College Principal
Conditions	Conditions are in accordance with the Catholic Education Multi Enterprise Agreement (CEMEA 2022). Cat B Deputy Principal.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.