

## Irene McCormack Catholic College Deputy Principal – **Community** Position Description

### **VISION**

*To liberate young people to become life-long learners and to live meaningful, selfless and spiritual lives.*

### **MISSION**

*We recognise each person as a unique creation of God and nurture students to live the Gospel values. Our College provides a holistic learning environment where each student feels safe, valued and learns respect for self, care for others and skills for life. The essential consideration of all we do at Irene McCormack College is the dignity of the individual.*

Irene McCormack Catholic College offers a Catholic education from Year 7 to Year 12 that is Christ centred and Student focused, and inspired by the life of Sr Irene McCormack, Saint Mary of the Cross MacKillop and the Sisters of St Joseph of the Sacred Heart. The College is committed to providing a holistic teaching and learning program that is supported by a strong and vibrant pastoral care program and that is enriched by a wide range of extra-curricular opportunities. Further inspiration is drawn from the College House Patrons: Fr Tom Dunlea, Sr Joan Evans, the Golding Sisters – Kate, Annie and Belle, and Frank McGarry. Each of these outstanding Australians were devoted to their Catholic faith and worked enthusiastically to promote the Gospel values for a more just and equal society.

The fundamental role of the Deputy Principal - Community is to provide leadership in the area of student behaviour, pastoral care, health and wellbeing, and community relationships. As a member of the College Executive Leadership Team, the Deputy Principal – Community supports the Principal and Vice Principal to achieve the objectives of the College and Catholic Education.

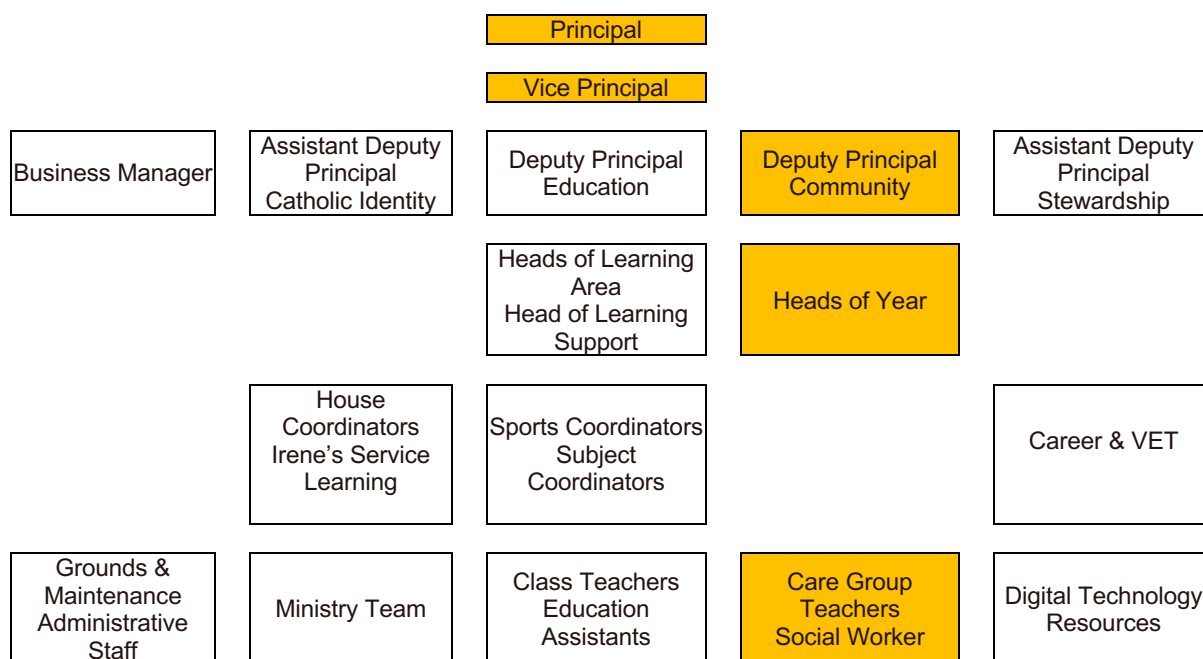
All leaders play a key role articulating and giving witness to the Vision and Mission of the College and in providing leadership in all areas of the College endeavours. Within the Community Pillar, the Deputy Principal – Community is transformational and instructional by continually improving the capacity of staff and effectiveness of programs to deliver quality pastoral care and health and wellbeing services.

Leadership at Irene McCormack Catholic College is guided by the following key documents:

1. Bishops of WA Mandate for Catholic Schools
2. College Vision and Mission
3. Leadership Framework for Catholic Schools
4. Living Life to the Full – CEWA Strategic Wellbeing Framework
5. AITSL Standards for Teachers and School Leaders
6. College Evangelisation Plan
7. College Vision for Learning
8. College School Improvement Plan

These frameworks provide an integrated model for excellence in school leadership.

## Reporting Structure



### Catholic Identity

*"The work will continue... whether I am there or not, because it is God's work, not mine."*

*(Fr Tom Dunlea)*

### General Responsibilities

The Deputy Principal - Community at Irene McCormack Catholic College will:

- promote a Christ centred – Student focused community.
- actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of Western Australia Mandate for Catholic Schools and the Vision and Mission of the College.
- proclaim and model the Gospel value of the 'dignity of the human person' in all interactions with students, parents, and staff.
- give personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic faith.
- promote the integration of Catholic perspective across curriculum and all pastoral activities
- foster a culture of respect, inclusion and reconciliation.
- actively participate in Masses and Catholic ritual and faith traditions.
- hold current certification for Accreditation for Leadership in Catholic Schools
- actively participate in staff faith formation activities.
- enthusiastically promote the College faith story and legacy of Sr Irene McCormack.

## Education

*"Education is the only way out of poverty"*

*(Sr Joan Evans)*

### General Responsibilities

The Deputy Principal - Community at Irene McCormack Catholic College will:

- inspire a passion for learning and inspiration for teachers.
- set high expectations for the College through careful collaborative planning, monitoring and reviewing the effectiveness of learning in collaboration with other members of the College Executive team.
- guide, nurture and mentor innovative, engaging and rigorous pedagogical practices amongst teachers and leaders so as to provide purposeful learning experiences for all students
- lead and facilitate measures to achieve best practice in relation to the learning and teaching processes, as well as high quality models of assessment and reporting, and College policies and procedures.
- actively support measures that set high standards of behaviour and attendance amongst students, promoting a safe environment that enhances student learning which necessitates effective behaviour management practices amongst staff, whilst encouraging active engagement from students.
- research and promote curriculum, teaching and learning processes so as to develop a strong professional learning community within the College, thereby engaging in strategic and future-orientated thinking in education.
- promote the efficient and effective use of digital technologies for their potential impact on and use in teaching and learning, and creative expression, whilst promoting the use of digital technologies to enhance learning, engagement, creativity and achievement.
- implement legislated educational models, practices and procedures.

## Community

*"... rise to your responsibilities, to your potentialities... ask Divine guidance, and go forward, never resting, never looking back..." (Annie Golding)*

### General Responsibilities

The Deputy Principal - Community at Irene McCormack Catholic College will:

- provide a climate conducive to professional discourse with others, thereby assist the Principal in encouraging a whole school approach to teaching and learning.
- encourage or demonstrate effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues.
- develop a sense of coherence and collegiality.
- promote active involvement of parents and the community in the learning process.
- demonstrate effective decision-making as appropriate to the situation and circumstance
- oversee the work of relevant support staff.
- work effectively and proactively with the College Executive team, assisting the Principal in the development of strategic goals.
- build alliances and networks with professional communities beyond the College community.

## Stewardship

*"Love of God and Love of God's poor"*

*(Frank McGarry)*

### General Responsibilities

The Deputy Principal - Community at Irene McCormack Catholic College will:

- exercise effective, principled and ethical leadership following the Catholic model of servant leadership.
- build a sharing organisational culture that focuses energies and talents on achieving high quality outcomes for students.
- demonstrate proactive leadership and a managerial aptitude in a range of situations.
- provide effective planning, allocation, support and evaluation of work undertaken by others, ensuring clear delegation of and accountability for tasks and responsibilities.
- develop and maintain effective strategies and procedures for staff appointment, induction, professional learning, and performance review.
- review, evaluate and support staff, providing access to coaching and mentoring to achieve high standards.
- manage the professional development and learning of self and team members.
- manage administrative and operational systems and resources, including financial and physical resources, effectively and ethically.
- represent and promote College programs positively and effectively within and outside the College.

## Future Focused

*"Be the change that you want to see in the world"*

*(Mahatma Gandhi)*

### General Responsibilities

The Deputy Principal - Community at Irene McCormack Catholic College will:

- clearly understand the Vision and Mission of the College and adopt it as part of daily practices, the development of policies and procedures and when working with teams to implement improvement strategies
- explore and model the use of emerging technologies for teaching, learning, research, creative inquiry, information management, and wellbeing of students.
- develop, implement and evaluate pedagogical improvement strategies, including teacher mentoring programmes, which maximise the opportunities for the engagement and challenge of students, whilst maximising possible achievement.
- undertake school effectiveness research in order to promote and sustain school improvement, ensuring the development of appropriate quality assurance and review strategies.
- motivate and work with others to foster creativity, innovation and the use of appropriate technologies in order to achieve excellence especial in respect to pastoral care and student wellbeing.
- lead and facilitate innovation and change.
- demonstrate a personal commitment to continuous improvement using problem solving, creative thinking and when assisting with the strategic planning process

## Specific Responsibilities

**“Never see a need without doing something about it”**

**(St Mary of the Cross Mackillop)**

The Deputy Principal - Community at Irene McCormack Catholic College will:

- provide leadership in the area of student behaviour, pastoral care, health and wellbeing, and community relationships.
- demonstrate transformational and instructional leadership of pastoral care and wellbeing team for the social and emotional wellbeing of students.
- ensure the Charism of the Sisters of St Joseph of the Sacred Heart and the Catholic ethos are considered and upheld within the delivery of pastoral care and wellbeing of students and staff in the College.
- promote and ensure the principles of Catholic social justice are visible and integrated in all aspects of College life.
- collaborate with, and support Year Coordinators to provide engaging pastoral care programs and wellbeing initiatives.
- oversee all programs offered during Extended Pastoral Care time by Year Coordinators, House Coordinators and student leaders.
- formulate and coordinate the implementation of the College Pastoral Care and Wellbeing Strategy.
- coordinate the College co-curricular program to provide a range of appropriate activities, allocating staff and monitoring student involvement.
- work collaboratively with the College Social Worker, First Aid Officer and liaise with external agencies, as needed, to support student wellbeing.
- Collaborate with, and support, Year Coordinators, Heads of Learning Area and teachers to ensure high standards of behaviour at the College.
- In collaboration with the Vice Principal, manage the suspension process for serious behavioural transgressions chair and facilitate all re-enrolment interviews.
- foster effective relationships with parents as partners in the education of our students.
- ensure that high standards are maintained in relation to student uniform and grooming.
- foster student voice and agency and seek feedback from students in relation to improving pastoral care and wellbeing.
- oversee the development of student leadership in the College, and the appointment, induction, and training of student leaders, including the conduct of student leadership activities.
- oversee the implementation of the Peer Support program.
- work in collaboration with the Principal and Vice Principal to ensure quality staff are appointed to positions at the College.
- work with the Principal, Vice Principal and members of the College Executive Leadership Team to provide pastoral care for staff.
- collaborate with the Deputy Principal - Education to provide support and leadership to the Head of Learning Area, Year Coordinators, House Coordinators and other middle leaders.
- oversee the Year Coordinators, providing leadership, professional development and training, including the management of the performance review process.
- collaborate with, and support, the Assistant Deputy Principal – Catholic Identity in promoting the faith story of the College including the running of significant faith events.
- collaborate with the Executive Leadership Team to constantly build the capacity of staff through professional learning opportunities in order to deliver appropriate and effective pastoral care and wellbeing services to students.
- oversee staff compliance matters pertaining to student safety and wellbeing including Mandatory Reporting, Working With Children Checks, Anaphylaxis, Asthma, Diabetes, and First Aid.
- oversee the induction of students and staff in the Emergency Evacuation and Lockdown

Procedures and conduct training practices as required.

- oversee College guidelines and procedures and ensure compliance with CEWA policies and government legislation.
- collaborate with and support the College Business Manager to ensure compliance with all Occupational Health and Safety Policies and Procedures.
- support the Deputy Principal - Education, who oversees the induction and mentoring of graduates and staff new to the College.
- coordinate, in conjunction with Year Coordinators, the organisation of whole school assemblies, Year level assemblies, general assemblies, College Awards Night, Year 12 Graduation events.
- assist the Principal in conducting enrolment interviews.
- oversee all College camps, excursion, and tours by working collaboratively with tour organisers to provide safe and enriching experiences for participating students and staff.
- oversee and approve all fundraising activities at the College in accordance with College Fundraising priorities and procedures.
- assist the Marketing and Community Relations Officer in the promotion of pastoral aspects of College life through the McCormack Messenger and other communications, including social media.
- promote and assist with the marketing of the College through the organisation of Open Days and other events.
- facilitate conflict resolution between staff, students and/or parents.
- collaborated with the College Business Manager to ensure compliance with all Occupational Health and Safety Policies and Procedures.
- attend College functions, as required by the Principal.
- undertake other duties as requested by the Principal.