

Irene McCormack Catholic College

Head of Year 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 Head of Year is to provide management and leadership in student behaviour, pastoral care, health and wellbeing, and community relationships. As a member of the Wellbeing Team, the Head of Year supports the Deputy Principal – Community, Vice Principal and Principal to achieve the objectives of the College and Catholic Education.

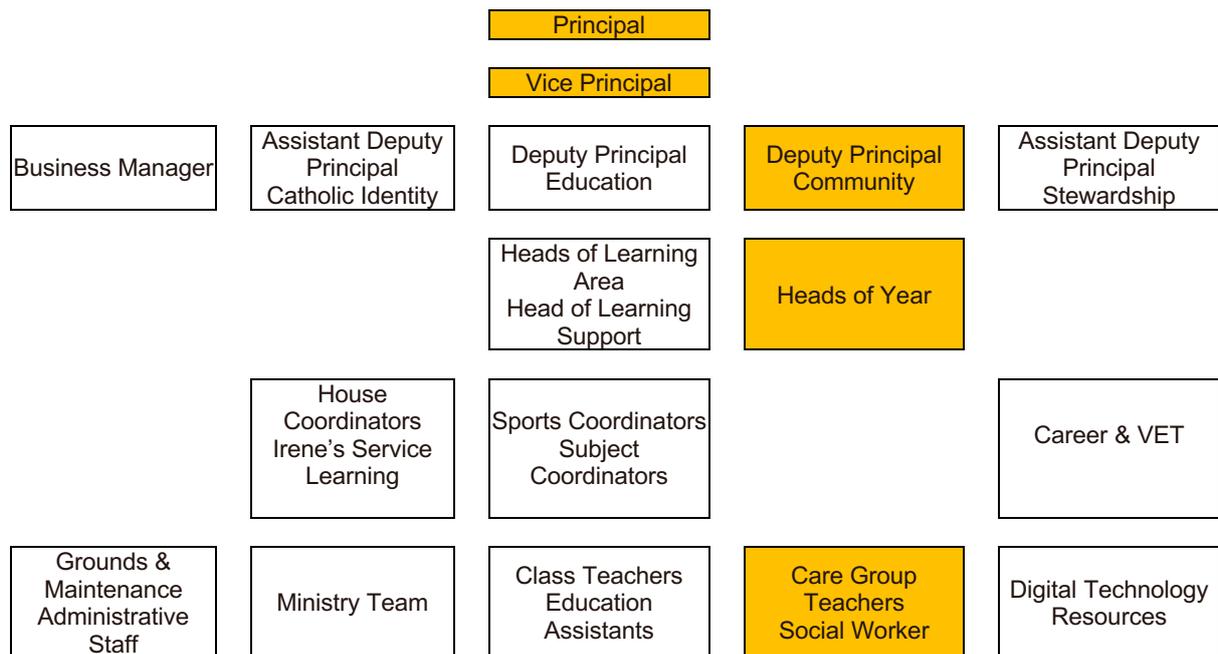
All leaders play a key role articulating and giving witness to the Vision and Mission of the College and in providing leadership in all areas of the College endeavours. Within the Community Pillar, the Head of Year is transformational and instructional by continually improving the capacity of staff and effectiveness of programs to deliver quality behaviour management, 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 Head of Year 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 Head of Year 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 Head of Year 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 Head of Year 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 Head of Year 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 Head of Year 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 behaviour management, pastoral care, and wellbeing 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.
- promote high standards and expectations in all aspects of the College operation.
- be responsible for preparing and planning the College’s behaviour management, pastoral care and wellbeing strategy.
- foster a professional learning community that embraces contemporary behaviour management practices and student wellbeing initiatives.
- be a active participant on the College Wellbeing Team.
- build the capacity of teachers to foster strong student-teacher relationships and implement effective behaviour management strategies.
- collaborate with the Heads of Learning Area to hold teachers accountable for managing student behaviour and welfare.
- support the Deputy Principal Community with 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 within the specific Year Level.
- demonstrate an understanding of CEWA’s Quality Catholic Education Framework and apply it to the mission and vision of the College.
- in collaboration with the Deputy Principal – Community support Heads of Learning Area and teachers to ensure high standards of behaviour at the College.
- be consistent in the application of school policies and procedures in respect to behaviour management.
- follow-up on students identified as seriously under achieving or being a significant behaviour problem
- respond to cases of student discipline beyond the responsibility of class teachers and maintain records of all disciplinary action taken.
- immediately inform the Deputy Principal - Community, regarding matters of self-harm, suspected drug use, physical/sexual abuse, consistent with Mandatory Reporting protocols and Child Safe framework.
- keep detailed records of student behaviour matters.
- work with and support Care Group teachers in monitoring and responding to student behaviour and wellbeing concerns.
- ensure students keep their locker area and lockers are kept clean and tidy.
- support the Deputy Principal – Community with the social and emotional wellbeing of students.
- work collaboratively with the College Social Worker, First Aid Officer and liaise with external agencies, as needed, to support student wellbeing.
- support the Deputy Principal – Community in the organisation and implementation of all Year Level specific re-enrolment interviews.

- ensure that high standards are maintained in relation to student uniform and grooming.
- monitor and respond appropriately to students' attendance and punctuality.
- collaborate with the Deputy Principal – Community, plan and create the Year Level pastoral care program.
- collaborate with, and support class teachers 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.
- assist in planning whole College activities and events.
- organise and run Year level events with the support of student leaders, Care Group Teachers, and House Coordinators.
- coordinate, in conjunction with The Deputy Principal – Community Year Level assemblies.
- hold Year Level assemblies that highlight the positive achievements within the group and when necessary, address any areas of concern.
- celebrate the Year Level achievements and activities through appropriate channels such as the McCormack Messenger and social media.
- prepare and manage the Year Level budget.
- maintain meticulous record and demonstrate an understanding of the legal implications surrounding confidentiality and privacy.
- support parents in their role as the primary educators and caregivers of their children.
- foster effective relationships with parents as partners in the education of students.
- lead and support Care Group teachers in maintaining regular contact with parents.
- ensure class teachers make regular contact with parents to keep them abreast of student progress and year level information.
- respond to staff, parent, and student contact in a timely manner.
- ensure parents are aware of all Year Level activities and events.
- provide relevant faith and pastoral opportunities for students.
- support Care Group Teachers in monitoring student progress, behaviour, wellbeing, and attendance.
- monitor students overall academic achievement and progress and respond accordingly.
- oversee the induction of new students, ensuring staff are aware of students needs when joining classes.
- encourage and promote student leadership within the Year Level.
- encourage and motivate a desire for students to be involved in wider aspects of College life.
- attend College functions, as required by the Principal.
- Assume the role of Head of House, Irene's Service Learning Coordinator or Relief Coordinator.
- undertake other duties as requested by the Principal.