

Irene McCormack Catholic College Assistant Deputy Principal – Stewardship 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 Assistant Deputy Principal - Stewardship is to provide leadership in the area of curriculum administration and the management of resources and infrastructure. This includes operational matters such as SCSA reporting compliance, data analysis, timetabling and subject selection, standardised testing and extra-curricular activities. As a member of the College Executive Leadership Team, the Assistant Deputy Principal – Stewardship supports the Principal and Vice Principal to achieve the objectives of the College and Catholic Education.

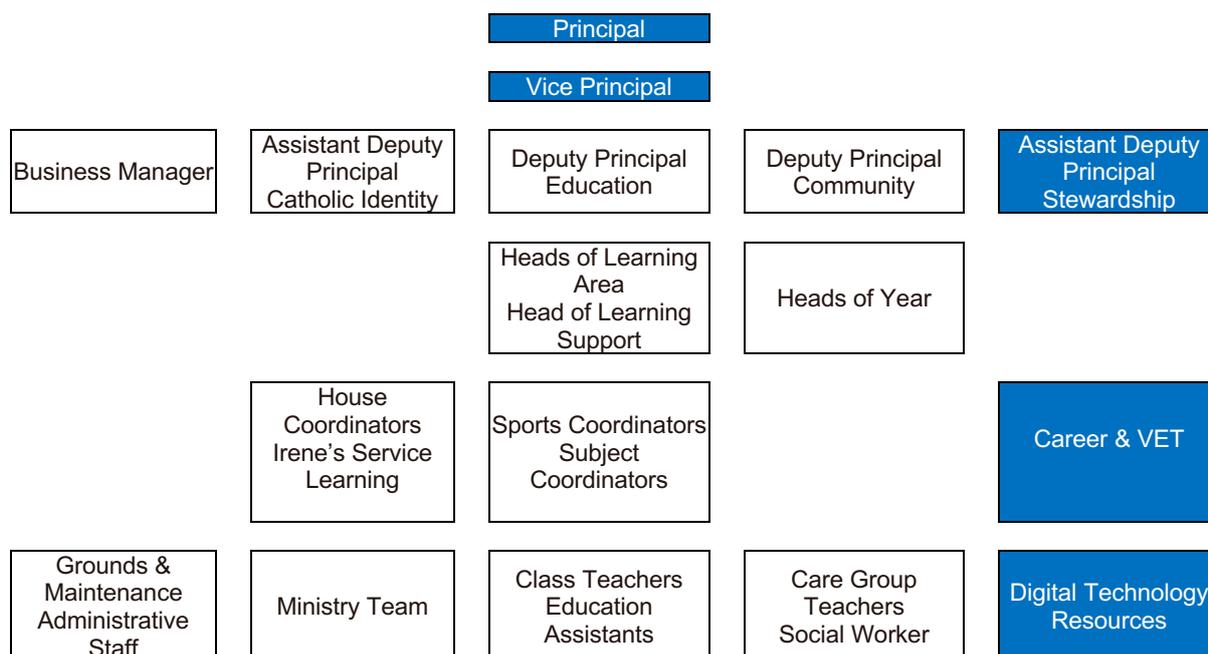
All leaders play a key role articulating and giving witness to the Vision and Mission of the College and in providing leadership in all areas of the College endeavours. Within the Stewardship Pillar, the Assistant Deputy Principal – Stewardship is transformational and instructional by continually improving the administrative and compliance capacity of staff to ensure the efficient operation of the College.

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 Assistant Deputy Principal - Stewardship 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 Assistant Deputy Principal - Stewardship 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 Assistant Deputy Principal - Stewardship 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 Assistant Deputy Principal - Stewardship 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 Assistant Deputy Principal - Stewardship 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 Assistant Deputy Principal - Stewardship at Irene McCormack Catholic College will:

- be responsible for the day-to-day operation of the College relating to curriculum administration and the management of resources and infrastructure.
- promote high standards and expectations in all aspects of the operation of the College.
- be transformation and instructional in leading the Stewardship Pillar.
- promote administrative structures and processes that are contemporary, efficient and maximise the use of digital technology.
- collaborate with the Deputy Principal - Education to build the capacity of teachers to effectively utilise digital technology.
- lead the Digital Technologies Team in collaboration with the College Business Manager.
- together with the Digital Technologies Team, manage student digital devices including app selection licensing.
- together with the Digital Technologies Team, manage administrative technologies, including SEQTA, Edval, AoS and security systems.
- keep abreast of trends in teaching and learning using digital technologies and plan for the ongoing renewal and upkeep of digital infrastructure.
- grow digital technology to make Irene McCormack Catholic College a leader in transforming learning using digital technology to optimise student outcomes.
- be responsible for the development of the College timetable ensuring an efficient structure that guarantees staff are fully utilised and time allocations meet SCSA requirements.
- educate teachers in the machinations of timetabling and the parameters that determine or limit flexibility.
- collaborate with the Deputy Principal – Education in planning and preparing examination schedules and timetables.
- build the capacity of students to utilise digital diaries to organise work schedules and homework timetables.
- oversee and develop reporting systems to ensure student achievement and growth is mapped and reported to parents.
- Schedule and organise parent-student-teacher learning conversations
- Schedule and manage examination timetables.
- coordinate and prepare exam supervision rosters.
- collaborate with the Deputy Principal – Education in scheduling and conducting standardised testing including NAPLAN, OLNA, BRLA, PAT and other assessments as required.
- collaborate with the Deputy Principal – Education to interpret and analyse data to improve pedagogical practice and student learning.
- Schedule and coordinate College photos.
- be responsible for the operation of careers and vocation education and training by working collaboratively with the Career Counsellor and Vocational Education and Training (VET) Coordinator.
- oversee all compliance requirements for ONSITE and workplace learning, including TAFE placements.
- liaise with SCSA on all curriculum matters and be responsible for ensuring compliance with SCASA, ACARA, CEWA and government and non-government agencies.
- collaborate with the Career Counsellor and Vocational Education and Training (VET) Coordinator liaises with TISC, Universities and TAFE Colleges in providing information and opportunities for students beyond school.
- oversee the extra-curricular programs of the College ensuring all staff contribute, as required.

- oversee camps, excursions, incursions and tours ensuring occupational safety and health guidelines are followed and all risk management documentation is completed fully, accurately and in a timely manner.
- maintain an awareness of the whole school calendar to ensure events are adequately covered in advance.
- oversee compliance with occupational health and safety laws and policies and educate staff on relevant expectations, including the preparation and practice of emergency evacuation and lockdown procedures.
- In collaboration with the College Marketing Officer, oversee the maintenance and upkeep of the College website.
- As required, liaise with Transperth and the Children's Crossing Unit.
- attend College functions, as required by the Principal.
- undertake other duties as requested by the Principal.