

## **HEAD OF O'KEEFFE CAMPUS**

The Head of O'Keeffe Campus is appointed by the Principal to be responsible for the day-to-day operation of the Campus, with particular emphasis on the pastoral care of students and staff.

All leadership positions at Mercy Regional College are based on the Christian exemplar of service, Jesus Christ. The Head of O'Keeffe Campus derives their authority from the Principal and is expected to give witness to the core College values of community, inclusiveness, learning, care, justice and mercy, and excellence and achievement.

As a senior leader in the Mercy Regional College community, the Head of O'Keeffe Campus works with all members of staff, both teaching and non-teaching. He/she is a member of the Leadership Team of the College and therefore participates in developing and nourishing the strategic direction of the College.

The Head of O'Keeffe Campus should be concerned with the spiritual, moral, psychological and physical well-being of the students and should strive to promote fully human relationships between staff and students.

### **Key Responsibilities**

#### **College Leadership**

1. Work with the Principal to provide leadership in promoting the mission of the Catholic school and the Mercy ethos.
2. Work as part of the College Leadership Team to develop a clear vision for the future of the college and to provide strong leadership in implementing this vision through the College's School Improvement Framework.
3. Embed high expectations and the pursuit of excellence as pervasive aspects of the school culture.
4. Share with the Principal the responsibility of being a leading presence in the school and wider community and, in particular, the O'Keeffe Campus.
5. Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change.
6. Develop authentic relationships with staff promoting collegiality and open dialogue.

7. Share with other members of the Leadership Team duties related to overall management of the College.

### **Educational Leadership**

1. Work with the Head of Junior School – Teaching and Learning on the development and implementation of contemporary and diverse opportunities for effective learning.
2. Provide broad leadership in the development and implementation of the school policies in relation to the management and wellbeing of students of the O’Keeffe Campus in the context of a school committed to excellence in teaching and learning.
3. Provide leadership and support for the Director of Religious Education in nourishing the faith life of O’Keeffe Campus through prayer, liturgies and the Religious Education Curriculum.
4. Facilitate the provision of community building and leadership development opportunities for O’Keeffe Campus students and staff.
5. Oversee the development and implementation of new activities and initiatives related to student wellbeing and the daily operations of the campus.

### **Community Development**

1. Develop and coordinate strategies that ensure the campus supports an engaging, contemporary and safe learning environment.
2. With the Wellbeing Coordinator and Assistant Principal – Staff and Students, facilitate the development of policies that enhance student wellbeing and recognise the connectedness of wellbeing to positive outcomes in student learning.
3. Develop and lead the transition process for students moving into the O’Keeffe Campus from primary schools. Work with the Head of Junior School – Teaching and Learning and the Integration Support Coordinator in managing this transition for students with special learning and/or other needs.
4. As a key member of the Hampden Catholic Schools’ Network, contribute to the ongoing development of closer links across the network’s four schools particularly with the goal of improving learning and outcomes for all our students.
5. Significantly contribute to the implementation of the College mission and vision via coordination of student wellbeing programs and activities across the O’Keeffe Campus (Eg. Year level and campus events, excursions, sporting activities, visits by community groups).

### **Management of Staff and Resources**

1. Together with the Business Manager and the Property Manager monitor the safety of the learning and working environments across the Campus and ensure that practices are consistent with school policy and statutory requirements.

2. Support the Head of Junior School – Teaching and Learning in the provision of a dynamic and relevant Professional Learning program that responds to the needs of the Campus and reflects the priorities within the College’s School Improvement Framework.
3. Ensure the communication of timely and accurate information regarding student wellbeing issues.
4. Work within and, where appropriate, lead the O’Keeffe Leadership team comprising the HOS, HOTL and AHOS to ensure that distributed leadership is both modelled and nurtured.
5. Where necessary, lead and support O’Keeffe Campus staff in their development as leaders. This support should include regular formal and informal times for dialogue and mentoring.
5. Attend and contribute to the scheduled Heads of School and Hampden Catholic Schools’ Network meetings.
6. Liaise with outside agencies, when appropriate, to support the wellbeing and learning needs of students within the Campus.
7. Where necessary, participate in staff selection and appraisal process.
8. Any other role as directed by the Principal.

## **Accountability**

**Reports to:** Principal

**Internal liaisons:** Assistant Principal – Staff and Students, Assistant Principal – Learning and Teaching, Head of Junior School – Teaching and Learning, Business Manager, Director of RE, Director of School Operations, Heads of School, School Wellbeing Coordinator, Students, Staff, Parents

**External liaisons:** Community agencies (e.g. employment), CEO

## **Conditions**

The appointment to the position of Head of O’Keeffe Campus is a three year term with a permanent appointment to the staff. All other conditions will be as per the certified Agreement and MRC’s employment policies.

The position will be a POL 4 with a time allocation of at least 12 periods per cycle.

As part of the Leadership Team the position would require involvement in school community activities outside currently designated school hours and participation in planning sessions during some school holiday times. These will be negotiated with successful applicants.

Date – August 2017