

## Assistant Principal - O'Keeffe Campus (Year 7 & 8) Position Description

<b>TITLE</b>	Assistant Principal - O'Keeffe Campus (Year 7 & 8)
<b>CLASSIFICATION</b>	<p>The position will be remunerated in line with the Catholic Education Multi Enterprise Agreement 2022 at POL 4 Level with an additional 15 % of POL 4 payment.</p> <p>The position is full-time with an initial leadership appointment of 18 months (July 2025 - January 2027). For an external appointment this will be followed by a subsequent three year appointment (January 2027 to January 2030).</p>
<b>TIME ALLOWANCE</b>	34 x 47 minute periods per cycle or equivalent - 0.7 FTE
<b>INTERNAL LIAISONS:</b>	Deputy Principal, Assistant Principal - Wellbeing, Director of Learning and Teaching, Junior Campus Assistant, Learning Leader - O'Keeffe, Business Manager, Director of Catholic Identity and Culture, College Organiser, College Wellbeing Worker, Student Leadership teams, Students, Staff, Parents
<b>REPORTS TO</b>	Principal
<b>COMMENCEMENT</b>	<p>Beginning of Semester 2, 2025</p> <p>Flexibility may be possible to negotiate commencement in Term 2, 2025</p>

### Position Overview

The Assistant Principal - O'Keeffe Campus is appointed by the Principal to be responsible for the day-to-day operation of the O'Keeffe Campus. They will have particular emphasis on the pastoral care of students and staff and also help to provide optimum student learning outcomes.

The Assistant Principal - O'Keeffe will demonstrate excellent personal and interpersonal skills with significant experience across a range of educational environments and leadership opportunities.

All leadership positions at Mercy Regional College are based on the Christian exemplar of service; Jesus Christ. The Assistant Principal - O'Keeffe Campus derives their authority from the Principal and is expected to give witness to the core College values of community, inclusiveness, excellence and respect. The Assistant Principal - O'Keeffe is expected to be fully supportive of, and give exemplary witness to, the values and faith tradition of the College community.



As a senior leader in the Mercy Regional College community, the Assistant Principal - O'Keeffe Campus works with all members of staff, both teaching and non-teaching. They are a member of the Leadership Team of the College and therefore participate in developing and nourishing the strategic school improvement direction of the College. The Assistant Principal - O'Keeffe will have a broad knowledge of all aspects of educational leadership and be committed to life-long learning.

The Assistant Principal - O'Keeffe Campus should be concerned with the spiritual, moral, psychological and physical well-being, as well as the learning of the students and should strive to promote fully human relationships between staff and students. Young people learn and achieve best when they feel connected to a nurturing and safe environment.

The Assistant Principal - O'Keeffe would be expected to be an exemplary teacher able to give witness in their classroom to continual improvement in student learning outcomes, wellbeing, community engagement and faith experience.

As Mercy Regional College is a two campus school, the Assistant Principal - O'Keeffe whilst based primarily on our O'Keeffe Noorat campus, would be expected to demonstrate a leadership presence across both campuses as and when required.

#### **Key Areas of Responsibility/Strategic Intentions:**

##### **College and Strategic Leadership**

- Work with the Principal and Deputy Principal to provide leadership in promoting the mission of the Catholic school and the Mercy ethos.
- 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 Plan.
- Embed high expectations and the pursuit of excellence as pervasive aspects of the school culture.
- Share with the Principal the responsibility of being a leading presence in the school and wider community and, in particular, the O'Keeffe Campus and community.
- Support individuals to transition positively through change and monitor and evaluate the effectiveness of change.
- Contribute to the ongoing development of learning and teaching across the school.
- Develop authentic relationships with staff promoting collegiality and open dialogue within the Junior School.
- Share with other members of the College Leadership Team duties related to overall management of the College.
- Participate in staff selection and appraisal processes.



- The Assistant Principal - O'Keeffe Campus will be required from time to time to lead the College community in the absence of the Principal and to be the College's representative at community, DOBCEL and Parish events.
- Support the Principal, Director of Catholic Identity and Culture and College Leadership Team to foster the development of Mercy Regional College as a Catholic school with the twin heritages of local parishes and the Sisters of Mercy.
- Lead and support times of reflection and prayer for staff, students and the broader school community.
- Support the continuation of the Enhancing Catholic School Identity project across the College community.

### **Educational Leadership**

- Develop and coordinate strategies, and provide leadership in identifying and evaluating developments in engaging contemporary learning for students in the Junior School.
- Together with the Assistant Principal - Wellbeing, 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 learning and teaching.
- Facilitate the provision of community building and leadership development opportunities for O'Keeffe Campus students and staff.
- Provide leadership and support for the Director of Catholic Identity and Culture in nourishing the faith life of the O'Keeffe Campus through prayer, liturgies and the Religious Education Curriculum.
- Foster a culture of collaboration and professional discourse within the Junior School which draws on expertise and research from the wider educational community.
- Track, collate and disseminate cohort learning, attendance and behaviour data for analysis and action.
- Oversee the development and implementation of new activities and initiatives related to student engagement and the daily operations of the campus.
- With the Assistant Principal - Wellbeing and College Counsellor, fulfil the role of Child Safety Officer.
- Oversee implementation and facilitation of PROTECT and inform the Principal and/or Deputy Principal and CEB Child Safeguarding of any mandatory reporting required for students in the Junior school.
- Work within and lead the O'Keeffe Leadership team comprising the Learning Leader - O'Keeffe and Junior Campus Assistant to ensure that distributed leadership is both modelled and nurtured.



- Leading and supporting Junior Community staff to implement and enact our school wide positive behaviour programs and interventions and communicate these with our wider community.
- Implement proactive positive behavioural management programmes at O’Keeffe campus with the promotion and cultivation of a school-wide approach to educate on and then address any reported incidents of student bullying and harassment in a consistent and systematic way.
- Coordinate the thorough documentation of bullying and harassment incidents as they pertain to students at the O’Keeffe campus.
- Work with the Assistant Principal - Wellbeing, Wellbeing team and Middle and Senior Community Leaders to develop primary, early intervention and intervention programmes in the school to provide support to all students and those with diverse wellbeing needs.
- Act as the chair for SWAGs at Junior Level.
- Ensure the correct and timely documentation of incidents on SIMON and where applicable HINT.
- Oversee the development and implementation of Student Support, Behaviour, Safety and Transition Plans as required for young people at McAuley Campus.
- Together with the Learning Leader - O’Keeffe, collaborate to create classroom and behaviour management strategies and plans to subject teachers, especially beginning and early years teachers.
- Lead the Transition Program including meetings, planning of specific days, allocation of homeroom classes (with the assistance of Learning Leader - O’Keeffe and input from Learning Diversity Leader of funded students) and work with the Middle Year Community Leader in regards to transition of students from O’Keeffe to McAuley.

#### **Student Leadership, Voice and Agency - With the Assistant Principal - Wellbeing**

- Work with the Assistant Principal - Wellbeing and College Counsellor to develop authentic and broad-based opportunities for Student Voice to be heard and empowered across all aspects of College life.
- Oversee positive opportunities for the promotion of student leadership and student voice at O’Keeffe campus.
- Review and evaluate current practice annually and present a report with recommendation to the Principal on a needs basis.
- With the Junior Campus Assistant ensure that O’Keeffe Student Leadership and O’Keeffe Student Leadership Team practice reflects a service leadership model, provides opportunities to maximise student leadership and ensure students receive adequate training and preparation for leadership roles
- With the Junior Campus Assistant, coordinate the O’Keeffe Student Leadership Team and student leadership activities.
- Work with the Junior Campus Assistant in supporting O’Keeffe student leaders and the formation of an O’Keeffe Student Leadership Team with on-going leadership formation experiences.



- Assist student leaders to develop public speaking and presentation skills.
- Support the Junior Campus Assistant as they coordinate the student leadership process at O'Keeffe.

### **Leading Learning and Teaching**

- Support the Principal, Deputy Principal, Director of Learning and Teaching and College Leaders in the development and realisation of ongoing improvements in learning and teaching across the College.
- Work closely with the Deputy Principal, Director of Learning and Teaching and all College leaders to ensure that leadership in wellbeing and learning and teaching are aligned and directed towards the holistic growth of each student at O'Keeffe campus.
- Together with the Learning Leader - O'Keeffe, the Director of Learning and Teaching, Learning Diversity Leader, College Counsellor and teachers in the provision of quality learning outcomes for students with learning and other needs, particularly in the development of ILPs and, when appropriate, PSG meetings.
- With the Assistant Principal - Wellbeing, lead the Community Leaders Team to ensure a rigorous, contemporary and complementary curriculum in MERCY is integrated into the College and support MERCY teachers in pastorally caring for students in their MERCY class.
- Monitor Mercy In the Morning processes to ensure best practice.

### **Development of Self and Others**

- Model the importance of high quality teaching in the classroom and in collegial partnerships with peers across learning domains.
- Support the Principal and Leadership Team in nurturing and challenging students and staff across the College as necessary.
- Together with the Learning Leader - O'Keeffe, provide 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 Plan.
- Contribute towards a healthy and safe workplace environment for yourself and others and comply with all safe work policies and procedures.
- Be committed to life-long learning through ongoing updating of educational and leadership qualifications.

### **Management of Resources and Operational Roles**

- With the College Leadership Team and the College Organiser, oversee the day to day running of the O'Keeffe campus of the College.



- Work with the Learning Leader - O'Keeffe and Director of Learning and Teaching on the development and implementation of contemporary and diverse opportunities for effective learning.
- Where necessary, lead and support O'Keeffe Campus staff in their development. This support should include regular formal and informal times for dialogue and mentoring.
- Oversee the implementation of effective and efficient administrative systems which assist in the optimum use of resources (e.g. teaching materials, manage the Junior Years learning and teaching budget.).
- Collaborate with the Junior Years team in regards to timely communications with students/families regarding relevant matters.
- Attend, coordinate and contribute when required to the scheduled Junior School Team and Hampden Catholic Schools' Network meetings.
- Continually seek new and innovative organisational structures to support the learning and wellbeing outcomes for students and staff.
- Work with the Sport Coordinator to ensure sporting participation is complementary to learning.
- Liaise with outside agencies, when appropriate, to support the wellbeing and learning needs of students within the Campus. Ensure the communication of timely and accurate information regarding student wellbeing issues.
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets and contribute to the accurate development of the College calendar.
- Significantly contribute to the implementation of the College mission and vision via coordination of student wellbeing and other programs and activities across the O'Keeffe Campus (Eg. Year level and campus events, excursions, sporting activities, visits by community groups).
- Work with the Director of Learning and Teaching and Learning Leader - O'Keeffe to ensure the effective running of NAPLAN, ACER and other diagnostic testing regimes.
- Together with the Assistant Principal - Wellbeing, MRC Property and Maintenance Manager and Risk and Compliance Officer monitor the safety of the learning and working environments across the O'Keeffe Campus and ensure that practices are consistent with school policy and statutory requirements.
- Monitor the classroom learning environment to ensure it enhances the learning process and provides safe learning and working environments within the Junior Years. This would include managing students of behavioural concern and alongside the Learning leader - O'Keeffe academic concerns.
- Work closely with the Assistant Principal - Wellbeing to achieve effective and consistent management of student issues.



- Work with the Assistant Principal - Wellbeing, Middle Years Community Leader and Senior Years Community Leader, to ensure a scoped and sequenced Pastoral Care Program is delivered across all levels of the school through MERCY classes. The College Social Worker would provide knowledge and resources to support the implemented curriculum and the Director of Learning and Teaching knowledge of curriculum design.
- Work with Assistant Junior Community Leader, student leaders and staff to conduct O'Keeffe campus assemblies.
- Work with the student leaders to ensure students have an authentic voice within the college.
- Lead SWAG meetings with Learning Leader O'Keeffe, Learning Diversity Leader and College Social Worker.
- Oversee the development and implementation of Student Support, Behaviour, Safety and Transition Plans as required for students of the O'Keeffe Campus.
- Work with staff and students to ensure a consistent approach is taken by students in the correct wearing of school uniform.

### **Community Leadership**

- Work closely with the Deputy Principal and Assistant Principal - Wellbeing to plan, build, facilitate and support parent engagement and partnerships having oversight and responsibility for parent and community events and evenings relating to the Junior school and O'Keeffe campus.
- Mentor and support staff empowering them to build relationships with our students.
- Be a visible and engaging presence at College events and, when appropriate, local community functions.
- With the College Counsellor and Assistant Principal - Wellbeing, oversee the recognition of wellbeing days of importance and events and activities to celebrate these at O'Keeffe campus.
- Work on behalf of the Principal to nourish the development of partnerships with our parent body and the broader Mercy Regional College community.
- Ensure that the College's close links with local community, HCSN and government agencies are maintained and, where possible, improved and enhanced.
- Lead the nourishment of the partnership between parents, teachers and students for learning and growth.
- Connect and build networks with local agencies to enhance student and staff wellbeing and learning.
- Any other duties as requested by the Principal.

### **Professional Learning Commitments**



- Participation in ongoing leadership and faith formation.
- POL 4 holders are expected to be accredited to Teach in a Catholic School and Accredited to Lead in Catholic School or commit to achieving this as a priority (REAP).
- Participation in the appraisal and feedback processes designed by the College in relation to leadership positions.
- Participate in ongoing professional development.
- Reporting to the Principal for feedback/coaching/mentoring (to be determined annually).

### **Key Selection Criteria**

- Demonstrated capacity to lead at a minimum of POL 3 level and give witness to the development of Catholic Identity and faith life at Mercy Regional College as a parish school in the Mercy tradition.
- Demonstrated capacity to lead the ongoing improvement of Mercy Regional College in its mission to provide holistic education for all students.
- Demonstrated understanding of and capacity to lead ongoing improvement in learning and teaching outcomes.
- Demonstrated capacity to lead the College's commitment to staff and student wellbeing.
- Demonstrated capacity to develop self and others.
- Demonstrated capacity to lead the effective and efficient management of the College.
- Demonstrated capacity to work within and engage our local communities.

### **Team/College Relationships and Commitments**

- 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 designated school holiday times. These will be negotiated with successful applicants.
  - College Leadership Team meetings
  - Wellbeing Team meetings
  - O'Keeffe community/ Junior Years Team meetings
  - Year 7 Welcome Evening and BBQ, and parent engagement evenings.
  - Y 7 & 8 Camps



- Open Day
- HCSN and Transition Program
- SWAG and Learning Diversity meetings - Student specific, NCCD, Interventions as required
- Awards Masses and Celebrations
- Subject Expos/Information Evenings
- Enrolment Interviews
- Other College events as requested by the Principal

### **Compliance/Child Safety**

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. Assist in the provision of a child-safe environment for students and demonstrate a duty of care to students in relation to their physical and mental wellbeing

### **Leadership Capabilities:**

- Respect for the mission, identity and core values of Mercy Regional College.
- Openness to learning and further personal development.
- Collaborative participation in professional relationships.
- Understanding of the need for accountability.
- Confidence and enthusiasm for promoting the College.
- Capacity to manage competing demands effectively.
- Leadership style that is enabling and empowering of others.
- High levels of organisational skills leading to effective and efficient work practices.
- Ability to work collaboratively, flexibility, independently and creatively in demanding environments.
- Highly developed interpersonal and communication skills demonstrating the ability to liaise and communicate effectively with people at all levels and from varying backgrounds.
- Competent in the use of technology.
- Ability to manage self-care and personal wellbeing.
- Capacity to effectively manage resources.

### **Essential:**



- VIT registration.
- An appropriate qualification in education.
- Accreditation to Teach in Catholic School (or progress towards).
- First Aid Level 2 Certificate.
- Experience in senior educational leadership.

**Desirable:**

- Masters or Postgraduate qualification in Educational Leadership/Wellbeing/Positive Education.
- Accreditation to Lead or Teach RE in a Catholic School or willingness to work towards (requires postgraduate study- eg REAP).
- Evidence of leadership for improved learning and teaching and wellbeing outcomes.

**Accountability**

The Assistant Principal - O'Keeffe Campus will:

- Set strategic goals and develop and enact annual action plans based on the College School Improvement Plan.
- Develop a personal annual leadership development plan based on the Catholic Education Ballarat Leadership Model.
- Prepare an annual report for the Principal based on these goals.

The Assistant Principal - O'Keeffe Campus will be subject to formative (in the second year of a contract) appraisal based on the key and specific responsibilities above.

**Date: April 2025**