



MacKillop College

W e r r i b e e

MacKillop is a Catholic Coeducational Secondary College with two campuses, set on approximately 20 hectares of beautiful gardens and playing fields. MacKillop is an innovative learning community offering contemporary facilities, a vibrant curriculum and supportive wellbeing programs which are respectful and responsive to the individual needs of approximately 1,750 students from Years 7-12.

Our community

- Invites passionate engagement in lifelong and authentic learning
- respects diversity and is responsive to individual wellbeing needs
- supports every member of our community in the pursuit of excellence

Head of Campus

MacKillop College is seeking an innovative and highly collaborative educator to lead our exceptional learning community based at our St Mary Campus, located approximately 8km away from the main campus in Werribee.

As an experienced educational leader this role will teach, mentor and collaborate widely to ensure positive and professional relationships exist within and across the College campuses. The Head of Campus will form strong connections with parents and families, through regular communication and will offer empathetic and solutions-focused feedback to resolve issues as needed.

Working closely with the Principal and College Leadership team, the Head of Campus will provide regular feedback on the strategic and operational performance and priorities of the campus and drive a culture of continuous improvement and professional development.

The Head of Campus will create and maintain an environment that is safe for student learning and staff work and which is reflective and responsive to the wellbeing needs of individuals.

What you need to have:

- Current School Leadership experience
- A proven ability to mentor and engage a team of professionals
- A passion for organisation and collaboration
- A current Victorian Institute of Teaching registration
- A demonstrated commitment to Catholic education

The Benefits

- Brand new campus facility currently under construction – due to open January 2025
- Genuine leadership role with regular support available from the College Leadership team
- Passionate team of dedicated educators and support staff
- Ongoing professional development available
- Attractive salary with guaranteed pay increases
- The successful applicant can commence in 2024 or January 2025

MacKillop College promotes the safety, wellbeing, and inclusion of all children.



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Application

To apply for this role please visit <https://www.mackillop.vic.edu.au/information/employment/> and obtain an application form and position description. Applications must include:

- Application for Employment Form.
- A current Curriculum Vitae.
- A covering letter.

Completed applications can be emailed to employment@mackillop.vic.edu.au

Please note: Applications will be considered as they are received, and an appointment will be made as soon as possible.

Further information:

If you have any questions about this role please contact Michael Trainor, Director People & Culture on 0439 560 092.



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Position Description

Position	Head of Campus (St Mary's)
Reporting Line	Director of Student Wellbeing
Overview	<p>As an experienced educational leader this role will teach, mentor and collaborate widely to ensure positive and professional relationships exist within and across the College campuses. The Head of Campus will form strong connections with parents and families through regular communication and will offer empathetic and solutions-focused feedback to resolve issues as needed.</p> <p>Working closely with the Principal and College Leadership team, the Head of Campus will provide regular feedback on the strategic and operational performance and priorities of the campus and drive a culture of continuous improvement and professional development.</p> <p>The Head of Campus will create and maintain an environment that is safe for student learning and staff work and which is reflective and responsive to the wellbeing needs of individuals.</p>
Responsibilities	<p>The Head of Campus will:</p> <ul style="list-style-type: none"> – lead the campus community in the planning, implementation and delivery of contemporary educational programs and activities to support high quality learning outcomes and experiences for our students – oversee and manage daily campus operations and the efficient allocation of resources – manage and mentor a team of teaching, administrative and support professionals to ensure they are engaged and continuously developed – promote student leadership and engagement across the campus – ensure effective, and regular communication to students, families and staff using a variety of mediums to maximize effectiveness – lead the collaboration across campuses to ensure aligned learning and teaching practices and meaningful relationships are maintained – be the primary contact for staff, or other members of the College needing support with child protection concerns – act as a key conduit for information exchange between College campuses, staff and families – lead discussions on matters of concern relating to students and arrange family meetings as required – monitor the overall academic performance of the campus and communicate to teaching staff the need to implement actions as required – oversee the provision of social, spiritual and physical wellbeing support to students



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	<ul style="list-style-type: none"> – lead the enactment of the College Achievement Policy by conducting as required interviews regarding attendance, behavioural concerns, academic performance and students at risk – oversee corrective actions and appropriate follow up for correct wearing of the College uniform, student lateness and absenteeism and daily movement of students – ensure that student behavioural management processes are followed and applied correctly and effectively e.g., Reconnect – induct new students, staff and contractors to the St Mary’s campus – develop, implement and evaluate policy as it relates to the campus – collaborate with the Learning Diversity Team and Learning and Teaching Team on data, assessment and reporting – organise and lead parent information events – organise and conduct student assemblies and support whole school assemblies – support homeroom teams as required to ensure the effectiveness use of times and resources – lead the audit of site safety inspections ensuring appropriate reporting and follow up occurs – ensure the presentation of the campus is of a high standard – ensure that each homeroom takes responsibility for the general tidiness of their rooms and allocated yard area – in consultation with all campus teachers and Directors of Student Wellbeing, develop appropriate homeroom groups
<p>Other duties</p>	<p>It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects.</p> <p>All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal</p>
<p>Wellbeing and Child Safety</p>	<ul style="list-style-type: none"> – ensure students are provided with a child safe environment – be familiar with and comply with MacKillop’s child safe policy and code of conduct, and any other policies or procedures relating to child safety – demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing – proactively monitor and support student wellbeing – exercise expert level pastoral care in a manner which reflects the College mission – implement strategies which promote a healthy and positive learning environment



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<p>Commitment to Catholic identity</p>	<ul style="list-style-type: none"> – support the CECV ‘Statement of Principles Regarding Catholic Education’ – role model the College Values – demonstrate a commitment to MacKillop College’s Catholic identity, ethos, vision and the mission of the Catholic school. – demonstrate a capacity to respect every person in accordance with Gospel values.
<p>Professional Development</p>	<ul style="list-style-type: none"> – maintain currency of mandatory reporting, asthma and anaphylaxis training – be an accredited member of VIT and enact their obligations to maintain membership – meet professional responsibilities to teach in Victoria – support a performance and development culture – maintain and develop skills in information and communications technologies to enhance effective teaching
<p>General Duties & Expectations</p>	<ul style="list-style-type: none"> – adhere to all College policies and procedures – model a professional approach for all staff, including conduct, professional dress and in dealing with all members of the school community – ensure the Colleges public image, professional reputation and best interest is represented through all activities – demonstrate professional and collegiate relationships with all staff – be available as needed for consultation with staff and parents in addition to class and scheduled meeting times – abide by the College’s privacy policy and observe the strictest confidentiality of all information – attend all relevant school meetings, parent information evenings, assemblies, liturgies, open days, staff faith and professional development days and other events as required by the Principal – contribute to the life of the College by participating in College functions, events, camps, sporting events, excursions etc. – develop, implement and evaluate policy as it relates to the areas of responsibility – participate in duty supervision as rostered and other supervision duties as required – follow the College’s financial requirements in relation to budgeting, record keeping, ordering and deliveries – share in the responsibility for ensuring the presentation of all students meets College’s expectations



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<p>Work Health and Safety</p>	<p><i>MacKillop College is committed to providing a work environment that is safe and free of risks to health, so far as is reasonably practicable.</i></p> <p>To achieve this all employees must:</p> <ul style="list-style-type: none"> – take reasonable care for their own health and safety – take reasonable care for the health and safety of others who may be affected by their acts or omissions – cooperate with anything MacKillop College does to comply with OHS requirements – comply with all <i>Safe Working Procedures</i> at all times – use appropriate <i>Personal Protective Equipment (PPE)</i> as required – periodically update their employer about any medical condition they have that: <ul style="list-style-type: none"> • is life threatening or may require Emergency Services to be called • could impact on their ability to perform their duties – complete occupational health and safety training as required and participate in compliance briefings or inductions as directed – not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare – report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses etc.) – work co-operatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues – undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity. – contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures <p>Additionally, this role must be available, as required to:</p> <ul style="list-style-type: none"> – respond to any emergency situations in an appropriate manner and undertake duties as may be required outside normal working hours. – actively participate in the College Health and Safety Committee and Emergency Planning, providing advice on relevant issues.
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> – demonstrated maturity in leadership style and an ability to mentor others – proven capacity to work independently and as part of a leadership team – excellent oral and written communication skills, including ability to communicate with staff, students, families and the wider community – understanding of contemporary learning and teaching practices – proven experience with achieving high quality educational outcomes



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	<ul style="list-style-type: none">- understanding of effective behaviour management- policy writing and implementation (preferred)- strong attention to detail- ability to develop and maintain excellent interpersonal and working relationships- demonstrated capability to manage multiple tasks and deadlines- demonstrated excellent organisational skills- professional attitude, underpinned by positivity and self-motivation
Review	This position will undertake formal reviews throughout the tenure of the role.

I accept the above duties for the position at MacKillop College

Name: _____

Signature: _____

Date: _____