



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

Vice Principal

MacKillop College invites applications from experienced educators and faith leaders for the exciting role of Vice Principal of our College. This role will support the Principal in managing all aspects of College operations, lead continuous innovation, change processes, improvement initiatives, and work closely with the College leadership team to ensure our vision, strategic plan and educational goals are realised.

As an outstanding educator and seasoned leader, we are looking for a highly collaborative and passionate role model and mentor for our 350 staff, who will bring expert level understanding of learning and teaching, excellent communication and organisational skills, and an ability to create professional and authentic relationships with staff, students, and families.

Our ideal candidate will have a strong foundation in managing College wide operations, with an ability to engender trust, bring together and empower our staff to apply their strengths for the benefit of our students, and to create a sustainable and safe learning environment for all.

This position of influence in our College will deputise for the College Principal as required, and support the development of a school culture that reflects both the Catholic ethos and charism of St Mary of the Cross MacKillop.

What you need to have:

- Significant experience and proven track record in educational leadership roles
- Strategic planning and implementation experience
- Positive and solutions focused attitude
- Expert partnership, collaboration and relationship building skills
- A demonstrated commitment to work in a Catholic Education environment.

Knowledge Skills & Abilities:

- Relevant post graduate qualifications in education and leadership
- Current VIT registration
- A demonstrated understanding of current issues within the education sector
- Excellent written and verbal communication skills
- Experience with leading and managing complex innovation and change



MacKillop College

W e r r i b e e

The Benefits

- Attractive salary package, including a College vehicle
- Senior leadership role working with a dynamic College Leadership team
- Permanent Ongoing Position
- The successful applicant can commence in 2024 or in January 2025

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

Applications will close **Monday 29 April 2024**. Applications will be considered as they are received, and an appointment may be made anytime throughout the process.

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



MacKillop College

W e r r i b e e

Position Description

Position	Vice Principal
Reporting Line	College Principal
Team Membership	<p>The Vice Principal is a member of the following teams:</p> <ul style="list-style-type: none"> • College Leadership • Management • Senior Pathways • College Organisation • Learning and Teaching
Overview	<p>The Vice Principal will deputise for the College Principal as required and assist the Principal in the leadership and management responsibilities for the College.</p> <p>The Vice Principal will be an outstanding educator with demonstrated leadership experience in Catholic education, excellent communication and organisational skills, and an ability to work collaboratively.</p> <p>This role will support the development of a school culture that reflects both the Catholic ethos and charism of St Mary of the Cross MacKillop.</p>
Responsibilities	<p>The Vice Principal will:</p> <ul style="list-style-type: none"> – promote and foster the implementation of the College Vision and Mission Statements and Educational Goals – embed a culture based on Gospel Values and the Josephite tradition – develop, implement and maintain appropriate channels of communication between staff, parents/families, students and the local community – act as a first point of contact for the Deputy Principals in solving day to day matters related to their portfolios, – work closely with the College leadership members to ensure a collaborative and consistent team approach is maintained across various portfolios, – work collaboratively with the Principal and Leadership Team to develop strategies that guide the direction and achievement of our educational goals – support the Principal in providing a leadership model which embodies critical reflection, commitment to continual personal & professional development, and life-long learning – exhibit comprehensive knowledge and understanding of current educational practices; local, national and international educational trends; issues, policies, and directions



MacKillop College

W e r r i b e e

- facilitate the provision of external and college-based support services to meet the particular spiritual, educational, emotional, social and physical needs of staff
- work collaboratively with other leaders in the induction of new staff to the College
- support the ongoing spiritual and faith formation for the school community
- oversee relevant College compliance processes, including legislative, regulatory and statutory obligations
- provide advice, feedback and implementation support to the Principal for the achievement of the School Improvement Framework
- liaise with specified external authorities (e.g., CEM, VCAA, VRQA) as required
- interview prospective families and students seeking a place at the College as required by the Principal
- provide advice to the Principal on staff and student matters
- ensure safe, contemporary and effective learning environments within the college, where students are engaged in their learning
- oversee the College environment ensuring cleanliness of the property
- oversee the preparation and organisation of College functions
- be supportive of the co-curricular programs of the College
- demonstrate loyalty and collegiality to the Principal and Leadership Team
- develop effective college policies and procedures
- Develop, implement and evaluate a comprehensive and inclusive Senior Pathways Program
- assume overall responsibility for the investigation, planning and building of infrastructure at the College in consultation with the Principal and College Leadership team
- oversee the review of the College’s Vision and Mission Statements and Educational Goals with the Principal and Leadership Team
- oversee suggested recommendations of major internal reviews undertaken by the College
- assume overall responsibility for major events
- oversee the learning environment and College facilities
- oversee the Distance Education students
- assume overall responsibility for student transition programs
- oversee the overall organisation of the College



MacKillop College

W e r r i b e e

	<ul style="list-style-type: none"> – oversee the staffing and organisation of curricular, co-curricular and extra-curricular trips and excursions – assume overall responsibility for the organisation of Student Progress Interviews, meetings and information sessions – take responsibility for the implementation of the Emergency Management Plan and evacuations – monitor the progress and actions of the School Improvement Plan – promote innovative approaches to student learning and pathways.
<p>Innovation and Change</p>	<p>The Vice Principal will assist the Principal, in leading continuous innovation, change, and School improvement to ensure the vision, strategic plan and educational goals are realised.</p> <p>The Vice Principal is expected to:</p> <ul style="list-style-type: none"> – Clearly understand the vision for the College and embed it as part of daily practices – Develop policies, procedures, and improvement strategies – Work with College leaders to produce and implement clear, evidence-based improvement plans and policies for the development of the College and its facilities. – Develop, implement and evaluate pedagogical improvement strategies, including teacher mentoring and coaching 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. – Lead and facilitate innovation and change through teams. – Use project management to foster both efficiency and effectiveness in the achievement of School goals. – Take a strategic role in the development and implementation of new and emerging technologies to enhance and extend teaching and learning experiences – Demonstrate a personal commitment to continuous improvement using problem solving and creative thinking skills when assisting with the strategic planning process. – Promote student involvement in decision-making processes and engagement through the provision of opportunities to enhance our Catholic ethos.
<p>Other duties</p>	<p>It is not the intention of this role description to limit the scope or</p>



MacKillop College

W e r r i b e e

	<p>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>
Wellbeing and Child Safety	<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
Commitment to Catholic identity	<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.
Professional Development	<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 – fulfil the requirements of Australian Professional Standards for Teachers, as governed by Australian Institution for Teaching and School Leadership – meet professional responsibilities to teach in Victoria including adherence to the Victorian Curriculum, and VCE requirements – support a performance and development culture – use Information and Communications Technologies to enhance administration procedures
General Duties & Expectations	<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



MacKillop College

W e r r i b e e

	<ul style="list-style-type: none"> – 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
<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.)



MacKillop College

W e r r i b e e

	<ul style="list-style-type: none">– 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.
Skills and Attributes	<ul style="list-style-type: none">– proven leadership experience with demonstrated maturity in style and approach– 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– expert understanding of contemporary learning and teaching practices– proven experience with achieving high quality educational outcomes– expert understanding of effective behaviour management– experience in policy writing and implementation (preferred)– strong attention to detail– ability to manage complex tasks with minimal supervision– 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: _____