

St Mary MacKillop College Swan Hill

Deputy Principal Community and Culture





Traditional Owners

We acknowledge and pay respect to the Wemba Wemba People as the traditional custodians of the land and waterways on which St Mary MacKillop College has been built.

We also acknowledge and pay respect to the traditional owners of the lands from which our staff and students travel from each day, the Wadi Wadi, Mathi Muthi and Baraba Baraba Peoples.

Principal's Message

St Mary MacKillop College is a diverse and inclusive school providing a Catholic education to students from year 7 to 12. Our school is currently at one campus, but is at the beginning of an expansion that will see the school develop on a new site from 2027.

St Mary MacKillop College was first registered in 1988, following a journey that began in 1983, as St Mary's Primary School open its doors to Year 7 enrolments. The name MacKillop College was chosen due to the dedication of the Sisters of St Joseph of the Sacred Heart in the Parish of Swan Hill. After the Canonisation of Mary MacKillop on 17th October 2010 the school became St Mary MacKillop College.

Mary's quote "We are but travellers here" is one embraced by our community and a fine metaphor for portraying the growth that all people experience in developing their spirituality, intellect, physical and social capabilities.

Although the school is relatively young, it has an enviable reputation for providing an education which results in graduates who are well-rounded young people. Academic excellence is sought and achieved within a broad education, with multiple pathways for students to attain their goals.

The staff members at St Mary MacKillop College have a deep commitment to providing a meaningful and challenging educational experience, within a Catholic environment.

Leaders at St Mary MacKillop College value collaboration, innovation and building strong relationships. We strive to build a culture which engages the hearts and minds of every student every day.

Regards

Michelle Haeusler
Principal





St Mary MacKillop College Swan Hill

School Vision

As partners in Catholic education and open to God's presence, we pursue fullness of life for all.

School Mission

At St Mary MacKillop College we are people who affirm the dignity of every person, who act with respect and compassion, who reverence relationships, who have hearts for generosity and forgiveness.

We celebrate our Catholic identity.

We respect the unique dignity, faith and gifts of each person.

We value learning, aspiration and connectedness and we work together to create a positive future.

School Motto

The College logo depicts a cross as the symbol of the catholic faith and a dove in full flight, representing energy radiating from the spirit within each person. A circle on the logo symbolises the encircling warmth of the sun in Swan Hill. The logo carries our motto: In God Our Faith is Constant written in Italian, In Dio Fede Costante.

The Sisters of St Joseph have a number of pillars that make up their Formation for Mission Framework. The seven pillars embrace the essence of living and working with a Josephine Heart. Pillar One includes valuing Intentional Inclusivity. We have chosen this as our theme for 2024, with the quote from Father Julian Tenison Woods 'Be kind to all, be gentle to all'.

The St Mary MacKillop College community is inclusive and acknowledges that we are all made in the image and likeness of God and we are created in love. People of all faiths, genders, sexualities and cultures are therefore respected equally in our community.

This school community promotes the safety, wellbeing and inclusion of all children.





DEPUTY PRINCIPAL COMMUNITY AND CULTURE

POSITION DESCRIPTION

REPORT TO: Principal

TERM OF APPOINTMENT: 5 Years (2025 - 2029)

CLASSIFICATION: Category A Level 3, CEMEA 2022

TIME ALLOWANCE: This position holds a teaching component of no more than 0.4 FTE of the role.

The Deputy Principal Community and Culture is a senior position within the College and supports the Principal in the daily leadership and management of all aspects of the College and is a member of the College Leadership Team. This role is responsible to the Principal directly for the organisation of the College, the pastoral care of students and works with all members of the Leadership Team to ensure a common vision for the College and its effective organisation and planning.

The Deputy Principal Community and Culture will have a particular focus on matters relating to College organisation, community engagement, student pastoral care and wellbeing, and provide leadership to the Wellbeing Team, House Leaders and Homeroom Teachers.

Essential Duties and Responsibilities

Education in Faith

As a senior leader of the College, the Deputy Principal Community and Culture is responsible for actively promoting and modelling the Josephite values and Catholic ethos of the College. In leading staff, students and the community to discover and grow in their faith, they will work with the Director of Faith and Mission to provide broad opportunities for religious education and faith enrichment of students and staff.

They will:

- Be an active leader in the religious and spiritual life of the College.
- Implement and promote Catholic principles.
- Ensure that the charism of our Josephite tradition is embedded in all College celebrations and activities.

Leadership and Management

- Facilitating College planning and organisation in conjunction with the College Leadership Team and House Leaders.

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- Operate in an authentic, collaborative, professional and confidential manner.
- Assume responsibility for the overall day-to-day organisation and effective operation of the Pastoral Care Centre, ensuring appropriate measures for keeping the Principal updated and informed.
- Demonstrate a high level of skill in listening, negotiation, mediation and conflict resolution with staff, parents and students.
- Contribute effectively to the strategic thinking of the Leadership Team, particularly in relation to the identification, analysis, discussion and resolution of key issues.
- Work with the Leadership Team to be the key agent in developing and sustaining a positive environment and a high level of staff morale.
- In conjunction with the Deputy Principal Teaching and Learning, lead, oversee and motivate the performance of staff through constructive appraisal, monitoring of professional performance, capability development and mentoring.
- Support House Leaders in the exercise of their duties.
- Oversee the production and accuracy of the school calendar in all its forms.
- Produce a schedule of meetings each year in consultation with the Principal.
- Oversee the many special events such as assemblies, school photos, emergency management procedures, excursions, school trips and off-campus activities and Presentation Night.
- Take responsibility for the approval of all excursions/camps, and overseas trips, ensuring that all planning, notifications and permissions, legislative compliance and risk assessments are completed.

Staffing

- Work in collaboration with the Principal and Deputy Principal Teaching and Learning in the appointment of staff and the allocation of teaching allotments.
- Attend to the pastoral care of staff and students by providing support, encouragement, affirmation and constructive criticisms, ensuring staff meet College expectations.
- Assist the Principal with delegation of new responsibilities including POLs and succession planning.
- Promote and facilitate the professional development of teaching staff in matters related to classroom management and positive behaviours.
- Resolve staff complaints and grievances in line with the CEMEA 2033 and subsequent agreements, and school policy and practice.
- Coordinate Pre-service teachers including selection and reimbursement of supervisors.
- Oversee and support the Staff Professional Learning Coordinator with the Mentor program for New Staff.
- Maintain an up-to-date Staff Handbook.

Community

- Lead and cultivate initiatives to strengthen community engagement, ensuring that the College remains responsive and connected to the needs and aspirations of the local community.
- Nurture a cohesive community with the Leadership Team, staff, students and broader St Mary MacKillop College community.

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- In conjunction with the Child Safe Officer, show a commitment to and promote Child Safety by providing students with a Child Safe environment, complying with the St Mary MacKillop College Child Safe policy, Code of Conduct and all other procedures relating to child safety.
- Collaborate proactively with parents, guardians, alumni and local organisations to foster partnerships that enhance the students' educational experience and holistic growth.
- Advocate for and support student-led initiatives and projects that engage with and contribute positively to the community.
- Foster the engagement of parents and families in the educational life of the College.
- Attend all College functions such as Open Day, Subject Expo, Presentation Night etc.
- Planning, development and delivery of the College Pastoral Care Program in conjunction with the Director of Wellbeing and the House Leaders.
 - To work with Homeroom Teachers and House Leaders to enable students to develop positive attitudes towards learning and be responsible members of the College community and to work with all staff to create a positive learning environment.
 - Oversee the welfare and discipline of students, including student attendance, and liaise with House Leaders in assisting behaviour management procedures used by staff; offer support and advice to staff when appropriate.
 - Support the work of the House Leaders to ensure that effective Wellbeing and Learning policies, procedures and practices are in place.
 - Initiating and supporting wellbeing initiatives including the implementation of Positive Behavioural Management regarding student management, as well as SIMON Social Behaviours tracking and other wellbeing initiatives.
 - Support the Teacher Advisor Programme through active participation.
 - Oversee the safety and wellbeing of students in the College.
 - Liaise with the local Uniform suppliers, Clark's Gift Salon, regarding items of school uniform.

Teaching and Learning

- Support the Deputy Principal: Teaching and Learning
 - In the development and realisation of ongoing improvements in learning and teaching across the College.
 - To support and assist teachers in positive classroom management strategies.
 - Ensure that leadership in wellbeing and learning and teaching are aligned and directed towards the holistic growth of each student.
 - Encourage initiatives in teaching, learning and technology that effectively support the College Annual Action Plan.

Perform other duties as may be requested by the Principal.

The Deputy Principal Community and Culture is required to:

- Deputise for the Principal, in conjunction with the Deputy Principal Teaching and Learning, when required, sharing the responsibility for the College during that time.
- Oversee the day-to-day operation of the College, including Daily Organisation and liaise with the Deputy Principal Teaching and Learning to ensure efficient organisation and supervision of school events, assemblies, functions and excursions/camps.

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- Meet with the College Captains once per timetable cycle.
- Meet with the Student Forum twice per term.
- Oversee student responsibility for and involvement in the care of the College's environment and the management of litter.
- Draw up schedules for Formal College Assemblies and Pastoral Care Sessions.
- Organising format and content of College assemblies.
- Arrange a staff roster for detention supervision.
- Communicate with the school community on matters of importance and interest by such means as Newsletter, Facebook, Instagram and College Website.

Demonstrated Skills and Qualifications

- A demonstrated commitment to working in a Catholic Education environment.
- A demonstrated pastoral approach towards student and staff relationships.
- An ability to work positively in the College team environment including building effective working relationships with other members of the College community.
- A demonstrated ability to communicate effectively verbally and in writing. This includes sound public relations skills, an ability to conduct interviews, and the capacity to deal effectively with conflict.
- Strong work-related character traits including honesty, humility, sensitivity and selflessness.
- Natural leadership skills including innovation and leading by example.
- Ability to adapt to change and the ability to work within a changing educational and work environment.
- The ability to manage staff in a professional way through effective performance management processes.
- Be accredited or working towards accreditation to teach in a Catholic school.
- Be accredited or working towards accreditation to Teach Religious Education or Lead in a Catholic School.
- Post Graduate qualifications (Masters Level – or working towards).

Committee/Team Membership

- Member of the College Leadership Team, alternate Chair in the absence of the Principal
- Chair of the Organisational Team
- Chair of the House Leaders Team
- Member of the Professional Development Committee
- Member of the College Finance Committee
- Member of the College School Advisory Council
- Attend PSG meetings as required.
- Other committees/teams as directed by the Principal

As the College moves towards a two-campus school, the Deputy Principal Community and Culture is expected to demonstrate leadership across both campuses with at least one day per week spent at the new campus (name to be confirmed).

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Pastoral Care and Child Safety

- Provide students with a child-safe environment.
- Is familiar with and complies with the St Mary MacKillop College Child Safe Policy, Code of Conduct and other policies and procedures relating to child safety.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner which reflects College values.
- Implements strategies which promote a healthy and positive learning environment.

Health and Safety

All staff are expected to:

1. Adhere to, and implement, safe work practices and procedures in accordance with the St Mary MacKillop College policies.
2. Work safely and report any hazards in accordance with school procedures.
3. Monitor and take full care of the health and safety of others.
4. Participate when required in the resolution of safety issues.

Terms and Conditions of Appointment

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in the events and activities as a senior representative of St Mary MacKillop College.

The position description is a guide only and not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the College.

The Deputy Principal Community and Culture will be appointed for a period of 5 years with a formative review conducted in the third year (2027) and summative review in the fifth year (2029). Subject to a satisfactory performance review in year five, a further contract of up to five years will be offered.