

# St Mary MacKillop College Swan Hill

## Head of Campus





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## **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.





## POSITION DESCRIPTION: HEAD OF CAMPUS

<b><u>REPORT TO:</u></b>	Principal
<b><u>TENURE:</u></b>	5 Years (2026 - 2030)
<b><u>POL LEVEL:</u></b>	POL 4 (2026) to Deputy Principal Category B (2027 - 2030)
<b><u>TIME ALLOWANCE:</u></b>	16 hours per cycle (2026) to 22 hours per cycle (2027 - 2030)

The Head of Campus is appointed by the Principal and is responsible for promoting, developing, and upholding the vision, charism, and Catholic traditions across all aspects of College life. The Head of Campus will demonstrate exceptional educational practice and leadership, with a strong commitment to student learning and wellbeing. They will serve as a role model in implementing innovative pedagogies and curriculum development, inspiring and guiding staff and students alike.

As a member of the College Leadership Team, the Head of Campus will play a key role in leading change, fostering innovation, and ensuring excellence in educational practices. They will work in collaboration with and under the direction of the Principal and Deputy Principals.

The Head of Campus oversees the daily management of the campus, coordinating programs and activities to promote efficient and harmonious operations.

The primary responsibilities include supporting the wellbeing of students and staff by fostering a caring and orderly learning environment. The Head of Campus will work proactively with teachers to develop and maintain a positive school climate.

St Mary MacKillop College is nearing the completion of Stage One of its Master Plan, which involves relocating the school to a new site. The initial stage will include the construction of a Science and Technology building accommodating Year 9 students.

Due to the phased development of the new campus, the Head of Campus role will be implemented progressively:

- 2026: The focus will be on managing the transition of staff, students, and families to the new campus through consultation, collaboration, and clear communication.
- 2027: In the first year of operation on the new site, the Head of Campus will serve as a key communication link and advisor within the College. They will oversee campus management and facilitate smooth transitions between campuses.
- 2028–2030: During this period, the school aims to complete the second stage of the Master Plan, accommodating all Year 7 to 9 students on the new campus. The Head of Campus will undergo a review in 2028, and the position description will be updated as necessary.

**The role of the Head of Campus is to:**

- Support the Principal in the preparation and onboarding of staff and students for the new campus.
- Lead the campus in fostering academic excellence and student wellbeing.
- Develop and lead a team of professionals dedicated to enhancing learning opportunities and promoting student leadership.
- Collaborate with the College Leadership Team and other key stakeholders to plan and implement campus-based initiatives aligned with the strategic outcomes, goals, and objectives. Ensure thorough planning and documentation to facilitate realistic resource allocation, strategy execution, and performance measurement.
- Oversee the effective implementation and communication of Child Safe policies and procedures to students, families, staff, and volunteers.
- Serve as the primary point of contact for staff and community members regarding child protection concerns.
- Act as a liaison for student-related issues, engaging in discussions and coordinating parent/guardian meetings as necessary.
- Monitor aspects related to students' academic performance, social development, spiritual growth, and physical wellbeing.
- Under the guidance of the Teaching and Learning Leader: Learning Diversity, ensure the accurate collection and management of NCCD data.
- Support the implementation of policies about attendance, behavior management, academic performance, and at-risk students.
- Supervise and follow up on:
  - Proper uniform compliance
  - Punctuality and attendance
  - Student movement throughout the campus
  - Orientation of new students to the campus
- Keep staff informed of relevant updates and important matters.
- Collaborate with the Learning Diversity and Teaching and Learning teams on data analysis, assessment, and reporting processes.
- Organise and facilitate assemblies as required.
- Ensure each homeroom maintains appropriate levels of cleanliness and tidiness.

**Pastoral Care and Child Safety**

- Provide students with a child safe environment
- Be familiar with and comply with DOBCEL and St Mary MacKillop College's child safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Implement the College behaviour support processes (Restorative Practices) that support diverse behaviour support needs and intervention strategies for students.
- Demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing.
- Proactively monitor and support student wellbeing.
- Exercise pastoral care in a manner that reflects our College's mission and values.
- Implement strategies that promote a healthy and positive learning environment.
- Share in the responsibility of ensuring the presentation of all students meets the College's expectations.

### **Professional development and responsibilities**

- Adhere to all College policies and procedures.
- Maintain currency of mandatory reporting, asthma and anaphylaxis training.
- Be an accredited member of VIT and fulfill their obligations to maintain membership.
- Fulfil the requirements of Australian Professional Standards for Teachers (AITSL).
- Meet professional responsibilities to teach in Victoria, including adherence to the Victorian Curriculum, VCE and/or VCE VM and VPC requirements.
- Support a performance and development culture.
- Use Information and Communication Technologies to enhance administration procedures
- Develop a culture of learning where campus staff are encouraged to engage in professional discussion and planning regarding projects for further improvement, encouraging problem solving and innovation, and effective research and evidence-based strategies to organisational change management.

### **General and Administrative Duties and Expectations**

- Model a professional approach for all staff, including conduct, professional dress and in dealing with all members of the school community.
- Demonstrate professional and collegiate relationships with colleagues.
- Be available as needed for consultation with other staff and families in addition to class and scheduled meeting times.
- 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 functions, events, camps, sporting events, excursions etc.
- Be respectful of the spiritual and social values of the College.
- Develop, implement and evaluate policy as it relates to their area of responsibility.
- Participate in duty supervision as rostered and other supervision duties when required.
- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures.
- Ensure the safety of our community by attending to OHS issues in an appropriate and timely manner.
- Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries.
- Other duties as directed by the Principal.

### **Skills and Attributes**

- Demonstrated Leadership experience.
- Ability to work as part of a team.
- Excellent interpersonal and communication skills.
- Ability to deal with conflict in proactive and supportive ways.
- Excellent oral and written communication skills, including the ability to communicate with students, families and the school community.
- Proven communication skills demonstrating the ability to listen to the needs of others and seek out a clear plan forward.
- Experience and proven record in effective learning and teaching skills.

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- Ability to demonstrate an understanding of appropriate behaviours when engaging with students.
- An advocate for the needs of students, families and staff, ensuring that the best possible outcomes are sought for all members of the College community.
- Ability to manage complex tasks with minimal supervision.
- Ability to develop and maintain excellent working relationships with key stakeholders.
- Capacity to work to tight timelines.
- Proven capacity to work independently.
- Demonstrated organisational skills including being well-prepared, having a strong attention to detail and forward-thinking.
- Proven time-management skills.
- Ability to earn the trust of staff and peers through honesty, open communication, fairness, predictability and the ability to admit mistakes and take responsibility for them.
- Exhibited self-motivation.
- Ability and willingness to accept policy directives.

### **Membership**

- Leadership Team
- House Leader Team
- Campus Staff Team (Chair)
- Teaching and Learning Team

### **Child Safety**

Consistent with our mission as a Catholic school, the St Mary MacKillop College community is committed to a culture of child safety and a zero tolerance for child abuse. All staff are expected to uphold the primacy of safety and wellbeing of our students.

All staff must:

- Adhere to Child Safety legislation and College requirements.
- Provide students with a child-safe environment in which inherent dignity of children and young people is respected and nurtured.
- Be familiar with and comply with the DOBCEL and St Mary MacKillop College Child Safe Code of Conduct and Child Safety policies and any other policies or procedures relating to child safety.
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

### **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.