

# Kolbe Catholic College

## Role Description

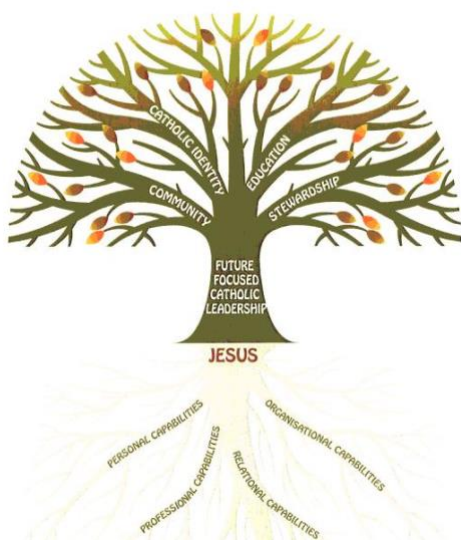
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<b>Position:</b>	Vice Principal
<b>Area/Department:</b>	Executive Team
<b>Responsible To:</b>	The Principal
<b>Review Date:</b>	2026

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### LEADERSHIP IN A CATHOLIC SCHOOL



*Jesus is the soil in which the tree is planted. He is the source of nutrients. The four capabilities in which Catholic leadership is expressed – the personal, professional, relational and organisational capabilities of school leaders, are the roots which anchor the tree and the means by which nutrients are drawn from the soil. These roots ultimately determine the degree to which the tree – its trunk, branches and leaves, survive and flourish.*

*The trunk, or structural support system, circulates the religious dimension that makes the Catholic school distinctive. As is the case with any effective support system, it must be strong and possess the capacity to consider the future at all times – bending but not breaking. The branches represent the four domains through which leadership is exercised – **Catholic Identity, Education, Stewardship and Community.***

Within this context of leading in a Catholic school, the Vice Principal as a member of the College Executive, works alongside the Principal to ensure the strategic and effective functioning of the school community. They play a significant role in staff development, and they oversee the teaching and learning and pedagogical practices of the College.

From a whole school perspective, they provide support to the Principal and the Executive Team to bring the College Vision and Mission to life. As a senior leader, the Vice Principal - should be an excellent communicator who promotes collegiality and harmony amongst all members of staff. They must lead with humility, display integrity, and have the desire to journey on the pathway of continuous improvement.

The College Executive Team is made up of the Principal, Vice Principal, two Deputy Principals (Year 7/9/11 and 8/10/12), Assistant Deputy Principal (Campus Administration) and the Business Manager.

# STATEMENT OF DUTIES SPECIFIC TO THE ROLE

## 1. Catholic Identity

*To provide an environment that nurtures a relationship with Jesus.*

- Proclaim the Gospel teaching of the value and dignity of each person in relationships with students, parents and staff.
- Participate actively in the life of the Catholic Church.
- Actively support and promote the objectives and ethos of Catholic education as articulated in the Bishops of WA Mandate of Catholic Schools and the Vision and Mission of the College.
- Provide personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic community.
- Actively contribute to the religious life of the College and the spiritual development of students.
- Attend Kolbe Parish Hub Meetings.
- Participate actively in the sacramental liturgical and prayer life of the College.
- Participate in staff faith formation activities.
- Fulfil personal Accreditation requirements.
- Work closely with the Ministry Team in promoting the Catholic identity of the College.

## 2. Education

*To facilitate learning through an innovative, authentic and engaging environment.*

- Promote Religious Education as the first Learning Area.
- Promote the integration of a Catholic values perspective across all areas of the curriculum.
- Lead and facilitate innovation and change that reflects the College's Vision and Mission through the Teaching and Learning, and Curriculum Teams.
- Foster a nurturing and stimulating educational environment, which is learner-centred, academically challenging and inclusive.
- Develop, implement and evaluate pedagogical improvement strategies, including teacher coaching and review programs, which maximise the opportunities for the engagement and challenge of students, whilst maximising possible achievement.
- Lead the Teaching and Learning Team to support the College focus on contemporary pedagogies, keeping abreast of educational and theory practices.
- Work closely with the appropriate College Extended Leadership Team members to encourage and mentor staff in implementing innovative, engaging and rigorous pedagogical practices.
- Work with other members of the Teaching and Learning Team to enhance teacher quality through the development of effective feedback practices.
- Foster quality learning environments which engage students in learning.
- Lead and facilitate measures to achieve best practice in relation to assessment and reporting.
- Work with the Teaching and Learning Team on pedagogical design.
- Work with the College deputies in investigating and implementing a range of course offerings.
- Work closely with the designated members of the College Extended Leadership Team to identify and use data to develop methods for school improvement and to cultivate opportunities for high achievement.
- Lead the Head of Learning Excellence and Engagement in ensuring students are engaged and challenged.

### **3. Stewardship**

*To provide structures, resources and facilities that enable a highly effective learning environment.*

- Chair the College's Curriculum Team meetings and planning days.
- Oversee the development of the College timetable.
- Ensure appropriate resources are made available for the operation and implementation of the timetable.
- Play a key role in the teaching and non-teaching recruitment process at the College.
- Develop and implement procedures to foster positive, safe and well-managed environments that convey a sense of purpose and foster student engagement.
- Work closely with the designated members of the College Extended Leadership Team in overseeing the day-to-day management of the College in terms of daily organisation.
- Work with curriculum leaders in the development, implementation and review of processes for staff professional learning and performance review.
- Establish procedures within the learning areas to ensure regular and effective communication with families.
- Work with designated staff in ensuring appropriate care of learning environments and College resources.
- Work in collaboration to develop and ensure the implementation of school improvement processes and strategic plans.
- Play a leadership role in the planning, procedure making and decision making of the College.
- Mentor leaders and other staff members as required.
- Work closely with the Head of Digital Learning in ensuring the effective employment and use of digital resources.
- Leads the Apple Distinguished School Application as and when required.
- Carry out other duties as required by the Principal.

### **4. Community**

*To promote and create an inclusive community which enables all to share their gifts and talents.*

- In the absence of the College Principal, the Vice Principal will undertake the role of Acting Principal.
- Foster high quality relationships with students and ensure that each student is treated as a whole person with individual needs.
- Foster a sense of community and strong relationships across students and staff.
- Contribute to the atmosphere of warmth and welcome in the College.
- Build a sharing organisational culture that focuses energies and talents on achieving high quality outcomes for students.
- In collaboration with the Teaching and Learning Team, develop effective processes for the induction of new staff.
- Be willing to share time, energy and talents in support of the ongoing life of the College and local Parish community.
- Develop a sense of community within learning areas based on trust and collaboration. Encourage the establishment of a safe, purposeful classroom environment where a similar sense of community prevails.
- Develop a culture of collaboration and sharing that focuses energies and talents on achieving high quality outcomes for all students.

## **SELECTION CRITERIA**

Persons appointed to the position of Vice Principal shall:

- Be an exemplary educator, with experience working on an Executive Team in a secondary/composite school context.
- Demonstrate the proven ability to build capacity in others.
- Display a contemporary understanding of innovative pedagogy.
- Model excellent interpersonal, negotiation and conflict resolution skills.
- Have demonstrated the ability to led whole school improvement initiatives resulting in positive outcomes.
- Have experience in the effective construction of a whole school timetable.
- Be an active member of the Catholic Church.
- Have Accreditation for Leadership in Catholic Schools.

## **POSITION DETAILS**

The successful applicant will:

- Undertake a 0.2 teaching load.
- Be given an 10-year contract, subject to successful reviews in the 3rd and 7th year. At the conclusion of the 10th year, the position will be advertised and the incumbent is welcome to re-apply. If the incumbent is unsuccessful in being re-appointed they are guaranteed a full-time ongoing teaching role.
- Be directly responsible to the College Principal.