

# Vice Principal

John XXIII College is a Catholic co-educational school of 1550 students resulting from the amalgamation of Loreto and St Louis in 1977.

The College moved to its current beautiful location in 1986. We are governed by a College Council and have an important System Agreement with Catholic Education Western Australia.

As a Pre-K to 12 School, the College maintains close Ignatian connections with Loreto and Jesuit schools throughout Australia. Our Mission is at the core of John XXIII College. The Mission expresses our Catholicity and our strong spiritual, historical and ongoing links with Loreto and Jesuit communities.

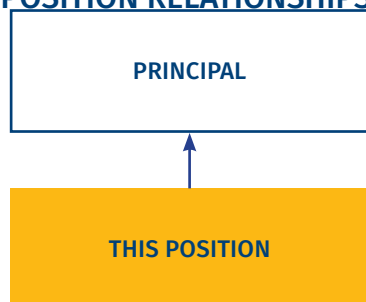
## MISSION STATEMENT

Inspired by the Gospels, and in the spirit of John XXIII, Mary Ward and Ignatius Loyola we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

## POSITION IDENTIFICATION

SECTION	Teaching
POSITION	Vice Principal

## POSITION RELATIONSHIPS



## Key Working Relationships

<ul style="list-style-type: none"><li>• Principal</li><li>• Head of Primary</li><li>• Deputy Principal – Teaching &amp; Learning</li><li>• Business Manager</li><li>• Director of Innovation and Inquiry</li><li>• Director of Teacher Professional Growth</li></ul>	<ul style="list-style-type: none"><li>• Director of Faith and Mission</li><li>• Assistant Deputy Principals</li><li>• House Coordinators</li><li>• Subject Teachers (Secondary) and Classroom Teachers (Primary)</li><li>• College Psychologists &amp; College Nurse</li><li>• Liturgist</li></ul>
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ROLE DESCRIPTION



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# Vice Principal

## POSITION OBJECTIVES

The role of Vice Principal is a very senior leadership position within the structure of John XXIII College. The reporting responsibility is directly to the Principal, and the role assists the Principal in the spiritual, academic, pastoral and administrative domains of Leadership. The Vice Principal leads and manages the Secondary School, and by maintaining a close working relationship with the Head of Primary ensures the pre K-12 nature of the College is strengthened.

As a leader in a Catholic School, the Vice Principal/Head of Secondary is committed to a Christ-centred and child-focussed community of learning environments, inspiring all to actively live the Gospel.

Quality Catholic Education in Western Australia focuses on improvement across four Pillars:

- Catholic Identity
- Education
- Community
- Stewardship

## PRINCIPAL RESPONSIBILITIES

### LEADERSHIP

- Deputises for the Principal
  - By formal delegation accepts responsibility for the College in the extended absence of the Principal
  - By informal delegation represents the Principal at functions, associations and networks
  - Assumed delegated authority when dealing with staff, students and parents
- Shared responsibilities with Pre K-12 College Leadership Team
  - Promotion of the Catholic and Ignatian Ethos of the College
  - The implementation of the Pre K-12 College Strategic Plan
  - The care, wellbeing and safety of individual students and staff of the College, including the implementation of the CEWA Keeping Safe Child Protection

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## Framework

- Exercises leadership by
  - Co-ordinating the Secondary Leadership Team
  - Co-ordinating the work of the House Coordinators
  - Collaborating with the Head of Primary
  - Organising major College Events K-12
  - Working with the Student Representative Council on initiatives and assists in their formation
  - Liaising with the Parents Association and the associated groups
  - Participating in the Staff Wellbeing Team
  - Participating in a Committee of the College Council

## SELECTION CRITERIA

### Catholic Identity

Collaborates with the Director of Faith and Mission and College Liturgist in all aspects of the spiritual and religious dimensions of the College (ethos, liturgy, prayer, retreats, reflection days, staff faith development, staff conference and promotion of Christian values).

- Promotes the charisms of the College

### Education

Oversee the educational and pastoral leadership of the Secondary School.

- Cooperates with the Deputy Principal Teaching and Learning and the Dean of Administration regarding the analysis of College achievement data
- Partners with Secondary Leadership Team and House Coordinators on the development and implementation of Year, House and Homeroom well-being programs
- Plans and facilitates all Secondary Staff Meetings and K-12 Meetings
- Guides the Secondary Leadership Team with the preparation of College publications and well-being programs

- **Community**

Leads and manages all whole school events including John XXIII Day, Presentation Evening, Founders' Time, Assemblies, Masses Oversees new student and staff

- induction programs

Liaises with the Parent Association and its 'Inspire' arm to bring a program of

- community engagement to student learning and welfare
- Consults with the Principal on matters leading to student disciplinary matters

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Liaises with appropriate external agencies/personnel

## Stewardship

- Facilitates the preparation of the College Calendar Manages the maintenance and review of College policies and procedures
- Exercises mentorship and coaching for existing and aspiring school leaders
- Manages secondary staff leave requests
- Oversees the construction of the Secondary Timetable with the Deputy Principal Teaching and Learning and the Dean of Administration.
- Collaborates with the Principal, Head of Primary, Deputy Principal Teaching and Learning and Heads of Learning area in the appointment of staff
- Actively engages with various professional organisations
- Plans and maintains the Homeroom and House staff of the Secondary School.
- Other duties as requires by the Principal

## EXPERIENCE AND SKILLS PROFILE

- Participation in the active life of the Catholic Church
- Exemplary educational leadership skills and experience
- Working knowledge of contemporary leadership principles and practices
- Excellent communication and interpersonal skills including team building, coaching and mentoring
- High level facilitation, mediation and grievance management skills
- Demonstrated ability to work independently and as a part of the College, Secondary and Primary Leadership Teams
- Demonstrated ability to be a proactive and collaborative team leader
- Minimum four year tertiary education degree and working towards the completion of a Master qualification
- CEWA Accreditation for Leadership
- Eligibility for registration as a teacher in Western Australia.
- A highly competent level of I.T. skills

## CONDITIONS

- Remuneration and Allowance which reflect the senior nature of the appointment
- Permanent Appointment to Staff
- 8 Year Tenure in the leadership position

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## APPLICATION PROCESS

Please submit your application via our [website](http://www.johnxxiii.edu.au/view/employment-opportunities/employment-opportunities)  
[www.johnxxiii.edu.au/view/employment-opportunities/employment-opportunities](http://www.johnxxiii.edu.au/view/employment-opportunities/employment-opportunities)  
and include:

- A covering letter outlining your interest in the position
- Your Resume
- A statement addressing the Catholic Identity, Education, Community and Stewardship selection criteria

Confidential enquiries to the Principal, Mr Robert Henderson

Closing date is Friday 24 June 2022 at 3pm.

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