

Mater Christi College

It is with great excitement that we offer this significant senior leadership opportunity to an enthusiastic and experienced educator.

The **Deputy Principal - Learning** is a new position for 2022 and the successful applicant will work as part of a team of committed educators who are focussed on achieving excellence in all-girls education.

Mater Christi College has a tradition of innovation and taking a different path, so we are looking for an evidence-based practitioner with a creative streak, who is relational and prepared to explore the Benedictine way of being and doing.

This is a great time to join our community as we embark on a new School Improvement Plan with the support of Melbourne Archdiocese Catholic Schools. We have the support of a highly professional Board, passionate staff, stable enrolment and exciting plans for the future.

This document contains general information about the College, its history, ethos and governance as well as a detailed role description and application guidelines.

Should you have any questions regarding the application process or the College, please contact Cherine Kenna, Executive Assistant to the Principal, by email: kenna_c@materchristi.edu.au or phone: 9757 0822.

Ms. Maria Haggett
Educator, Principal



Our Story

When Mother Mary Olivera, Superior General of the Good Samaritan Order of the Catholic Church declared in 1962, “Let’s build a boarding school on top of the hill in Belgrave,” it’s unlikely she could have foreseen the growth and innovation that would contribute to the contemporary and vibrant all-girls school that exists on the original site today. But what she would recognise as unmistakable is the compassion that has been at the heart of this learning community for over 50 years.

Her dream became a reality in 1964, when 62 girls trundled up the hill for their first day at Mater Christi College. And so began the school’s connection with the local community that has endured over 50 years. Today, Mater Christi College is a vibrant, inclusive and warm community where girls feel safe, build friendships and become intelligent and reflective learners.

We take great care in the stewardship of our Good Samaritan heritage which empowers a learning community, with a constant theme of professionals committed to the education of girls to “become informed, creative and compassionate”.

While the physical presence of the Sisters may not be as apparent as it once was, the heart of our school can be traced back to these courageous and determined women of faith. Our staff and students are committed to the Philosophy of *Good Samaritan Education*, inspired by Benedictine values of hospitality, stewardship, community and humility.



Mission Statement

Mater Christi College is a Catholic girls' secondary school, which takes its direction from the person and message of Christ as proclaimed in the gospels.

In a caring atmosphere of Christian love and understanding, which encourages excellence in all things, the College provides educational

programs relevant to the individual needs of its students.

The College respects the traditions and spirit of its founders, the Sisters of the Good Samaritan, and strives to be organisationally and educationally innovative to meet the challenge of a rapidly changing society.

Through balanced growth of the whole person, Mater Christi aims to develop informed and compassionate women of faith who will take part freely and creatively in the affairs of society.



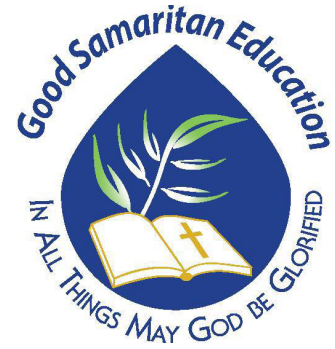
Mater Christi College is a contemporary Catholic Secondary School which inspires girls to be informed, compassionate and creative learners, leaders and advocates...
“to be grounded, hope-filled young people.”

*Good Samaritan Education
Philosophy of Education*

Benedictine Values

Mater Christi community is based on values which St. Benedict drew from the Gospels. Love of God and Neighbour is at the heart of a Benedictine community.

The rest of the values: community, humility, peace and justice, hospitality, and stewardship help us to live well together, look after one another and our environment.



College Motto

Informed

Compassionate

Creative

At Mater Christi College our student-centred culture encourages and celebrates the 'can-do' energy of girls; delivering excellence in all-girls education.

College Logo

The doves in flight portray the concept of growth and movement through education. The doves represented in formation relate to the community striving together. The arrow acts as a horizon and indicates direction and purpose. The circle acts as the common ground for all the elements, interactive, supportive and indicative of the workings of a Catholic school.



Governance

Mater Christi College is a public company limited by guarantee. It is governed according to the Constitution of Good Samaritan Education.

The Directors, appointed by the Members of the Company in accordance with the Constitution, form the College Board which provides the governance of the College and sets the strategic direction. All operational matters and internal administration are delegated to the Principal as Chief Executive Officer.

The Members of the Company and College Board comprise:

Members of the Company

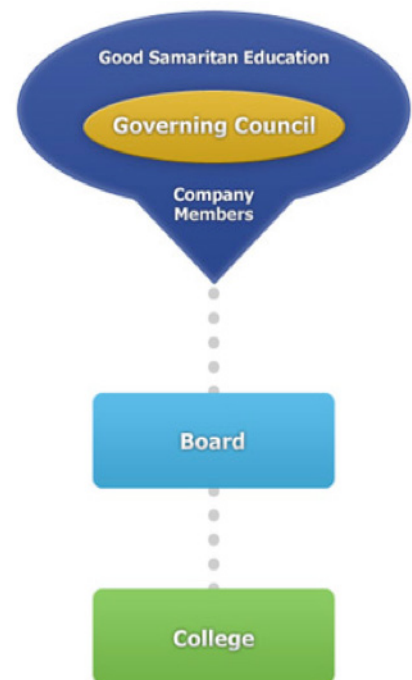
Rosalie Jones, Chair
Leonie Keaney
Gaynor Robson-Garth
Veronica Hoey sgs
Eileen O'Leary

Board Directors

Paul Kremer, Chair
Mary Close, Deputy Chair
Philip King
Chris Cartwright
Amy Whitehead
Fiona Bygraves
Trudi Bons

Good Samaritan Education Governance Structure

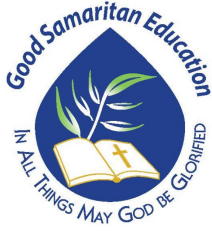
Detailed information regarding the Mission & Values, Governance, History, People and Programs of *Good Samaritan Education* can be found on their website at: goodsameducation.org.au



Strategic Plan and Improvement

Mater Christi College is engaged in a School improvement review during 2021 with Melbourne Archdiocese Catholic Schools.

We will use this robust and well supported process to guide our strategic thinking. We look forward to sharing our School Improvement Plan for 2022 - 2024 with the community.



Application Process

Deputy Principal - Learning

All documents should be sent in PDF form to the Principal's Executive Assistant on kenna_c@materchristi.edu.au

Applicants for the position **Deputy Principal – Learning** are required to:

1. Provide an up-to-date Curriculum Vitae.
2. Provide the names and contact details of three professional referees.
3. Write a cover letter addressed to the Principal, Ms. Maria Haggett (no more than one page).
4. In a separate document, briefly address each criterion below (no more than 500 words in total).

Key selection criteria

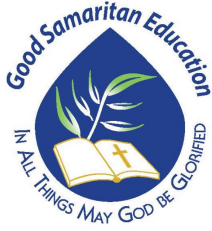
- Have a strong commitment to Catholic Education and be willing to develop or continue to develop an understanding of the particularity of the Good Samaritan Benedictine charism.
- Possess highly developed interpersonal and communication skills and a record of collaboration, teamwork and positive working relationships.
- Be engaged with contemporary educational research and be able to translate this to a particular context.
- Have a demonstrated capacity to lead learning focussed improvement initiatives and manage change in a school setting.
- Be committed to professional engagement and improvement in leadership and professional practice.

Applicants should note the following requirements:

- Current teaching qualifications and Victorian Institute of Teaching (VIT) registration.
- Accreditation to teach in a Catholic school.
- Accreditation to Teach Religious Education (or be working towards such accreditation).
- Relevant post-graduate studies (or working towards such qualifications).
- Demonstrated experience in using a range of digital platforms for teaching and learning, and the ability to adapt to such platforms.

This is initially a three-year appointment at **Category B** with a further two years upon the completion of a successful appraisal.

Applicants who are shortlisted will be notified by **Monday June 14**. Interviews will take place on **Monday June 21**.



Role Description

Deputy Principal - Learning

Mater Christi College, Belgrave is a Catholic School for girls established by the Sisters of the Good Samaritan of the order of St Benedict in 1963. The College is governed by an incorporated board under the auspices of Good Samaritan Education (GSE). Mater Christi is a proud leader in educational innovation and strives to educate young women to be Informed, Compassionate and Creative. This role description is written in light of the Mission and Vision statements of the College and the associated School Improvement goals set each year.

Position Overview

The **Deputy Principal - Learning** is an important leadership position within the College and supports the Principal and College Board to enact the Mission and Vision of the College.

As a member of the College Executive Team, the **Deputy Principal - Learning** will contribute to shaping the strategic directions of the College to drive improvement in staff and student learning. Collaboration and commitment to teamwork is important in ensuring improvement occurs.

The **Deputy Principal - Learning** at Mater Christi College is required to demonstrate understanding of and commitment to the College Mission and Vision, the strategic direction set by the Board and the School Improvement Plan.

Commitment to Mission

All staff in a Good Samaritan School have an indispensable role to play in furthering the mission of GSE and of the Church as a whole. It is expected of all employed at Mater Christi College that they:

- Familiarise themselves with and accept the Good Samaritan Educational Philosophy of the school within the wider context of Catholic Education.
- Develop and maintain a sound understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- Exercise leadership within and outside the College that is a positive representation of the values of Good Samaritan Education.
- Comply with the accreditation policy of the CECV to teach in a Catholic School.

Mater Christi College is a Child Safe School

Mater Christi College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our students and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and members of the community. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Attributes and Competencies

The Deputy Principal - Learning is expected to exhibit the following qualities and competencies:

- Show a lively and practical support of the Catholic, Good Samaritan and Benedictine nature of the College.
- Have a firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Have a clear focus on student learning and wellbeing in and beyond the classroom.
- Actively support and demonstrate loyalty to the leadership of the College and show practical understanding of the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- Demonstrate a high level of ability to articulate educational issues and perspectives in communication with colleagues and others, particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- Display initiative, exercise creativity and adaptability; be able to work autonomously and as part of a team.

Key accountabilities and specific duties

1. Leadership for Learning

- 1.1. Has overall responsibility for the documentation, implementation and review of curriculum, pedagogy, assessment and reporting.
- 1.2. Has overall responsibility for ensuring that learning programs (Middle Years Program of the IB, VET, VCE/VCAL (and from 2023/24, the equivalent senior school certificate) meet relevant state and sector requirements.
- 1.3. Shares responsibility with the Principal for ensuring the Learning and Teaching and Leadership and Management Spheres in the School Improvement Plan and associated Annual Action Plans are fully understood and implemented.
- 1.4. Shares, with the Principal and the Deputy Principal – Staff and Students overall responsibility for Nationally Consistent Collection of Data (NCCD) processes.
- 1.5. Has overall responsibility for subject selection processes and policies, including clear and timely communication to the College community.
- 1.6. Assists the Learning Diversity Leader and Learning Leaders to develop teacher capacity in understanding and implementing the Disability Standards for Education.
- 1.7. Develops key partnerships with sector leaders and external bodies to ensure that Mater Christi College is at the forefront of innovation and improvement.
- 1.8. Leads the continued development of data literacy in the College.
- 1.9. Collaborates with the Deputy Principal - Staff and Students in the implementation and management of student programs.
- 1.10. Collaborates with the Deputy Principal - Staff and Students in the development of professional learning programs, the appraisal of POL direct reports, the allocation of teaching loads and construction of the yearly timetable and staff matters as required.
- 1.11. Collaborates with the Mission Identity Leader to ensure that student programs reflect the Catholic and Benedictine Good Samaritan identity of the College.
- 1.12. Reviews and develops relevant policies and assists in their implementation.

Key accountabilities and specific duties

1.13. Manages expenditure and allocation of resources relevant to teaching and learning.

1.14. Deputises for the Principal as required.

2. Chairs the following teams

2.1. Teaching and Learning Executive

2.2. Learning Leaders Team

2.3. Data Team

2.4. NCCD Team (Co chair)

3. Is a member of the following teams

3.1. College Executive

3.2. Principal Executive

3.3. College Operations

4. Direct Reports¹

4.1. Learning Technologies and Data Leader

4.2. Professional Learning and Pedagogy Leader

4.3. VCE Leader

4.4. MYP Leader

4.5. Learning Leaders

4.6. Learning Diversity Leader

5. Professional Growth and Appraisal

5.1. A formative appraisal will be conducted during the tenure of this role.

6. Policies, professional standards and legislative requirements

6.1. Inspired by the Rule of St Benedict and guided by College policies, uphold professional standards and legislative requirements as expected of all staff.

6.2. Be guided by the Australian Professional Standards for Teachers (APST), the VIT Code of Conduct and the AITSL Leadership profiles

7. Commitment to Child Safety

7.1. All teachers, include those with positions of leadership should demonstrate an ongoing understanding of child safety requirements, including understanding appropriate behaviours when engaging with young people in and beyond the classroom. This commitment should extend beyond the legal obligations relating to child safety (such as mandatory reporting, Ministerial Order 870) and include pastoral care of the whole person.

8. Other duties as directed by the Principal

¹ Please note that these are proposed roles for a revised POL structure in 2022.