



admin@stmarcellin.wa.edu.au
120 Eleanor Drive, Madora Bay WA 6210

St Marcellin
CATHOLIC COLLEGE

Applicant Information

Assistant Principal

STRONG MINDS | GENTLE HEARTS





Our Story

St Marcellin Catholic College is a Foundation K-12 community, located in the beautiful coastal town of Madora Bay, Western Australia.

St Marcellin Catholic College will commence its build this year, ready to welcome Pre-Kindergarten to Year 2 students in 2025.

Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus Christ known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds. This community will seek to grow young people with strong minds and gentle hearts; faithful and compassionate citizens always seeking to do good in the world.

The Marist Story

Inspired by St Marcellin Champagnat and his desire for all children to be known and loved, we place our core College values in Humility, Compassion and Hope.

The Marist story began in France 200 years ago when a priest, Marcellin Champagnat, began a teaching order of brothers called Little Brothers of Mary.

The Marist story is a Christian story with Jesus and Mary at its very centre. In Marist schools, as Christ-centred communities, we strive to model and share the Gospel values with our young people. Our College will have community at its heart.

You would be invited to share in a community that knows that positive and meaningful relationships are everything. Our story is about caring for each other, fostering positive relationships and welcoming everyone.

“To teach children one must love them and love them all equally.”

As people who walk in the footsteps of St Marcellin, we follow his way of helping young people, whatever their faith tradition and wherever they are on the journey, to grow to become people of hope and personal integrity, with a deep sense of social responsibility to transform the world around them.



Vision for learning STRONG MINDS

- ✓ A lively place of learning
- ✓ Educators who strive to build relationships, challenge and support
- ✓ Curiosity and connection are celebrated
- ✓ We are invited to learn within and beyond our classroom walls
- ✓ We explore, we research, we innovate, we are global citizens
- ✓ Our spaces invite inventive play
- ✓ Learning is data rich and data informed
- ✓ Celebration of growth is prioritised
- ✓ We strive for excellence
- ✓ Challenge and support of needs – we never give up!
- ✓ Energetic, collaborative, joyful but calm, predictable and secure
- ✓ Voracious self-directed learners who see problems as puzzles
- ✓ We try our best and demonstrate a growth mindset
- ✓ We prioritise student agency
- ✓ We encourage our passions to prosper
- ✓ We aim to nurture a lifelong love of learning



Pastoral vision GENTLE HEARTS

- ✓ Christ-centred and child-focused
- ✓ Known and loved
- ✓ Positive relationships with our families as the first educators
- ✓ Built on strong and intentional relationships
- ✓ Values based – humility, hope, compassion
- ✓ Children feel loved, safe and valued with a deep sense of belonging to our community
- ✓ Empowering
- ✓ Respectful and restorative – correction is just, kind and forgiving
- ✓ Explicitly taught communication skills, problem-solving skills and interpersonal skills





Job Description and Key Responsibilities Assistant Principal

As a member of the College Executive Team, the Assistant Principal will work alongside the Principal in growing St Marcellin Catholic College as a Christ-centred and child focused community inspiring all to actively live the Gospel.

Starting with Pre-Kindergarten to Year Two in 2025 and growing organically, the Assistant Principal will be a creative, energetic leader and experienced educator, ready for a unique opportunity to help create, shape and lead in a foundation K–12 community.

The Assistant Principal will support the Principal across the four pillars of the Quality Catholic Education Framework – Catholic Identity, Education, Community and Stewardship. The Assistant Principal should personally role model our College Motto of Strong Minds | Gentle Hearts.

Catholic Identity

- Work alongside the Principal in creatively growing and developing the College faith story K–12.
- Work alongside the Principal to ensure that our College Values and the Marist characteristics are visible across the College in practice and in our procedures.
- Support the Principal in ensuring that the Liturgical life at St Marcellin Catholic College is rich and meaningful.
- Promote the spiritual dimension of day-to-day College life.
- Work with the Parish to plan and prepare for student participation in the College Sacramental Programme.
- Support the College Pastoral Programme (Marcellin Group) by ensuring it integrates our Catholic Context and Marist tradition.
- Assist with the development of procedures as they pertain to the Junior School and the Catholic Identity Pillar.

Learning

- Promote Religious Education as the first learning area.
- Lead the Junior School to become a lively place of learning.
- Work alongside the Principal and future staff, in the development of a whole College Vision for Learning, and school wide pedagogies, aligned with the CEWA Vision for Learning and the Early Years Learning Framework.
- Work to ensure that the Junior School practices effective, contemporary pedagogies and that P-2 classrooms reflect the intent and requirements of the National Quality Standard.



- Support the growth of contemporary classroom practice through our College Professional Growth Model.
- Foster and facilitate communication and collaboration between educators.
- Assist with the development of procedures as they pertain to the Junior School and the Learning Pillar.
- Assist educators in programming and regularly visit classrooms working shoulder to shoulder with staff.
- Oversee the establishment of the Junior School timetable in consultation with the Principal.
- Assist in supporting diverse learners at St Marcellin Catholic College.
- Coordinate the administration and analysis of standardised assessments (including NAPLAN, PAT, the Literacy and Numeracy Suite and On-Entry) to support staff in using data effectively to inform teaching and learning.
- Use data and evidence to impact growth for all students.
- Develop a culture of reflective practice in the Junior School.
- Coordinate Curriculum Planning, Assessment and Reporting in the Junior School.

Community

- Support the Principal in designing and implementing a pastoral care program that has its heart in our Catholic Story, Marist Charism and the College Values of Humility, Compassion and Hope.
- Foster high quality relationships with students, staff and families.
- Work with educators to monitor student health and wellbeing.
- Work with families in meeting the individual pastoral needs of St Marcellin Catholic College students.
- Foster a culture of safety and belonging in the Junior School.
- Create opportunities to build student voice into the growth and build of the Junior School.
- Alongside the Principal, foster the development of students through extra-curricular activities.
- Alongside the Principal, develop parent engagement strategies for Junior School families.
- Work with the Principal to develop quality induction programmes for new students and families to St Marcellin Catholic College.



Stewardship

- Work alongside the Principal in Quality Catholic Schooling processes and in strategic planning.
- Support the Principal in Capital Development planning to design and build a College that reflects our Vision for Learning.
- Work alongside the Principal in the appointment of educators to St Marcellin Catholic College.
- Partnering with the Principal, mentor and coach staff.
- Be responsible for the administrative organisation of the Junior School.
- Manage resources in alignment with a College commitment to stewardship.
- Alongside the Principal support the learning of educators through quality, professional learning.

Selection criteria

- Demonstrated commitment to growing in knowledge and relationship with Christ who inspires our work with students and families
- Commitment to crafting and sharing the story of St Marcellin Catholic College
- A capacity to show initiative, enthusiasm, and commitment within a strong work ethic
- Demonstrated ability to nurture the potential of those led
- Demonstrates humility in service of others
- Actively listens to encourage constructive conversation in teamwork and collaboration
- Capacity to think creatively and innovatively
- Shows initiative, agility, resilience, and compassion in leading
- Demonstrates a high level of interpersonal and organisational skills
- Demonstrated record as an exemplary educator who models quality contemporary pedagogy
- Personally demonstrates the College Motto Strong Minds | Gentle Hearts
- Is an active member of the Catholic Church

Responsibilities will include any other duties as required by the Principal. Key areas and responsibility of this position are subject to change with the ongoing development of the role.



Position Details and How to Apply

Assistant Principal – Junior School

| | |
|-------------------------------|--|
| Conditions: | Fulltime ongoing. A proportion of the role will be teaching |
| Commencing: | 15 July, 2024 (Term 3) or later by negotiation |
| Remuneration: | The position attracts a base salary of Category 3 of the CEWA Ltd salary schedule for Assistant Principals |
| Position Requirements: | Accreditation to Lead (completed or working towards) Relevant four-year tertiary qualification Minimum seven years teaching experience Previous experience as an Assistant Principal will be an advantage |

The Assistant Principal will support the Principal across the four pillars of the Quality Catholic Education Framework – Catholic Identity, Education, Community and Stewardship.

The position is advertised on Seek and on the CEWA employment portal.

Confidential enquiries may be made by contacting Ms Anita O'Donohue, College Principal at anita.odonohue@cewa.edu.au

To apply please submit:

- A covering letter (maximum 1 page) addressed to the Principal, Ms Anita O'Donohue
- A statement addressing the selection criteria (Maximum 2 pages)
- Application Form

Applications to be emailed to the Administration Officer,
Mrs Ann Fitzpatrick at admin@stmarcellin.wa.edu.au

Applications Close Thursday 16 May, 2024 at 4.00pm