



THE VICE PRINCIPAL@PCC

Prendiville Catholic College (PCC) is a contemporary Catholic secondary, co-educational College which provides a challenging education in an attractive environment. We will foster in young people the desire to **lead, serve and inspire**. Ours will be an education that seeks Christ in our personal and communal lives.

The position of **Vice Principal** presents an exciting opportunity in a time of progress at Prendiville Catholic College which includes the introduction of unique pathways to senior school success, the development of a new study centre, plans to refurbish the technology centre and project based learning initiatives.

The College is also examining ways to **timetable differently and creatively** to allow for contemporary pedagogical approaches to be implemented and facilitate transition to the **CEWA Leading Lights** services. The Vice Principal will play an important part of leading change in these areas.

Our leadership positions align with **Catholic Education WA's** strategic direction encapsulated through the acronym **LEAD**: Learning, Engagement, Accountability, Discipleship.

The **Vice Principal** will be a member of the **College Leadership Team (CLT)** which is comprised of the following:

- **Principal**
- **Vice Principal** - Staff and Foundation Years (7 and 8)
- **Deputy Principal** - Pastoral Care and Formation Years (9,10,11)
- **Deputy Principal** - Curriculum Academic Standards and Graduation Year (12)
- **Director of Mission and Identity**
- **Director of Diversity and Excellence**
- **LEAD Counsellor**
- **Business Manager**

Qualities of the Vice Principal

The Vice Principal above all will be able to contribute to develop a **contemporary Catholic school culture** of welcome, respect, learning where every individual embraces care, concern and compassion for others. Building a strong community based on Gospel values in action is central to Prendiville. The Vice Principal will provide **collaborative support** to the Principal to ensure the values of all staff, students and parents aspire to this culture of **servicing** with pride, **leading** with confidence and **inspiring** the lives of others in a positive way.

The Vice Principal must be able to work **collaboratively** and **lead teams** and **change** in a progressive and contemporary environment. The Vice Principal will provide leadership of the **Teaching and Learning Council** (TLC) to inspire our school improvement agenda. The TLC is comprised of the **pastoral council** and **curriculum council** members.

The Vice Principal must have the capacity to provide leadership, support and management in a **broad capacity**. A proven history of **school administration** and both **pastoral** and **curriculum** experiences are necessary. The ability, interest and passion to **lead in ICT developments** is a desired ability.

The Vice Principal will be an **education innovator** with a passion and ability to lead change in teaching and learning practices. This will be through teaching methods, innovative timetabling and specialised programs and student pathways.

SNAPSHOT OF RESPONSIBILITIES

As a member of the CLT, the Vice Principal will:

Work closely with the Principal to implement the College's Vision for Learning and the CEWA Vision for Learning framework. Central to this is cultural leadership inspired by the Gospels.

Participate in decision-making, and assist in developing policy and maintaining procedures within the College in line with Catholic Education WA's (CEWA) policies and guidelines.

Work closely and **collaboratively** with the Principal and other CLT members to develop and implement the Strategic Plan and Annual School Improvement Plan.

Manage and **oversee** various daily management and staff management tasks in consultation with the Deputy Principals.

Lead the **Teaching and Learning Council** to drive school improvement.

Lead and manage **professional learning** and **College LIFE professional learning program**.

Promote **Christian leadership** and unity of purpose amongst all staff in the College.

Manage the College **Learning Management System** and be a potential project manager for **Leading Lights**.

Direct and co-ordinate the development and implementation of curriculum appropriate to students in the **Foundation years (Year 7 and Year 8)**, in collaboration with the Deputy Principal Curriculum and Academic Standards, the Director of Diversity and Excellence, the Head of VET and Transition Services and the Careers Coordinator.

Assist the Deputy Principal (Curriculum and Academic Standards) to ensure the appropriate **timetabling** and/or structuring of classes for the whole of College within the parameters set by the Principal.

Oversee to the daily management issues such as teacher relief, staff bulletins, staff duty rosters and examinations (including NAPLAN, OLN, WACE and ATAR examinations).

Develop and maintain a **high level of knowledge** and understanding of **teaching pedagogy**, especially in relation to methodologies appropriate to Years 7 and 8 (including use of ICT and innovative practices).

Work with the Deputy Principal (Pastoral Care and Formation Years) to develop, implement and review the **pastoral care program** appropriate to students in the Foundation years, incorporating approaches to discipline and student support.

Work with the Director of Mission and Identity to **promote the integration of Catholic values** across all areas of College life.

Work with the Director of Diversity and Excellence to ensure our College is a **place of inclusion**.

FLEXIBILITY: Tasks and management duties are shared and discussed with all members of the CLT so that each member's skills are utilised.

Enquiries may be made by contacting the Principal Mr Mark Antulov at the College on 9307 2000 or via email at mantulov@prendiville.wa.edu.au

Mailed applications should be addressed 'Confidential' to the Principal, Prendiville Catholic College, PO Box 3119, Joondalup, WA 6027.

Applications Close: 20 October 2017