

Bunbury Catholic College

Duty Statement & Selection Criteria



BUNBURY
CATHOLIC COLLEGE

Position Details	
Title: Head of Year	Department: Middle Management Pastoral Leadership Team
College Vision	
Our students will become confident and compassionate young adults, inspired by the teachings of Jesus, to make a difference in a changing world.	
College Mission	
We strive to be a learning community in the Marist tradition, empowering students to achieve their personal best.	
Our Marist Characteristics	
Following in the Way of Mary: Be loving and respectful. Always treat each other as Mary would – with tenderness, strength and a true devotion to her faith. Presence: Be present in our every interaction. Establish positive relationships based on love. Simplicity: Be honest with ourselves, with our God and show humility in our actions. Family Spirit: Be inclusive. Relate to each other as members of a loving family based on love, acceptance, trust and a sense of belonging. Love of Work: Be resilient. Honour the importance of work and to persevere when things become difficult.	
The College	
Bunbury Catholic College (BCC) is a dynamic learning community in the Marist tradition, with a proud heritage dating back to 1894. Formed through the amalgamation of the Mercy Sisters' St Joseph's School and the Marist Brothers' St Francis Xavier's College in 1973, BCC continues to uphold the values of service, faith, and excellence. The College's foundation is deeply rooted in the pioneering efforts of the Mercy Sisters, who arrived in Bunbury in 1883, and the Marist Brothers, who established their presence in 1954. Today, BCC fosters holistic education, guided by the Gospel and inspired by its founding orders, symbolised in the College Crest which reflects Christ at the centre of our community and our aspiration for the Common Good.	
Selection Criteria:	
Middle Leadership at Bunbury Catholic College acts as a bridge between Senior Leadership and classroom teachers. Responsibilities include: 1. Pastoral Curriculum Implementation: Ensuring that the pastoral curriculum is effectively delivered within their area of responsibility, adapting it as needed to meet students' needs and align with school goals. 2. Team Leadership: Supporting and managing teachers and staff within their department or year group, providing guidance, facilitating professional development, and fostering a collaborative team environment. 3. Monitoring and Evaluation: Overseeing the assessment and evaluation of student wellbeing, analysing data to identify areas for improvement, and implementing strategies to enhance behaviour engagement and wellbeing. 4. Student Support: Addressing student issues and working to create a positive and supportive learning environment.	

5. Resource Management: Managing resources within their area, including budgets, materials, and equipment, and ensuring they are used effectively to support behaviour engagement.
6. Implementation of School Policies: Ensuring that school policies and procedures are adhered to within their area of responsibility and supporting the implementation of new initiatives and changes.

All staff at Bunbury Catholic College shall:

- clearly understand the Vision and Mission of the College and adopt it as part of daily practices, the development of policies and procedures and when working with teams to implement improvement strategies explore and model the use of emerging technologies for teaching, learning, research, creative inquiry, information management, and wellbeing of students.
- develop, implement and evaluate pedagogical improvement strategies, including teacher mentoring programmes, which maximise the opportunities for the engagement and challenge of students, whilst maximising possible achievement.
- undertake school effectiveness research in order to promote and sustain school improvement, ensuring the development of appropriate quality assurance and review strategies.
- motivate and work with others to foster creativity, innovation and the use of appropriate technologies in order to achieve excellence especial in respect to pastoral care and student wellbeing.
- lead and facilitate innovation and change.
- demonstrate a personal commitment to continuous improvement using problem solving, creative thinking and when assisting with the strategic planning process.

Reporting / Working Relationships

The Head of Year reports directly to the Deputy Principal Pastoral Care, operating with the delegated authority of the Principal.

The Head of Year works closely with the:

- Principal and Senior Leadership Team
- Heads of Learning Area
- College Counsellors and Pastoral Care Team
- Homeroom Teachers and Classroom Teachers
- Parents/Guardians and external support agencies (as required)

Special Conditions

- This is a full-time, promotional position with a fixed tenure, renewable based on performance and College needs.
- The Head of Year:
 - is expected to participate in College events, retreats, camps, and co-curricular activities beyond regular school hours.
 - must maintain current TRBWA registration and adhere to CEWA's Child Safe Framework.
 - must demonstrate commitment to ongoing professional learning in pastoral care, leadership, and Catholic education.

Statement of Key Results Areas and Responsibilities

CATHOLIC IDENTITY

The Head of Year actively promotes the Catholic ethos and Marist spirituality by:

- promoting a Christ centred – student focused community.
- actively supporting and promoting the objectives and ethos of Catholic Education as articulated in the Bishops of Western Australia Mandate for Catholic Schools and the Vision and Mission of the College.
- proclaiming and modelling the Gospel value of the 'dignity of the human person' in all interactions with students, parents, and staff.

- giving personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic faith.
- promoting the integration of Catholic perspective across curriculum and all pastoral activities
- fostering a culture of respect, inclusion and reconciliation.
- actively participating in Masses and Catholic ritual and faith traditions.
- working towards current certification for Accreditation for Leadership in a Catholic School.
- actively participating in staff faith formation activities.
- enthusiastically promoting the College faith story and legacy of Marcellin Champagnat.

EDUCATION

The Head of Year shall:

- inspire a passion for learning and inspiration for teachers.
- set high expectations for the College through careful collaborative planning, monitoring and reviewing the effectiveness of behaviour engagement in collaboration with other members of the College Executive and Middle Management teams.
- guide, nurture and mentor innovative, engaging and rigorous pedagogical practices amongst teachers and leaders so as to provide purposeful behaviour engagement experiences for all students.
- lead and facilitate measures to achieve best practice in relation to the behaviour engagement processes, as well as high quality models of data management and reporting, and College policies and procedures.
- actively support measures that set high standards of behaviour and attendance amongst students, promoting a safe environment that enhances student learning which necessitates effective behaviour management practices amongst staff, whilst encouraging active engagement from students.
- research and promote curriculum, teaching and learning processes so as to develop a strong professional learning community within the College, thereby engaging in strategic and future-orientated thinking in education.

COMMUNITY

The Head of Year shall foster a connected and inclusive College community by:

- providing a climate conducive to professional discourse with others, thereby assist the Principal in encouraging a whole school approach to behaviour engagement.
- encouraging or demonstrating effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues.
- developing a sense of coherence and collegiality.
- promoting active involvement of parents and the community in the behaviour engagement process.
- demonstrating effective decision-making as appropriate to the situation and circumstance.
- overseeing the work of relevant support staff.
- effectively and proactively working with the College Executive team, assisting the Principal in the development of strategic goals.
- building alliances and networks with professional communities beyond the College community.

STEWARDSHIP

The Head of Year shall demonstrate responsible leadership and professional integrity by:

- exercising effective, principled and ethical leadership following the Catholic model of servant leadership.
- building a sharing organisational culture that focuses energies and talents on achieving high quality outcomes for students.
- demonstrating proactive leadership and a managerial aptitude in a range of situations.
- providing effective planning, allocation, support and evaluation of work undertaken by others, ensuring clear delegation of and accountability for tasks and responsibilities.

- developing and maintaining effective strategies and procedures for staff appointment, induction, professional learning, and performance review.
- reviewing, evaluating and supporting staff, providing access to coaching and mentoring to achieve high standards.
- managing the professional development and learning of self and team members.
- managing administrative and operational systems and resources, including financial and physical resources, effectively and ethically.
- representing and promoting College programs positively and effectively within and outside the College.
- collaborating with the Senior Leadership Team to reflect on and improve whole-school wellbeing strategies.

Responsibilities will include any other duties as required by the Principal

Qualifications and Terms of Employment

Essential:

- Bachelor Degree in Education, or Graduate Diploma in Education, or equivalent.
- current registration with the *Teacher Registration Board of WA (TRBWA)*.
- a current Working with Children Check (WWCC).
- commitment to adhere to, and comply with, the CEWA Child Safe Framework and Work Health and Safety Principles.
- annually complete Child Protection Procedures and Mandatory Reporting Training.
- a minimum of 5 years of teaching experience.
- Bunbury Catholic College staff are required to adhere to the College Staff Code of Conduct.

Desirable:

- postgraduate qualifications in leadership, education, or a subject-specific field.
- previous experience in a leadership or coordination role.
- demonstrated capacity to lead staff, manage change, and contribute to school-wide improvement initiatives.
- Gatekeeper training
- Berry Street training