

## Position Information Document

# Head of Campus

## Champagnat Campus

---

### Context

As a Catholic college in the Marist tradition, Sacred Heart College is “a centre of learning, of life, and of evangelising.” Marist schools lead their students and staff “to learn to know, to be competent, to live together and most especially to grow as persons” (Institute of Marist Brothers of the Schools, 1998, [126]).

The Head of Champagnat Campus is appointed by the Principal and is a practising Catholic who can promote, develop and uphold the vision, charism and Catholic tradition in every aspect of College life. The Head of Champagnat Campus will be an exceptional educator and inspiring leader with a passion for learning and wellbeing. He or she will model creative pedagogies and curriculum innovation and be able to inspire and guide others. Applicants should have appropriate qualifications, substantial leadership experience and a clear commitment to personal and professional development.

The Head of Champagnat Campus will be a member of the College Executive, pivotal in leading and managing change, inspiring innovation, and promoting excellence in all areas of educational practice. The Head of Champagnat Campus will work in support of, collaboratively with, and at the direction of the Principal and Deputy Principal. The Head of Champagnat Campus will also work closely with the Head of Marcellin Campus.

Additionally, the Head of Champagnat Campus will lead the Champagnat Leadership Team (CLT). The CLT is responsible for actioning Executive directives, developing policies and strategies that integrate effective pastoral care, curriculum innovation, academic engagement and excellent classroom practice. The Head of Champagnat Campus will lead and manage the activities of students and teachers across Years 7 - 9 in line with the College core vision as presented in the College Strategic Plan.

---

### Broad purpose

The Head of Champagnat Campus will be a member of, and chair, the CLT. As such they will:

- actively contribute to the Catholic dimension and values of the College;
- work closely with members of the CLT to maintain the highest standards across all facets of campus and College life;
- be responsible to the Deputy Principal for the day-to-day leadership and administration of Champagnat Campus, including by taking responsibility for most staffing decisions;
- have an understanding of, and respond to, current pedagogy and curriculum trends as determined by SACE Board, ACARA, Catholic Education South Australia (CESA), Marist Schools Australia's (MSA) improvement agenda, and the College's Strategic Plan;
- work collaboratively with colleagues, parents and caregivers, and CESA personnel to facilitate excellent student outcomes across the College;
- have the capacity to articulate a clear vision, aligned to the College's Strategic Plan, and lead staff and students towards realising that vision;
- be a collaborative, consultative leader, that considers the collective wisdom of other leaders, peers, and staff, as well as current educational research to ensure best-practice models are implemented at all times;
- be empathetic to the needs of the young people entrusted to their care; and

- promote conditions allowing each student to succeed and be affirmed, to give the best of themselves and, as such, achieve their potential.

---

## Person specification

### The Head of Champagnat Campus is expected to demonstrate:

- a commitment to the Catholic Marist ethos of the school;
- the skill and experience as a successful educator;
- a positive role model for young people;
- highly developed interpersonal, communication and especially collaborative skills;
- an acute understanding of teaching methodology and curriculum design and delivery;
- a commitment to the leadership and delivery of outstanding pastoral care;
- strong leadership skills;
- an ability to relate to all levels of the school community including staff, parents and students;
- efficiency as an administrator, able to work well under the pressure of deadlines and within budget parameters; and
- commitment to regular professional development and encouragement of other staff to do the same.

---

## Responsibilities of the Head of Champagnat Campus

### The Head of Champagnat Campus will be accountable to the Principal for:

- developing and promoting the Catholic identity and Marist Mission of the College;
- developing and refining structures and processes to enable the College to achieve its strategic intentions and meet its priorities;
- ensuring a collaborative and productive relationship is developed and strengthened across all Middle Leaders;
- ensuring the organisation and administration of the Champagnat Campus' operation and environment in collaboration with the Deputy Principal;
- promoting the school within the parent and wider community by being an active presence;
- Champagnat Campus Critical Issue Management in conjunction with the Deputy Principal;
- child protection compliance at the direction of the Principal and in conjunction with the Deputy Principal; and
- providing support to Director of Boarding as required.

### The Head of Champagnat Campus will support the College Principal in:

#### Developing and promoting the Catholic identity and Marist Mission of the College by:

- being actively involved within his or her parish and Church community and be well-informed about the various aspects of Catholic life;
- consistently work towards a culture in which students, parents, and staff commit to the purposes, ideals and values of an education in the Marist tradition;
- working collaboratively with the Director of Marist Mission to promote the Mission and values of the College by encouraging, facilitating and participating in the College's prayer, sacramental and liturgical life; and
- giving witness to Gospel values through word and action, demonstrating pastoral concern for each individual student and staff member.

### Developing and refining structures and processes to enable the College to achieve its strategic intentions and meet its priorities by:

- extending loyalty and support to the Principal and Deputy Principal at all times;
- working closely with the Principal and Deputy Principal in formulating and implementing College Strategic Plans, Annual Improvement Plans and College policies and procedures;
- forming a close working relationship with the members of the College Executive;
- collaborating with the Deputy Principal and Head of Marcellin Campus to construct a cohesive College calendar;
- implement communication strategies, ensure effective communication across the College and particularly the Champagnat Campus;
- proactively support the Director of Boarding in the provision of an excellent Marist Boarding program.

### Integrating the pastoral and academic life of the College with a sustained focus on positive learning and developmental outcomes for students by:

- **Pastoral Care**
- ensuring that College policies and expectations support the highest standards of student behaviour and presentation;
- monitoring and, if necessary, deal with matters of serious misconduct, liaising with the Director of Students, Director of Boarding, Heads of House, parents, and the Deputy Principal as necessary;
- following up and investigating serious matters which may lead to student withdrawal or suspension as required;
- providing regular communication with staff, students and parents;
- supporting, advising and ensuring that the Champagnat Campus student support services, namely, the Learning Enrichment Centre, Library, Counselling, Pathways, VET and Aboriginal Program are operating effectively.
- **Academic Care**
- leading and supporting learning at the College in the pursuit of academic excellence, curriculum innovation, change, development and improvement;
- modelling exemplary learning and teaching strategies in the classroom and in facilitation and presentation skills;
- encouraging, supporting and developing teaching and learning strategies that are innovative, challenging and enriching;
- ensuring that all students are engaged in their learning whatever their capabilities, in collaboration with the Teaching and Learning Committee and the Learning Enrichment team;
- collaborating with the CLT in the development, monitoring and review of the College scopes and sequences across all curriculum areas; and
- supporting the Principal's vision for, and commitment to, improved learning outcomes for all students.

### Strategic staff recruitment and development by:

- working with the Deputy Principal and Human Resources Manager in the management and review of teachers and Education Support Officer performance at Champagnat Campus;
- developing staffing plans and other teacher duties with the Deputy Principal, Director of Business and Human Resources Manager; and
- identify staffing needs and create and implement plans to address those needs; and
- In collaboration with the College Executive, contribute to the plan for staff professional learning and renewal.

### Ensuring the organisation and administration of the Champagnat Campus' operation and environment by:

- ensuring the reliable and efficient conduct of daily activities of Champagnat Campus;
- demonstrating the Marist characteristic of 'presence' by being involved in, and overseeing, the management of significant Champagnat Campus events including year level events, Laureate Assembly, Marist Day and assemblies;
- Work with the Director of Business and Finance Manager to ensure the good condition of buildings and grounds and well-organised Campus events.

### Promoting the school within the parent and wider community by:

- liaising with outside groups, individuals and relevant agencies on matters concerning the students of general interest to the College;
- assisting as required with enrolment interviews;
- chairing special functions, parent meetings, College committees, presentation evenings and other College functions as required; and
- overseeing the Champagnat Campus Curriculum Extension Program in collaboration with the Deputy Principal and delegated staff.

### Membership of the following committees:

- College Executive
- Hearts Leadership Team
- Champagnat Leadership Team
- Marcellin Leadership Team
- Heads of House
- Teaching and Learning Committee
- Other teams and committees as the Principal directs.

---

## Workplace health and safety (WHS)

### Executive Leaders

Sacred Heart College Executive and CLT are required to exercise due diligence in ensuring staff and others at the College do not become ill or injured. 'Due Diligence' means being proactive in keeping up to date with WHS issues and being proactive in making sure the organisations meets its obligations to:

- Oversee the implementation of Catholic Education South Australia (CESA), College and MSA policies and procedures for Work Health & Safety and Return to Work;
- Maintain a work environment and systems of work that promote health and safety of staff;
- Ensure the safe use of plant and structures and the safe use, handling and storage of chemicals and substances;
- Provide information and the opportunity for staff to contribute to discussion about issues or changes which do or could affect their health and safety;
- Ensure that PORs and Managers provide appropriate levels of information, training, instruction and supervision necessary to protect staff from risks at work, and;
- Provide adequate resources to support PORs/Managers in meeting their responsibilities;

### The Head of Champagnat Campus has a responsibility to:

- take reasonable care for their own health and safety;
- take reasonable care to not adversely affect another person at work through acts or omissions;
- follow reasonable instructions given to ensure health and safety; and
- co-operate with reasonable policies and procedures made available to staff, which are designed to protect people at work.

In practical terms this means to:

- use appropriate equipment and safe work procedures designed to ensure health and safety;
- encourage colleagues and others on the worksite to adhere to safe work practices;
- participate in training programmes as requested;
- report unsafe/unhealthy conditions (hazards) in their work environment;
- report incidents or near misses which have or could have caused injury; and
- be aware of and comply with relevant College WHS policies and procedures;
- support and contribute to the improvement of safe systems of work and safe work practices;
- participate in relevant WHS training programmes;
- suggest changes to eliminate workplace hazards or minimise the risks associated with them;
- become familiar with and follow the policies, procedures and information about WHS available to staff on CompliSpace.
- support the consultative processes for managing WHS when opportunities arise.

---

## General

The Head of Champagnat Campus will report to the Principal on a regular basis to ensure that the areas for which he or she is responsible is responsive are congruent with changing demands on a state and national level and in harmony with contemporary developments in education.

The Head of Champagnat Campus will also respond to other duties as assigned by the Principal and/or Deputy Principal, through due process of consultation and negotiation.

---

## Essential qualifications

- Currency of practice and relevant certifications or registration required for the safe and effective execution of the role, and in particular:
  - Current and Financial Teachers Registration; and
  - Teacher Accreditation in Catholic Education SA;
- Relevant postgraduate qualification or qualifications (or evidence of working towards such qualification);
- Current mandatory clearance (Working With Children Clearance) to work in CESA;
- Approved Mandatory Notification training (Responding to Risks of Harm, Abuse and Neglect – Education and Care Settings certificate); and
- First Aid Certificate, qualification (as applicable).

---

## Other Requirements

Applicants will have extensive teaching experience and have significant leadership experience in either Student Welfare (Pastoral Care), Teaching and Learning (Curriculum) or Religious Identity and Mission. Applicants must meet the criteria for accreditation to teach in a Marist Schools Australia school.

The Head of Champagnat Campus will be expected to participate in the co-curricular life of the College, including a presence at weekend sport.

---

## Conditions of Employment

The Head of Champagnat Campus salary and conditions entitlement are consistent with that of the “Salaries and Conditions for Principals and Deputy Principals in South Australia,”

- Remuneration will be based on the applicable Deputy Principal’s salary as outlined in the Conditions of Employment for Principals and Deputy Principals in South Australian Schools 31 January 2022 (or replacement as developed and reviewed by Catholic Education SA).
- Provision of a fully maintained Motor Vehicle
- The term of appointment for the position is five (5) years.

There is a permanent substantive teaching position associated with this position. The position involves a teaching load to be determined (maximum of 1 teaching line).

---

**REFERENCES:** Institute of Marist Brothers (1998). In the Footsteps of Marcellin Champagnat: a vision for Marist education today. Institute of the Marist Brothers of the Schools; Sydney, Australia.