



Position Information Document

Position Title	Head of Campus (Marcellin)
Team	Marcellin Campus Leadership Team
Responsible to	Deputy Principal, and ultimately to the Principal
Classification	Position of Responsibility (POR) 4
Fractional Time	1.0 FTE – Minimum 6.5 hours release
Tenure	Teaching – Permanent POR – Fixed term 4 years (July, 2025 – July, 2029)

Cardijn Context

Cardijn College is an R-12 co-educational Catholic school in the Marist tradition, deeply inspired by the dual charisms of College patrons Cardinal Joseph Cardijn and St. Marcellin Champagnat. Educating and inspiring students in the Southern Vales region of Adelaide since 1984, Cardijn has grown to be a College across three sites, each with distinct offerings. With a current enrolment of 2050 students and over 300 staff, Cardijn College is a Catholic institution that strives to be a beacon of faith in the community and to holistically educate students to have a positive influence on the world around them.

Cardijn College Marian at Noarlunga Downs offers Years 7-12 and is renowned for its extensive curriculum and vibrant extra-curricular program to provide learning pathways for its diversity of students. Cardijn College Marcellin at Christie Downs provides a wide variety of vocational education and training opportunities for students in Years 10–12 and beyond, with relationships that extend well into their careers across a range of industry partnerships. Cardijn College Galilee at Aldinga offers Reception to Year 9 in a context where every student experiences a unique sense of belonging in a caring and ecologically aware environment

Position Summary

The Head of Campus works collaboratively with fellow leaders to ensure the educational provision is of the highest quality. The Head of Campus is responsible for the day to day management of the Marcellin Campus, particularly from an operational perspective. The Head of Campus has oversight of the operational management of the various portfolios (including Faith & Spirituality, Teaching & Learning, Pastoral Care).

Key Working Relationships

- Executive Leadership Team
- Marcellin Campus Leadership Team
- Staff
- Registered Training Organisation (MTC training)
- Students, Parents and Families
- External Stakeholders, including CESA Personnel
- Local Community organisations and employers

KEY AREAS OF WORK

The Head of Campus will:

Catholic Identity and Mission

- Exercise leadership in the areas of Catholic identity, teaching and learning, leadership and community engagement, improvement, innovation and staff and school management.
- Enhance the Catholic identity of Cardijn College, to enact the vision and mission of the College and to create a positive culture for young people and staff to thrive in their own faith and personal experience.
- Work closely with the leadership team to build the school-parish relationship through being church together.
- Support the social justice and equity initiatives of the campus and community.

Pastoral Care

- Ensure a culture of respect, taking into account the spiritual, moral, social, and physical health and wellbeing of students.
- Lead the development of the Pastoral Care Program, and the provision of ongoing opportunities for students' pastoral development.
- Work closely with the Campus Leadership Team in providing effective pastoral care, management, and support of students, with a focus on the case management of each individual student.
- Actively engage with parents, caregivers, and families to work in partnership in the holistic pastoral development of a student.
- Recognise and support the needs of students, families and carers from communities facing complex challenges.
- Develop and maintain positive partnerships with students, families, carers and all

associated with the school and its wider community.

- Work to build a culture of inclusivity, taking into account the richness and diversity of the wider school community.

Teaching and Learning

- Inspire and influence the school community to ensure that students can be thriving people, capable learners and leaders for the world God desires.
- Actively support learning at the College in the pursuit of academic excellence, curriculum innovation, change and development.
- Support all staff (including Teachers, Trainers and ESO staff) in ensuring the provision of excellent learning and training opportunities for students.
- Encourage independent, lifelong learners who are actively engaged and have a strong student voice.
- Support the assurance that learning, and teaching and training programs are of the highest standard and improve student outcomes.
- Commit to safeguarding children at all levels of the organisation in ways consistent with child protection requirements and the Church's national safeguarding authority and works to ensure that all requirements of the Child Protection Curriculum are met.
- Lead the Campus Leadership Team in the development, monitoring and review of College Pastoral Care, and the Child Protection curriculum.

Improvement, Innovation and Change

- Actively support the change management and development of the campus to higher levels of excellence.
- Share best management practices and use of resources with other schools and education networks.
- Support the development of a learning community focused on continuous improvement and learning.
- Be responsible for the development, implementation and review of procedures and strategies, together with the effective administration of behaviour management across the campus. This includes working effectively with the Campus leadership on serious or ongoing behaviour management issues.
- Be responsible for and set up appropriate procedures to foster a smooth transition of students joining the campus. This also includes students moving from one year level to the next and those students leaving the campus.

Leadership

- Oversee the day-to-day operation of the campus and support those who have leadership roles in this management.
- Support staff to achieve high standards and develop leadership capacity.
- Provide leadership of and support for the Curriculum Coordinator, RTO Training Manager and RTO Administration Manager in all aspects of their role and ensure consistently high standards are enforced across the campus.
- Model and provide leadership of effective teaching practices and classroom

management strategies underpinned by a deep commitment to the success of every learner.

- Commit to regular personal professional development.

School Management

- Ensure the school resources and staff are effectively organised and managed to provide effective and safe learning environments.
 - Monitors accountability by embedding a culture of review, responsibility, and processes to achieve high standards for all.
 - Reviews the effectiveness of processes and data in the College's strategic plan improvement
 - Oversees implementation of WHS practices by complying with the policies and procedures outlined in the Catholic Church Safety Manual and the priorities of the exempt license to ensure that the school is a safe place for students and staff.
 - Ensure effective financial and risk management.

Shared Responsibilities:

The Head of Campus will:

- Work in partnership with parents and caregivers, including enrolment interviews.
- Ensure the safety of all members of the Cardijn community.
- Implement School and CESA policies.
- Work with external agencies as required, including emergency services.
- Ensure appropriate supervision by staff on yard duty and the undertaking of teaching duties in a professional manner.
- Participate fully in all Professional Development offered by the College.
- Perform other duties as required by the Principal and Deputy Principal.

TEACHER DUTY STATEMENT

Professional Responsibilities

- Operate in accordance with the Charter for Teachers in SA Catholic Schools.
- Have a commitment to uphold and contribute to the ethos of Catholic schools.
- Have a commitment to uphold and contribute to the ethos of Cardijn College.
- Understand the employer's requirements and act in accordance with South Australian Commission for Catholic Schools (SACCS) and the College's policies, guidelines, and procedures.
- Fulfill all requirements of the Australian Professional Standards for Teachers.
- Ensure that confidential information is handled appropriately.
- Complete administrative tasks accurately and on time including record keeping.
- Participate in professional development activities which lead to improved student outcomes and strengthen the professionalism of the teacher.
- Appropriately assist students who are hurt, sick or in distress.

- Meet and teach students at designated locations and times.
- Develop and maintain effective professional partnerships with other staff.
- Undertake supervision duties including yard duty diligently.
- Undertake supervision of all Teachers, Education Support Officers, and students in the designated area(s) of responsibility.
- Attend staff meetings, parent teacher interviews and other co-curricular activities.
- Accept delegated responsibilities.
- Perform any other duties as required from time to time by the Principal and/or College Leaders.

Content of Teaching and Learning

- Understand and implement the requirements for curriculum development and create curricula in accordance with the Australian Curriculum and school's directives.
- Design, develop and implement teaching programs and lesson plans.
- Address students' varying intellectual, emotional, and physical abilities in teaching practice.
- Identify individual learning needs and styles and plan authentic learning experiences that enable all students to achieve success.
- Know and understand a range of learning methodologies and technologies and their application to the classroom.
- Research and utilise teaching resources to build upon concepts and apply them in classroom environments.
- Observe students to determine how well they are performing and assist individual students who may not be performing well.
- Evaluate each student according to assessment standards, keeping in mind individual limitations.
- Develop curriculum and assessment procedures in designated curriculum areas/year levels according to college policies.
- Demonstrate best practice in teaching and learning.
- Apply prior learning to changes that happen from time to time in teaching and learning practice.
- Provide students with information and support in improving performance.

Classroom Management and Behaviour Education

- Supervise students during classroom and extra-curricular activities that ensures their physical and emotional wellbeing.
- Manage behavioural problems in accordance with the Cardijn Behaviour Management Procedure to ensure that each student understands the need for following acceptable behaviour standards.
- Establish positive and effective relationships with students.
- Establish and maintain a task-oriented learning environment.
- Set and adhere to timelines for completion of work.
- Negotiate and implement consequences if expectations are not adhered to.

- Arrange student furniture to suit the learning activity.
- Work with students to create an attractive welcoming classroom environment.
- Maintain standards of tidiness and orderliness.
- Ensure necessary equipment and facilities are accessible, available and in readiness for planned activities.
- Make all reasonable efforts to manage the behaviour of students effectively within the directions of the relevant SACCS and School Policies and Procedures.
- Consistently maintain behavioural expectations and respond appropriately to student behaviour by applying behaviour management skills as per school policy.
- Identify factors contributing to prolonged, repeated or severely irresponsible behaviour and seek resolutions.
- Consistently maintain behavioural expectations.
- Apply effective consequences and strategies to assist students who interfere with teaching and learning.

Assessment and Reporting of Student Learning

- Maintain accurate and comprehensive records of student progress and achievement.
- Use a variety of assessment and reporting methods to regularly monitor student learning and achievement.
- Use assessment tasks that are purposeful and relevant to the teaching and learning program and the learning needs of students.
- Provide students with positive feedback on performance that reinforces student achievement and focuses on improvement.
- Provide parents and students with detailed, accurate and informative written and oral reports at appropriate times, as required by the College.

Professional Learning

- Willingly update learning and teaching pedagogy to implement appropriate strategies that support student learning including the use of ICT.
- Maintain up to date knowledge and understanding of the SACE and the Australian Curriculum.
- Make a commitment to professional learning associated with all school matters including Work, Health & Safety, wellbeing, school organisation and other professional themes.
- Be a reflective practitioner that engages in ongoing planning, evaluation and implementing improved strategies for the learning program.
- Reflect upon NAPLAN and other data as applicable to develop improved learning strategies that lead to enhanced student learning outcomes.
- Share outcomes of professional learning with colleagues.

Policy & Administration

- Adhere to the Code of Conduct for staff employed in CESA schools.
- Support and adhere to the CESA Teacher Accreditation Policy.

- Support and implement College policies and the contents of the Staff Handbook.
- Keep up to date with the College Calendar.
- Fulfil professional obligations in terms of supervision of students in class and on yard duty.
- Attend meetings and briefings to ensure effective communication is achieved.
- Support special College events such as Feast Days, Awards Assembly and other evening events as required.
- Act as an ambassador for the College.

Interaction with the College and broader community

- Demonstrate effective leadership skills in designated areas of responsibility.
- Demonstrate effective communication skills with students, colleagues, parents or guardians and others.
- Work effectively as a member of a college team in a range of college activities.
- Participate in partnerships with colleagues to reflect upon and improve teaching and learning practice.

PERSON SPECIFICATIONS

- Current Teacher Registration in South Australia and relevant demonstrated knowledge and experience.
- Teacher Accreditation in Catholic Education SA.
- Active support for the Catholic ethos and the College Mission and Values.
- Significant and relevant experience of and commitment to development and formation of staff.
- Significant experience in the strategic staff development and frameworks to achieve high quality teaching that supports learning environments and learning outcomes.
- Exceptional teaching and learning practices relevant to secondary schooling in a co-educational setting.
- Proven ability to build relationships between students, parents/caregivers and staff.
- Ability to translate vision into action and inspire, engage and lead others in an innovative manner.
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context.
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels.

SPECIFIC REQUIREMENTS

Acquire and maintain:

- Working With Children Check and Catholic Police Clearance to work in Catholic Education SA.
- Current valid Responding to Risks of Harm, Abuse and Neglect – Education and Care certificate.
- Approved Mandatory Notification training.
- Applicable First Aid Certificate relevant to the role requirements.
- CESA Staff do not need to be vaccinated against COVID-19 as a condition of employment, with the exception of CESA Staff working in High-Risk Settings. CESA Staff are however strongly encouraged to have and maintain an Up-To-Date Vaccination Status in accordance with the ATAGI statement. The vaccination requirement for CESA Staff working in High-Risk Settings is a condition of employment or engagement unless an exemption is approved in accordance with the CESA COVID-19 Vaccination Policy.

WORK HEALTH AND SAFETY

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker while at work you must:

- Take reasonable care for your own health and safety.
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

(Reference: Division 4, Section 28 – SA WHS Act 2012)

PERFORMANCE REVIEW

- All employees are required to proactively participate in the College's Performance Appraisal and Development Program including periodic review.
- On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the employer and the employee to ensure that the duty statement is accurate.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.