



Mercedes College
A S P I R E E X C E L L E A D

POSITION DESCRIPTION

Position: Vice Principal

Reports to: Principal

Tenure: Fixed Term Position

Commencement: September 2025

COLLEGE BACKGROUND

Mercedes College is a Catholic secondary school for girls in Years 7 to 12, governed by Mercy Education Limited and grounded in the Mercy Tradition. Situated in the heart of the City of Perth and part of the City's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Throughout its 176 years of Mercy education, the College has demonstrated a commitment to the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

We are inviting applications from aspirational, inspirational, Catholic educational leaders for the position of Vice Principal of Mercedes College.

OVERVIEW OF THE POSITION

The Vice Principal is a member of the Mercedes College Senior Leadership Team and shares responsibility for the Catholic identity of the College and the spiritual and faith leadership informed by the Mercy Tradition as an expression of the Gospel message of Jesus.

The Vice Principal articulates the mission, ethos and educational goals of Mercedes College as a Mercy school, oversees the leadership of Teaching and Learning, Campus Operations and Faith and Mercy Charism Portfolios, and leads the Pastoral Team, Extra Curricular and Staffing Portfolios.

The Vice Principal actively supports the Principal in contributing to all key strategic, policy and management decisions brought to the Senior Leadership Team, in the collective and strategic leadership of the College. This role has the delegated responsibility of being second to the Principal in the leadership of all aspects of College operations.

The Vice Principal plays a critical role in delivering on the intents within the school improvement agenda, aligned with the Australian Professional Standards for Teachers and Principals and mapped against the ACER School Improvement Tool.

In being both proactive and responsive to College needs, the Principal may require the performance of other duties. This can include deputising for the Principal as needed.

The Vice Principal will lead the Pastoral Team and Staffing Portfolio and will coordinate Extra-Curricular Offerings, Student Leadership, Whole School Events and Year Group Information Evenings.

The Vice Principal provides effective leadership and support in the establishment and maintenance of positive and caring relationships between staff and students, families and external bodies, with a joint understanding of expectation and accountability. The Vice Principal under the delegation of the Principal, has the responsibility of ensuring the operationalising of all aspects of the College Strategic Plan, to meet the needs of students, families and staff and the ongoing agenda of the school.

RESPONSIBILITIES

PASTORAL

- Advocate and support the Mercy ethos, values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition among all sectors of the College, including students, staff and parents
- Ensure all undertakings are student focused

LEADERSHIP

- Oversee the ongoing development and planning of the 'Mercy Journey' Wellbeing Program with the Dean of Students
- Provide clear and competent leadership to the Pastoral Team and lead the Pastoral Council
- Develop and implement student and staff initiatives in line with the Strategic Plan, that are data informed, measured and reviewed for success
- Oversee the development and management of process for teaching staff Growth Plans across the College in collaboration with the Deputy Principal Teaching and Learning, in line with Learning Area Operational Plans and the College Strategic Plan
- Contribute to Policy Review and Development
- Collaboratively coordinate key events such as the Frog Jog, Mercy Day, Graduation, Parent Information Evenings and Whole School Assemblies
- Develop and maintain the Middle Leadership Team in collaboration with the Deputy Principal Teaching and Learning and Head of Professional Growth, as a highly skilled professional learning group characterised by a performance growth culture that is cohesive, strategic and collaborative and generates and sustains professional learning networks focused on contemporary practice
- Oversee the Student Leadership Portfolio
- Collaborate to develop the prayer, meeting and professional learning timetable, mapped to the Strategic Plan
- Oversee under the delegation of the Principal, all aspects of staffing, including but not limited to recruitment, retention, leave and management of concerns and all forms of misconduct reporting
- Work with the Senior Leadership Team to develop student success metrics, and collaborate with the Deputy Principal Teaching and Learning, Dean of Students and Director of Campus Operations, and Heads of Year to track cohort and individual student progress against the metrics, providing affirmations of growth and interventions where appropriate
- Collaborate with the Director of Campus Operations, Head of Future Pathways and Partnerships and Deputy Principal Teaching and Learning to engage staff in data story telling for continuous improvement, incorporating standardised testing and agreed metrics for success
- Deputise for the Principal as required

OTHER

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures.
- Engage in the co-curricular life of the College.
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided.
- Assist in the coordination of and actively participate in various school functions
- Comply with the staff dress code at all times.
- In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties

SELECTION CRITERIA

- Experience in senior leadership at executive level, ideally across at least two different focus areas over time (Middle or Senior Leadership experience in Faith, Learning, Pastoral Care or Staffing)
- A strong personal vision for education for girls
- Masters level qualification and the Accreditation to Lead
- Demonstrated belief in lifelong learning and as such, an interest in current educational research, contemporary practice, and the changing trends in education
- Proven capacity to lead, motivate and manage staff in ways that are highly relational and uphold high expectations for professional practice
- Ability to promote the College's profile and uphold community confidence amongst parents, Mercy Education Ltd networks, Catholic Education Western Australia colleagues and other stakeholder groups
- A strong work ethic, an eye for detail in planning and organisation and strong technology skills
- Experience in leading change management for innovative initiatives

CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of The Roman Catholic Archbishop of Perth Teachers Enterprise Bargaining Agreement 2023, Independent Schools Teachers Award 1976, Mercy Education Policy Statements and school-based policy statements.

Support for the ethos and mission of the College as outlined in documents on our website: www.mercedes.wa.edu.au

The successful candidate will also require:

- A current Working with Children Check Card (WWC)
- A current registration with the TRBWA
- Masters level qualification and the Accreditation to Lead
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

APPLICATIONS

Applicants must provide a one page cover letter to the Principal, a detailed curriculum vitae, response to the selection criteria (200 word maximum per criteria) and the names of three referees, one of whom must be the current employer.

This position is a fixed term position as follows:

- an initial term of three years
- a first renewal term of four years
- a second renewal term of three years

Extension of the initial or first renewal is dependent upon a successful review of performance, which will be conducted in the final year of the preceding term. No review will occur in the final year of the second renewal term.

In the final year of this contract, the position will be advertised externally. You may apply for any positions advertised as a result of the end of this appointment.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be addressed to the Principal, Dr Lucie McCrory and emailed to Principal@mercedes.wa.edu.au.

We encourage you to apply as soon as possible as we reserve right to close this vacancy early.

Confidential queries about this position are to be directed to the Principal, at Principal@mercedes.wa.edu.au

LINKS

- Mercy Education Limited Code of Conduct - mercy.edu.au
- Mercy Education Limited Policies - mercy.edu.au

