# EA to Deputy Principal – Teaching and Learning

Mater Christi College, Belgrave is a Catholic School established by the Sisters of the Good Samaritan of the Order of St Benedict in 1963. The College is a company limited by guarantee and owned by Good Samaritan Education. Mater Christi is a proud leader in educational innovation and strives to educate young women to be Informed, Compassionate and Creative. This role description is written in light of the Mission and Vision statements of the College and the associated School Improvement goals set each year.

## Position Overview

Education Support staff have a key role in supporting and contributing to the strategic goals of Mater Christi College. The EA to the Deputy Principal – Teaching and Learning position serves a key function in the day-to-day operations as well as the future direction of the College.

## Commitment to Mission

All staff in a Good Samaritan School have an indispensable role to play in furthering the mission of Good Samaritan Education and of the Church as a whole. It is expected of all employed at Mater Christi College that they:

- Familiarise themselves with and accept the Good Samaritan Educational Philosophy of the school within the wider context of Catholic Education.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their work.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act.

## Mater Christi College is a Child Safe School

Mater Christi College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our students and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and members of the community. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Attributes and Competencies

It is expected that all staff will

- Show a lively and practical support of the Catholic, Good Samaritan and Benedictine nature of the College.
- Have a firm belief in, and commitment to, the mission and vision of the College and an ability to articulate and promote these.
- Have a clear focus on student learning and wellbeing in and beyond the classroom.
- Actively support and demonstrate loyalty to the leadership of the College and show practical understanding of the nature of confidentiality as required.
- Exhibit ongoing professional growth on a personal level and for the benefit of the College community.
- Demonstrate a high level of ability to articulate issues and perspectives relevant to their role in communication with colleagues and others, particularly in public forums.
- Demonstrate an understanding of key priorities of the legal requirements surrounding Child Safety.
- Display initiative, exercise creativity and adaptability; be able to work autonomously and as part of a team.

| Key accountabilities and specific duties | |
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| Mission and Identity | • Actively support the Principal and College Executive to develop the Good Samaritan Benedictine identity of the College. |
| Working Relationships | • Deputy Principal - Teaching and Learning<br>• Assistant Business Manager<br>• Education support staff<br>• GSE representatives |
| Responsibilities | • Provide administrative assistance to the Deputy Principal - Teaching and Learning including with the following:<br>- Reporting – communication, assistance with ICT set up, publishing, administration of assessment tasks, report proofreading support and administration, staff queries etc.<br>- Progress meetings – communication, assistance with ICT set up, publishing and administration, staff queries etc<br>- Pathways and course planning processes including support with curriculum guides and publications.<br>- Events coordination and support e.g., Progress Meetings, Subject and Tertiary Expo, High Achievers Assembly, Annual College Awards<br>- Provide administrative and organisational support for the administering of tests (ACER PAT, NAPLAN, AGAT, Senior School Scholarship)<br>- Create and maintain records (e.g. spreadsheet) of student and staff logins across the various platforms to effectively administer tests<br>- At conclusion of tests, support Deputy Principal - Teaching and Learning and ICT to export Data as required for Intellischools, SIMON<br>- Manage incoming communication from parents/carers<br>- Assistance with calendar management and meeting organisation<br>- Assistance with formal communications to students, staff and the wider community.<br>- Provide backup support for VASS<br><br>• General administration support:<br>- Provide back up for Reception including answering phones and greeting visitors<br>- Contributing to the Ed Support Team as required with duties as directed |

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| Professional Growth and Appraisal | • Be willing to participate in professional learning and growth opportunities |
| Policies, professional standards, and legislative requirements | • Inspired by the Rule of St Benedict and guided by College policies, uphold professional standards and legislative requirements as expected of all staff<br>• Comply with College Policies and the Employee Code of Conduct and College Charter. |
| Commitment to Child Safety | • All employees, including those with positions of leadership should demonstrate an ongoing understanding of child safety requirements, including understanding appropriate behaviors when engaging with young people in and beyond the classroom. This commitment should extend beyond the legal obligations relating to child safety (such as mandatory reporting, Ministerial Order 1359) and include flourishing of the whole person. |
| Other duties | • As directed by the Deputy Principal Teaching and Learning or other delegate |

## Eligibility Criteria

**Essential**

- Ability to work within a Microsoft Office 365/Teams environment, specifically a high level of competency using Excel
- Proficiency in SIMON/PAM and Synergetic
- Ability to adapt to changing ICT requirements

**Further Information**

- Classification - Category C (7 weeks annual leave), ES Level 3
- FTE - Full-time, however part-time negotiable.
- Hours - 8:00am - 4:06pm

*Please provide your expression of Interest including how you meet the role requirements and why you believe you are the best person for this role.*