



MARY  
MACKILLOP  
CATHOLIC  
COLLEGE

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## 7.0 Duty Statement

### Middle Leader (Tier 3) Sport and Student Engagement

The Middle Leader for Sport and Student Engagement has the responsibility for the leadership and oversight of all sport – curriculum and co-curricular in the college P -12, as well as the development of student engagement. This position is given additional release time, as it oversees programs across the whole college. The Middle Leader of Sport will work closely with the Middle Leader of The Arts to coordinate student engagement throughout the College e.g. by division of House groups.

#### RELIGIOUS LEADERSHIP

At all levels, Catholic education seeks to enable the full dignity of the person via a search for excellence. This is achieved by adhering to five regulative principles:

- Preferential option for the poor and weak
- Academic Knowledge for service
- Education for the Common Good
- Formation in solidarity and community
- Education informed by Faith

All leaders at Mary MacKillop Catholic College are expected to model servant leadership. In St Mark's Gospel, Jesus highlights the importance of servant leadership; 'for the Son of Man himself came not to be served but to serve'. (Mark 10:45). All leaders are expected to actualise these principles and manifest servant leadership via the fulfillment of the Statement of Responsibilities (7.2)

#### 7.1 SCOPE OF THE ROLE

- 1.1 Coordinating the work of staff engaged in delivering the sport and student engagement programs in the light of the values and ethos of the school.
- 1.2 Monitoring program outcomes for students
- 1.3 Regularly communicating with stakeholders (students, parents, school staff and other personnel) to ensure the smooth operation of the program.
- 1.4 Organising program activities including resources, transport, operations, staff, etc.
- 1.5 Keeping abreast of best practice in the program area through on-going professional reading and research, and providing for the professional learning of staff in line with these developments
- 1.6 Engaging in professional discourse with staff engaged in the program on an individual and group basis through regular feedback.
- 1.7 Supervising the quality of staff practice through collegial support, advice, observation and facilitation of reflective response to issues.
- 1.8 Contributing to the leadership of the school through active participation in staff and middle leadership meetings.

## 7.2 STATEMENT OF RESPONSIBILITIES

This role requires a strong understanding of the links between student engagement, academic excellence, pastoral care and the development of College spirit. Working alongside the Middle Leader The Arts and Student Engagement and the Director of Formation and College Culture, you will provide consistent challenge and support to teachers and students that enables an engaged, aspirational and identifiable culture within the Mary MacKillop community.

- 2.1 The application of contemporary learning and teaching research to classroom practice through professional development of teachers
- 2.2 Support teaching staff in the improvement of pedagogy as aligned to the Explicit Improvement Agenda and Pedagogical Framework
- 2.3 Assist in the development and presentation of professional development opportunities for staff in areas such as, though not limited to: data analysis; planning for learning; behaviour management; classroom organisation; engaging students
- 2.4 Support the development and implementation of the Curriculum, Assessment and Reporting Framework
- 2.5 Support the development of staff capability in managing student behaviour effectively and in a manner that enables effective learning
- 2.6 Supervising teachers engaged in the program throughout the school.
- 2.7 Supervision of induction of new teachers within the program
- 2.8 Pastoral care of staff engaged in the designated area(s) of responsibility,
- 2.9 A clear vision of and support for the strategic direction of the college, it's mission and underlying values and ethos
- 2.10 Leadership capacity - a broad vision of student welfare that extends beyond behavioural management, initiative, perseverance, acceptance of responsibility and effective organisational skill
- 2.11 Ability to communicate appropriately and ability to foster cooperation and collegiality empathy with young people and an ability to relate positively with them in the context of the particular program within the school
- 2.12 An appropriate level of professional qualification both formal and informal and/or relevant experience professional activity through membership of professional associations and on-going professional development appropriate to the role.
- 2.13 Create opportunities for feedback on teaching and learning for all staff
- 2.14 Maintain contact with parents in relation to student wellbeing and behavioural issues
- 2.15 Monitoring program outcomes for students
- 2.16 Regularly communicating with stakeholders (students, parents, school staff and other personnel) to ensure the smooth operation of the program.
- 2.17 Organising program activities including resources, transport, operations, staff, etc.
- 2.18 Managing financial and material resources within the area of responsibility including the formulation of budgets and the expenditure of allocated funds.
- 2.19 Coordinating the development of work program(s) according to national, state and local requirements.
- 2.20 Coordinating assessment, moderation and reporting programs.
- 2.21 Effectively communicate key aspects of sector and school improvement through a variety of modes, including though not limited to sector newsletters, College newsletter, staff intranet, student intranet
- 2.22 Use data informed decision making as a basis for developing strategic direction
- 2.23 Use the TCSO Strategic Plan to inform part of the MMCC Strategic Plan and supporting the Annual Action Plan
- 2.24 Document and report on the progress of initiatives to the Leadership team
- 2.25 Support quality assurance and review strategies to demonstrate the need for and effectiveness of innovation and change to secure improvement

- 2.26 Ensure the vision for the school is shared, clearly understood and acted upon effectively by all
- 2.27 Demonstrate personal commitment to continuous improvement using problem solving, creative thinking and strategic planning
- 2.28 Relationship building - being accessible and open to staff to create authentic relationships (Listening and Understanding)
- 2.29 Contribute to the development and implementation of new and emerging technologies to enhance and extend teaching and learning experiences
- 2.30 Collaborate with other members of the teaching staff and line manager, to ensure that the Catholic ethos and religious life of the school is evident in all school policies and practices, in the various areas of the curriculum and in the everyday relationships of all in the school community.
- 2.31 Fully participate in College liturgical events and other community events which give witness to the Christ-centered nature of the Mary MacKillop Community.
- 2.32 Endorse the College Credo in word and action, particularly the values of spirituality, wisdom, justice, respect and resilience
- 2.33 Fully participate in the spiritual formation of staff and students, including staff and student retreats,
- 2.34 Role modelling the school values and encourages and develops staff involvement with thoughtful reflection and spiritual formation.

### 7.3 OTHER DUTIES

Complete other duties that are directed as needs change or grow, if the duties are consistent with the purpose of this position and any relevant legal and/or industrial obligations.