

Position Description

School Principal



Melbourne Archdiocese
Catholic Schools

About MACS

At Melbourne Archdiocese Catholic Schools Ltd (MACS), we are on a mission to deliver an exceptional Catholic education that empowers young minds with the knowledge, skills, and optimism to flourish, lead meaningful lives, and have a positive impact on the world. MACS is the largest Catholic school employer in Australia. We own and operate approximately 300 schools in the Archdiocese of Melbourne, underpinned by a central support function of over 600 dedicated staff.

Our Strategic Plan, *MACS 2030: Forming lives to enrich the world*, presents a bold and inspiring vision of the educational experience we strive to provide for our students. Our vision, mission, and major objectives are outlined in the plan, guiding us towards a brighter future.

At MACS, we are committed to upholding our core values of Integrity, Respect and Excellence. Through the Catholic virtues of Faith, Hope and Love, we foster a culture of collaboration with passionate individuals who are dedicated to making a difference and delivering world-leading Catholic education.

About the team and role

As a School Principal, you will be inspired by faith to lead a joy-filled education community where students, staff, the parish community and families flourish. Your leadership will bring the *MACS2030* vision to life in the school, creating an environment where everyone can reach their full potential. The role of School Principal is one of the most important in the MACS system, working in collaboration with office staff, school staff, the parish priest, and the broader school community, and promoting the benefits, value, and strength of MACS' system of schools to achieve the identified goals.

The School Principal's responsibilities are executed within a gospel-inspired framework to strengthen the school's distinctively Catholic identity, with shared responsibility and support from MACS as the employer. The School Principal, supported by a school leadership team, is responsible for leading the school in mission, and must be prepared to review and enhance this at appropriate intervals, and use it as a point of reference with staff, the School Advisory Council, the parish priest, and the school community in establishing priorities that enable the school to flourish in a culture of shared purpose and mission.

Position Title	School Principal
Reports To	Senior Manager School Leadership
Directorate	Education Excellence
Direct Reports	Yes

Key responsibilities

- **Faith Formation and leading a Catholic School Community**

The School Principal is committed to the faith formation of the following four cohorts: school leaders; teachers; staff and collaborators; students and families.

- Work collaboratively with the Catholic school community to establish, strengthen and actively promote the Catholic mission and MACS vision of the school in all aspects of school life.



- Adhere to and champion the *Working Together in Mission* Charter through opportunities for age-appropriate development of faith formation and engaging with service-oriented activities for those in need.
- Enable each member of the school community to understand and experience Catholic faith, liturgy, culture, and traditions in meaningful and authentic ways, and ensure that the God-given dignity of each person is respected and nurtured.
- As a faith leader, support the local church, commit to the formation of students and staff, and build a culture of discipleship in the school as a response to the invitation of Jesus into a life of service for others.

• **Child Safety and Wellbeing**

The School Principal ensures that pastoral care is at the forefront of all decisions in the care, safety, and wellbeing of children and young people, in line with the teachings of Jesus Christ.

- Adhere to all legislative and statutory requirements, and MACS policies and frameworks, including mandatory reporting and the Victorian Child Safe Standards. The MACS Code of Conduct and Victorian Catholic Education Authority (VCEA) uphold this commitment, as documented in their Commitment Statement to Child Safety.
- Provide support and care programs appropriate to the varying mental and physical health needs of all students, including pastoral care and specialist services.

• **Leading Learning and Teaching**

- Align to the MACS *Vision for Instruction*, our evidence-based and system-wide pedagogical approach to drive key academic outcomes for students.
- Ensure that the Victorian Curriculum is implemented in a manner that is responsive to the needs and expectations of students and parents.
- Ensure that processes of ongoing curriculum review and development are built into the life of the school.
- Lead and enable the delivery of a high-quality teaching and learning program which includes regular assessment and reporting aligned with federal and state requirements.
- Create and maintain a school culture which emphasises the professionalism of teachers and the development and delivery of quality teaching and learning programs, including catering for diverse learning needs through multi-tiered systems of support and reasonable adjustments.
- Be accountable to statutory authorities and governments for the delivery of effective educational programs.

• **Religious Education**

- Prioritise Religious Education (RE) as a pivotal learning area in establishing and nurturing a community where the Gospel of Jesus Christ is genuinely known, lived and cherished.
- Allocate time and resources to ensure a content-rich approach to RE learning is celebrated, informed by evidence-based practice and a commitment to excellence.
- Support RE by maintaining a visible presence and support for faith development activities including the prayer life of the school, liturgy and prayer opportunities for students, staff and parents.
- Under the authority of the Archbishop of Melbourne, provide religious instruction by means of a religious education program and maintain acceptable standards of religious education in accordance with the policies and guidelines of diocesan authorities.
- Maintain and develop the charism of the school.

• **Leading the Management of the School**

The School Principal is responsible for the effective administration and financial management of the school.

- Administer school finances within the agreed annual budget, and plan for the long-term financial viability of the school in conjunction with School Advisory Council.
- Maintain a focus on enrolment trends and, as required, implement strategies and interventions to maximise enrolments, including marketing campaigns and community engagement activities, and utilise the support, tools and resources available.
- Establish effective procedures for the management and accuracy of data collected by MACS, Catholic education authorities, governments and other government and non-government agencies.



- Care for and maintain school property and comply with statutory regulations regarding all property services.
 - Contribute to clear and regular communication with the Church representatives, MACS, the School Advisory Council, Catholic education authorities, government and other government and non-government agencies.
 - Act as Executive Officer of the School Advisory Council.
 - Maintain effective and regular communication with parents and carers.
 - Liaise with official organisations associated with the school and MACS.
 - Ensure compliance with all legal obligations relevant to the conduct of the school including compliance with all VRQA minimum standards.
- **Engaging and Working with the Community**
The School Principal embraces the idea of the common good and the essential Catholic understanding and practice of community.
- Develop and maintain positive partnerships with students, families and carers, parish communities, alumni and the wider community.
 - Create an ethos of respect taking account of the spiritual, moral, social, and physical health and wellbeing of students.
 - Recognise, respect and respond to the multicultural nature of communities, and foster understanding and reconciliation with Indigenous cultures.
 - Use the rich and diverse linguistic and cultural resources of the school community and support the needs of students, families, and carers from communities facing complex challenges.
- **Leading Improvement, Innovation and Change**
The School Principal plays a crucial role in long-term planning through collaborative goal setting for the school and MACS as a system.
- Develop and monitor an evidence-based school improvement plan and annual action plan to achieve continuous improvement across the five spheres of schooling.
 - Implement and thoughtfully adopt all digital initiatives at school level.
 - Undertake strategic master planning of the school site, anticipating future needs such as changing enrolment patterns and the maintenance and upgrading of educational facilities to provide best in class experiences.
- **Developing Self and Others**
The School Principal is responsible for all aspects of human resource management, including:
- Creating an atmosphere based on gospel values, in which cooperation is valued.
 - Developing an understanding of and ensuring compliance with relevant federal and state legislation pertaining to the employment of staff, relevant awards and agreements, VCEA, diocesan and school policies.
 - Deploying staff in an efficient and educationally effective manner, through on-the-job experience and promotion of professional development.
 - Facilitating the just resolution of any interpersonal or workplace issues.
 - Employment and induction of new staff members under guidelines provided by the Church Authority.
 - Planning and implementing programs of professional development for staff members including an emphasis on uplifting accreditation levels.
 - Establishing and maintaining a working environment that supports Health, Safety and Wellbeing for all (OHS).
 - Undertaking cyclical processes of professional review and appraisal with staff members.
 - Perform other duties as assigned within your scope of practice/work.

Mandatory Selection Criteria

- Evidence of strong senior faith leadership through being an active member in good standing of a Catholic Church community, including Sunday attendance, whilst being informed by the Church's teaching and local mission.



- Demonstrated ability in instructional leadership, including determining and implementing evidence-based learning and teaching program and school curriculum.
- Evidence of unwavering commitment to fostering a workplace that prioritises the safety and wellbeing of all, including all MACS employees, students, parish, broader church, educational system, other schools, and educational authorities in line with current community safety standards and expectations.
- Displays a strong commitment to enrollment growth, financial stability, and a commitment to risk mitigation whilst effectively managing resources within a regularly monitored, evidence-based strategic plan.
- Demonstrated understanding and enactment of the legislative and systemic compliance requirements applicable to all Catholic schools.
- Shows attributes of justice and compassion in setting high standards for self and others in the leadership of pastoral care and the provision of an engaging education that provides multiple pathways and options for positive outcomes for young people.
- Strong coaching and leadership skills to enable team growth and development, championing innovation and improvement to support continuous learning.

Key recourse documents (will have links to all docs)

Document	Description
Working Together in Mission	The <i>Working Together in Mission</i> Charter is central to the role of a Principal within the Melbourne Archdiocese Catholic Schools (MACS). It emphasises the importance of adhering to and championing the call to establish and nurture a community where the Gospel of Jesus Christ is genuinely known, lived and cherished. Key responsibilities include developing a partnership with the parish priest, maintaining a visible presence and support for faith development activities, providing religious instruction, and maintaining and developing the school's charism.
Code of Conduct	MACS <i>Code of Conduct</i> provides a framework that guides actions, ensuring responsible and ethical conduct while nurturing a supportive environment that prioritises the health, safety, and wellbeing of all. The Code applies to every MACS employee as well as contractors, consultants, and directors. It operates in conjunction with all MACS policies and procedures to create a comprehensive framework that fosters a positive work environment where everyone feels supported and valued.
Vision for Instruction	MACS <i>Vision for Instruction</i> Position Statement serves as a strategic guide for enhancing teaching and learning across MACS classrooms. It outlines the MACS Vision for Instruction, including specific visions for reading, writing and numeracy instruction. It emphasises the importance of a knowledge-rich curriculum and explicit evidence-based instruction to ensure students flourish. It also details how the MACS system will support schools in implementing these visions, linking to evidence and research to establish clear expectations for instructional excellence and equity. Additionally, it is used as a resource for school leaders to co-design effective, aligned, school-wide approaches to teaching and learning.
School Improvement Framework	The <i>School Improvement Framework (SIF): Growing Effective Schools</i> recognises the distinctive nature of Catholic education. Focusing on the full flourishing of each student, this evidenced-based framework is designed to highlight the priorities and practices that support student outcomes through school improvement and effectiveness. The SIF of Melbourne Archdiocese Catholic Schools (MACS) has two purposes: 1. to assist schools and teachers to improve student outcomes 2. to satisfy legitimate expectations of government and sector authorities.



Digital Reimagination Strategy	The <i>Digital Reimagination</i> initiative at MACS is a comprehensive program aimed at transforming the technology ecosystem to support and enhance student learning, improve school governance, and meet regulatory obligations. It is designed to cater to the unique needs of primary and secondary schools within the VCEA network by providing a future-proof, data-driven technology solution that increases efficiency, simplifies user experience, and allows staff to focus more on student learning and wellbeing outcomes.
MACS Wellbeing Toolkit	MACS <i>Wellbeing Toolkit</i> is designed to support the mental health and wellbeing of staff within MACS. It includes various tools and resources developed to enable school teams to improve school, teaching, and student outcomes. The toolkit contains clear thinking tools, responsive action tools, and lean monitoring tools to assist in agile leadership and continuous improvement.

Skills, qualifications and pre-requisites to undertake the role.

Qualifications	Academic qualifications additional to initial teacher education (Master's Degree or five-year equivalent) Accreditation to teach Religious Education in a Catholic school
Previous Experience/s	Prior experience and proven performance in a Catholic school leadership role.
Registration / Licenses	Victorian Institute of Teaching qualification is essential Full, current, and maintained Victorian Driver's license and motor vehicle are preferred
Other requirements	1. An understanding of and commitment to the safety, wellbeing and protection of children. 2. Willingness to take reasonable care for your health and safety in the workplace and for the health and safety of others who may be affected by what you do or don't do.

