

ROLE DESCRIPTION

This senior position will support the mission of Mercy Education as it gives expression to the educational vision for Catholic schools as articulated in *Our Charter as a Mercy School*. The Head of School Engagement will be responsible for strategic support of school leaders for professional development and provision of excellent educational expertise in this school engagement role and will deputise for the Chief Executive as required.

Position	Head of School Engagement
Organisation	<p>Mercy Education Limited is a delegated authority of Mercy Ministry Companions (MMC). Mercy Education Ltd governs thirteen Mercy Colleges across Victoria, South Australia and Western Australia.</p> <p>This educational ministry is one of the many not-for-profit works of Mercy Ministry Companions operating throughout Australia.</p>
Reports To	Chief Executive Officer
Key Relationships	<p>The Head of School Engagement (HSE) will be part of the Executive Team working from the Mercy Education Ltd National Office. Flexible working conditions are available.</p> <p>The HSE will be required to liaise and confer on a regular basis with:</p> <ul style="list-style-type: none"> • College Principals and senior leadership staff • Board Directors and Board Committee Members • Executive Staff of the Mercy Education National Office • Trustee Directors of MMC, senior staff members and Sisters of the Institute of the Sisters of Mercy of Australia and Papua New Guinea (ISMAPNG) • Catholic Education authorities in each jurisdiction
Location	<p>720 Heidelberg Road, Alphington, Victoria</p> <p>Intra-state, interstate and overnight travel will be required</p>
Core values of Mercy Education	Justice, Compassion, Respect, Hospitality, Service and Courage
Primary focus of the position	<p>Executive supervision and management as required.</p> <ul style="list-style-type: none"> • Communications and Publications • Deputy Chief Executive Officer • Educational Excellence oversight • Mission and Mercy ethos events and activities oversight • Professional Development Programme – Board Directors, College Advisory Councils, Senior School Staff and Student Leaders • Senior school leader appointments and appraisal assistance
Salary & Conditions	<ul style="list-style-type: none"> • Five-year full-time contract position • Salary equivalent VCMEA 2018 Deputy Principal A – Level 7 + 5 % Position allowance (approximately \$190,000 at current EBA salary schedule) • 10.5% superannuation • Six weeks annual leave • Executive position professional hours apply

About this Role Statement	As MEL evolves to meet the changing needs of our schools, so will the roles required of its entire staff. As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.
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Core Responsibilities:

The primary responsibilities of the role:

- Develop and oversee a faith-centred approach of professional engagement with schools on mission; both that of the Catholic Church and ethos of the Sisters of Mercy from the lens of the Gospel message given to us by Jesus Christ, to ensure our schools are high-quality educational communities that are true to their Mercy and Catholic heritage
- Deputise for the Chief Executive as appropriate
- Assist the Chief Executive in selection, appointment, induction, appraisal and development of the leaders of Mercy Education Colleges and in Mercy Education's role in assisting Principals appoint and appraise school senior leaders (e.g. deputy principals)
- Develop and oversee the entire MEL Professional Development Programme for MEL Directors, MEL Executive Office personnel, Principal, Deputy Principal and Faith & Mission Co-ordinators
- Liaise with school personnel on social justice programmes such as Seeds of Justice and other MMC and ISMAPNG social action initiatives
- Act as Executive Officer for the Board's Educational Effectiveness and Standards Committee (EDSEC)
- Act as Executive Officer for the Board's Mercy Identity and Mission Committee (MIMCOM)
- Oversee all MEL publications and communications (Mercy Ed Newsletter, website, Annual report)
- Liaise with MMC on Formation– Dublin Pilgrimage and Ethos Programmes
- Liaise with ISMAPNG on Ethos and Social Justice opportunities – Mercy Works; Young Mercy Links
- Co-ordinate Student Activities (Frayne Speech Festival, Seeds of Justice Seminars)
- Co-ordinate State-based College Advisory Council Seminars

Key Selection Criteria:

- Be able to demonstrate a commitment to the mission, vision and values of Mercy Education and the ministerial works of Mercy Ministry Companions as founded by the Sisters of Mercy
- Be a practising Catholic who demonstrates a firm commitment to Catholic Education in the Mercy tradition.
- Be able to inspire and lead the provision of innovative and excellent education.
- Be committed to continuous school improvement which will drive strategic planning
- Have experience in organisational leadership and personnel development including management
- Possess highly developed interpersonal skills, including the ability to work collaboratively with multiple stakeholders
- Possess excellent technology skills and be proficient in the use of *Office 365*
- Be professionally qualified to undertake the primary focus of the role

Other Relevant Information:

- All employees are required to adhere to Mercy Education Ltd policies and procedures as varied from time to time.
- This role will require a Working with Children Check for each state in which Mercy Education operates, and a National Police Records Check.
- Under Victorian WorkCover legislation, it is the applicant's duty to advise Mercy Education of any -pre-existing medical conditions, which could be aggravated by the type of pre-existing injury/disease for which they are applying.