



URSULA FRAYNE CATHOLIC COLLEGE

APPOINTMENT: Vice Principal

Balmoral Campus (Years K – 6)
66 Balmoral Street, East Victoria Park, WA 6101
Phone: 08 9470 0400

Duncan Campus (Years 7 – 12)
15 Duncan Street, Victoria Park, WA 6100
Phone: 08 9470 0900

Email: admin@ufcc.wa.edu.au | Web: www.ufcc.wa.edu.au

Employment Information:

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Information to Prospective Applicants

Following the appointment of Mrs Veronica Parker as Principal of St Brigid's College, Lesmurdie, Ursula Frayne Catholic College seeks to appoint our next Vice Principal from 1 January 2023.

Leadership roles at Ursula Frayne Catholic College are appointed by the Principal, who delegates responsibility for the management of specific areas within the school. As such, the Vice Principal must be fully supportive of the College's *Mission* and *Vision* and show leadership as a witness by living and promoting the *Catholic ethos* and *Mercy values* of the College.

While responsible for oversight of the College on day-to-day matters, the Vice Principal will share with the Principal in all aspects of the school's leadership and management and take responsibility for the College in the Principal's absence.

The Vice Principal is a key member of the College's Executive Leadership Team (ELT), the group responsible for setting the strategic direction of the College, and is accountable to and under the direction of the Principal.

In addition to the Duties and Responsibilities of the Vice Principal, the community is seeking a Catholic educator who:

- promotes the evangelising mission of the church through witness to their personal faith and provides leadership by promoting the identity of the school through its culture, rituals, vision, mission and educational goals
- is committed to developing strong teams and fostering positive relationships with and between the school, associated parishes as well as between all staff, students and families
- is a highly relational leader with well-developed interpersonal skills who values and seeks to know each member of the school community
- will continue to develop the collaborative culture of professional practice that involves collaboration to bring about school improvement, innovation and change
- is an exemplary educator with extensive knowledge of contemporary trends and an understanding of differentiating the educational program to ensure all students' individual requirements are met through nuanced and meaningful educational practices, pedagogy, and programs
- understands and caters for the individual needs of students with extremely diverse ethnic, socio-economic, behavioural and learning needs
- has sound financial acumen and an ability to market the school's many impressive aspects effectively
- models a culture of self-reflection and self-development who exhibits high-level communication skills and provides opportunities that support the professional growth and wellbeing of all members of the school community

About the College

As a learning and faith sharing community, Centred in Christ Ursula Frayne Catholic College is a Catholic, Kindergarten to Year 12 co-educational College in the Mercy tradition. As such, the College caters for over 1400 students and is committed to the development of young people, academically and spiritually.

In its current form, the College was established in 1990 after the amalgamation of St Joachim's Primary and High Schools and Xavier College. It operates on two sites located at Balmoral Street, East Victoria Park (Kindergarten – Year 6) and Duncan Street, Victoria Park (Years 7-12). Both campuses are situated south of the Swan River within 5 kilometres of the Perth CBD and are closely linked with the parishes of Our Lady Help of Christians in East Victoria Park and St Joachim's in Victoria Park.

To cater for the specific developmental needs of our students, the College has established four, separate sub-schools: the Preparatory (Kindergarten-2) and Junior (3-6) Schools [Balmoral Street campus] and the Middle (7-9) and Senior (10-12) Schools [Duncan Street campus]. Each sub-school is overseen by a Head of School and operates as “a school within a school”.

Preparatory School

The Preparatory School is driven by a commitment to provide a nurturing approach, stimulating classroom environments and a comprehensive Early Childhood education. This is undertaken through the careful crafting of a Kindergarten, Pre-Primary, Year One and Year Two program, which seeks to satisfy children's cognitive, spiritual, physical, social, emotional and creative needs. Our philosophy is based on building solid foundations that encourage the blossoming of the 'whole person', and from which our students will invariably draw upon as life-long learners.

By acknowledging a child's developmental benchmarks, a relevant and meaningful curriculum can be delivered. Purposeful play, direct sensorial experience, physical engagement of innate curiosity, the valuing of serendipity, and exposure to acquiring knowledge in a variety of ways, are some of the strategies employed to scaffold the learning process. Specialist teachers in Student Support, Health & Physical Education, the Arts and the Library provide the students with a diverse range of experiences that enrich the curriculum.

Junior School

The Junior School's curriculum reflects the College's vision to create an educational community centred in Christ where opportunities are provided for students to develop in all areas. Specialist teachers in the areas of The Arts, Physical Education, Languages (Italian or Japanese), Library Studies and Student Support assist classroom teachers and students to achieve these aims.

The focus in the Junior School is to consolidate and build on the skills acquired in the Preparatory School and to use these skills to further student learning. Emphasis is given to developing independent learners with higher-level thinking skills, problem solving skills, communication skills and social skills. We believe that this emphasis, nurtured in a faith community based on Catholic values, will prepare our students for a technological world where flexibility, adaptability and well-developed thinking skills will define success.

Middle School

The term "Middle Schooling" is used to describe a particular phase of a young person's formal education. This important phase bridges the gap between the traditional primary and secondary approaches to education with a view to responding more effectively to the specific developmental needs of students in the upper primary and lower secondary years (roughly ages 11-14).

The Middle School provides academic rigour in the core subjects while stimulating the interests of students with an exciting array of elective subjects and co-curricular opportunities. As such, the curriculum of the Middle School is designed to be specifically sensitive to the developmental needs of young adolescents in the 11-14 years age group. The College strives to foster an environment based on harmonious working relationships, responsibility and mutual respect while endeavouring to excite and stimulate students towards the notion of life-long learning and dealing with change.

Senior School

The Senior School at Ursula Frayne Catholic College caters for students in Years 10, 11, and 12 where preparation for life beyond secondary school is a key focus. This preparation incorporates three interrelated aspects: the spiritual dimension in which all students are nurtured to grow in wisdom and love; the pastoral dimension encouraging resilience, independence and social awareness, and an individual, academic focus promoting rigour and excellence. This philosophy consolidates the student-centred learning pedagogy used in the Middle School and senior students are encouraged to accept greater responsibility for not only what they learn, but also how they learn.

To this end, the Senior School has the goal of providing students with the opportunity to select courses according to their specific needs, interests and career path and places great importance on the extension of students.

Appointment Process

To be considered for this outstanding leadership opportunity, potential candidates must be practising Catholics and experienced educators committed to the objectives and ethos of Catholic Education.

Candidates must have:

- *A minimum four-year tertiary qualification although it would be advantageous to demonstrate significant progress towards a Masters degree or higher*
- *Accreditation for Leadership in Catholic Schools or its equivalent*
[NOTE: As current leaders accept new or updated leadership contracts from January 2021 they are required to participate in the relevant study and/or formation]
- *Have a minimum of ten (10) years relevant educational experience*
- *Current TRBWA and Working with Children requirements*
- *Capacity to construct the College timetable using EDVAL or be willing and committed to learning this process.*

Appointment to this position will be in accordance with the procedures in the Catholic Education Commission of Western Australia policy statement concerning promotional positions. The terms of appointment to the position will be in accordance with CECWA policy.



Applications

1. Applications for the position of Vice Principal should be completed on the **Application Form**. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.
2. Your covering letter should explain your reasons for applying for this position AND any other relevant information you may wish to include. [Maximum of two (2) pages]
3. Send a copy of the attached Referee Report to each of your three (3) professional referees and ask them to return them to admin@ufcc.wa.edu.au by the closing date. Parish priests are **not** required to submit a written reference but will be contacted for comment.
4. The Principal reserves the right to seek information from people not listed in this application unless specifically requested not to do so.
5. Applicants will be expected to uphold the Catholic ethos of the College.

Applications will be received until **4.00pm WST on Monday 15 August 2022** and should be marked "CONFIDENTIAL" and addressed to:

The Principal
Ursula Frayne Catholic College

BY EMAIL:
admin@ufcc.wa.edu.au

IF POSTING:
15 Duncan Street
VICTORIA PARK WA 6100

Interested applicants should refer to the following documents:

- **Vice Principal – Duties and Responsibilities (*Appendix 1*)**
- **Appointment Timeline (*Appendix 2*)**
- **Referee Report 2022**
- **Application Form – Vice Principal**

justice – hospitality – excellence – compassion – respect

Appendix 1:

Role:

The Vice Principal is a senior leader in the College who, in collaboration with the Principal, oversees the operation of both campuses. The Vice Principal is a member of the Executive Leadership Team, the group responsible for setting the strategic direction of the College.

The Vice Principal assumes responsibility for the College in the absence of the Principal.

Duties:

1. To develop and manage the human resource framework of the College, including:
 - recruitment
 - selection processes
 - induction
 - professional and faith development
 - performance management
 - occupational health and safety
 - compliance processes
2. To assist the Principal with student enrolments, especially those of International Students.
3. To collaborate with the Principal and the Heads of School in setting and reviewing the curriculum of the College while maintaining oversight of curriculum continuity from K-12.
4. To timetable secondary classes in line with staffing quotas and oversee the the development of the primary timetable.*
5. To liaise with, and mediate between, students, teachers and parents on serious matters of student behaviour, in collaboration with the Head of School and the Principal.
6. To assist the Principal in the promotion of the College to parents, past students and the wider community through the development of public relations and school development and in working with the Friends of Frayne Association and other relevant parent groups.
7. To participate in the Executive Leadership Team and to act as its Executive Officer.
8. To plan in collaboration with Heads of School
 - the Year and Liturgical Calendars of the College
 - staff meetings
 - the school timetable
 - special celebrations and events
9. To liaise with external agencies that have a service role with respect to students e.g. Transperth, Health Department, Police Department, Town of Victoria Park.
10. To oversee all administrative requirements pertaining to:
 - trainee teachers.
 - temporary/relieving teaching staff/volunteers
11. To carry out other duties, as required by the Principal.

*Applicants either demonstrate a capacity to construct the College timetable using EDVAL or a willingness and commitment to learning this process.

Appendix 2:

APPOINTMENT PROCESS TIMELINE:

Position Advertised:	Saturday 23 July (Term 3 - Week 1)
Applications Close:	Monday 15 August (Term 3 – Week 5)
Shortlist of Applicants:	Monday 22 August (Term 3 – Week 6)
Panel Interviews:	Monday 29 August (Term 3 – Week 7)
Preferred Applicant Notified:	Tuesday 30 August (Term 3 – Week 7)
Interview with the Principal:	TBA
Announcement to school communities:	TBA
Unsuccessful Shortlisted Applicants Notified:	TBA
Induction / Handover Day:	To be advised

NB. Should circumstances require it, the proposed timeline may be varied and applicants advised accordingly.