

St Marcellin Catholic College

Assistant Principal
Fulltime Ongoing



St Marcellin
CATHOLIC COLLEGE

STRONG MINDS | GENTLE HEARTS 



St Marcellin

CATHOLIC COLLEGE

St Marcellin Catholic College is a Foundation K-12 community located in the beautiful coastal town of Madora Bay, Western Australia. As a growing Kindergarten to Year 12 College, St Marcellin offers a unique opportunity for an educational leader to help shape the culture, traditions, systems and story of a flourishing Catholic and Marist community.

Vision and Values

Educating in the Marist Tradition, the College is inspired by St Marcellin Champagnat who sought to make Jesus known and loved by all. St Marcellin was a seeker of knowledge with a heart that knew no bounds.

This community has a vision to develop young people with '**Strong Minds** and **Gentle Hearts**; people of **Hope**, demonstrating through their actions, **Compassion** and **Humility**. In Marist schools, as Christ centred communities, we strive to model and share the Gospel values with our young people. Our College has community at its heart. You are invited to join a culture that values positive and meaningful relationships before anything else.

Marist Characteristics

Simplicity - Marcellin believed that simplicity means accepting ourselves as we are, with all our strengths and weaknesses. He urged us to be transparent, to be people of integrity, and to let people, especially young people, see us just as we are.

Love of Work - Marcellin, the builder, shows us the importance of being ready to "roll up our sleeves", prepared to do whatever is needed for the vision of our community. We follow his example in being generous of heart, constant and persevering in our daily work.

Presence - Marcellin wanted his followers to do nothing less than immerse themselves in the lives of the young - "constant presence" among them, he called it - and to show them at all times what it is to live as a good Christian and citizen.

Family Spirit - It is something tangibly experienced. You feel it in the warmth of the College. You feel it in the welcome and hospitality. You feel it in the lack of pretence or arrogance. You feel it in the sense of belonging and the broad inclusivity of that. You feel it in people's care and kindness. You feel it in trust and respect.

In the Way of Mary - Marcellin knew Mary would be the best possible model of one who prized each human being for their own sake. Mary shows by her humility and generosity, the claims of the common good. In a world which put up and pulled down others, Mary revealed that the real God was someone with dusty feet.



St Marcellin

CATHOLIC COLLEGE

Overarching Position Statement

As a member of the College Executive Team, the Assistant Principal is supported by and works closely with the Principal in leading the ongoing growth and development of the College as a Christ-centred and child-focused learning community, inspiring all to actively live the Gospel.

Located in the beautiful coastal community of Madora Bay, St Marcellin Catholic College is a Foundation K-12 College in the Marist tradition. With Pre-Kindergarten to Year 4 in 2027, we will grow organically towards a full K-12 pathway by 2035. The College is projected to become a thriving community of approximately 1,600 students.

This role presents an extraordinary opportunity for an experienced and aspirational leader to help create, shape and lead within a rapidly growing College community. The Assistant Principal supports the Principal across the four pillars of the Quality Catholic Education Framework: Catholic Identity, Education, Community and Stewardship.

The Assistant Principal will join a collaborative and supportive Executive Team committed to shared leadership, professional growth and continuous improvement. This role offers a rare opportunity to influence the culture, learning and future direction of a growing Kindergarten to Year 12 College while working alongside dedicated staff, engaged families and a highly relational leadership team.

Leadership Profile

- At St Marcellin Catholic College, leadership begins with relationships. We seek a leader who leads with heart, values relationships and understands that strong systems exist to serve people.
- The successful applicant will be a visible and authentic presence within the College, strengthening Family Spirit and contributing to the growth of students, staff and families as their core business.

STRONG MINDS | GENTLE HEARTS 



Key Position Relationships

The diagram below outlines the organisational structure for 2027. As the College continues to grow, this will develop and further leadership positions and other roles will be added.

The key responsibilities of this position may change over time, given the growing nature of the College.



KEY RESPONSIBILITIES

CATHOLIC IDENTITY

Catholic leaders promote the purposes and aims of evangelisation. As such, they are invited to develop their school communities as faith communities by emphasising its religious dimension. They are encouraged to ensure that Christian values are reflected in attitudes and school policies and practices.

- Demonstrate a personal commitment to the mission of Catholic education and the Marist charism.
- Contribute to the ongoing development of the College's Marist identity, helping to shape the traditions, rituals and story of a growing Kindergarten to Year 12 community.
- Foster a culture where every person is welcomed, known and loved, upholding the dignity of each individual and modelling Gospel values in all relationships.
- Support and promote the prayer, liturgical and sacramental life of the College community, including supporting the planning and coordination of key liturgical celebrations and faith experiences.
- Support student participation in the College Sacramental Programme and work collaboratively with parish and College stakeholders to strengthen faith partnerships.
- Collaborate with College leaders to ensure Religious Education, faith formation and Catholic Identity initiatives are implemented effectively across the Junior School.
- Support the College Pastoral Programme (Marcellin Group) by ensuring it integrates our Catholic Context and Marist tradition.
- Assist in the development, implementation and review of policies, procedures and practices that support the College's Catholic Identity and mission.

EDUCATION

Leaders demonstrate a compelling understanding of the educational vision of the Church - the holistic development of children: spiritually, physically, socially, emotionally and intellectually. They ensure the vision is Christ centred and child-focused. Leaders place students and their development as a whole person at the centre of all planning, decision making and delivery.

- Promote Religious Education as the first learning area.
- Support our Catholic Vision for Learning that develops curious, collaborative, creative and critical thinkers.
- Hold an image of our staff and students as competent, capable, creative, responsible, resourceful and resilient.
- Support the College's commitment to play-based, inquiry-rich approaches to learning
- Lead the creation of learning environments where play, inquiry, intentional teaching and student voice work together to foster growth, engagement and achievement.
- Walk alongside educators, supporting professional growth through coaching, collaboration and reflective practice.
- Lead the thoughtful use of evidence and data to support student growth and achievement.
- Support the consistent implementation of whole-school processes that enable staff to respond effectively to the academic, behavioural and learning needs of all students.
- Collaboratively work with families and external agencies to support student success and inclusion.
- Provide leadership, oversight and support for students with disability and additional learning needs, ensuring the development, implementation, monitoring and review of Individual Education Plans (IEPs)

COMMUNITY

Catholic leaders are responsible for developing, promoting and sustaining the Catholic life of the school community. They are called upon to foster a safe, purposeful and inclusive learning environment whilst developing constructive and respectful relationships within their community. In the Catholic tradition, community is underpinned by the principles of Catholic social teaching – the common good, subsidiarity, solidarity and participation. Consequently, school community leadership requires the design of organisational structures that are characterised by service, collaborative decision-making, genuine participation and patterns of cooperation.

Wellbeing and Restorative Practices

- With the leadership team, lead the development, implementation and review of student wellbeing, behaviour support and restorative practice frameworks.
- Support staff in implementing restorative practices that strengthen relationships, foster belonging and promote positive behaviour.
- Foster a safe, inclusive and nurturing learning environment where every child is known and loved.
- Oversee the effective implementation of wellbeing and social-emotional learning programs and frameworks such as UR Strong, Kimochis and RULER.
- Ensure student wellbeing, safety and belonging remain central to College planning, decision-making and practice.
- Work with families in meeting the individual pastoral needs of St Marcellin Catholic College students.

College Life and Co-Curricular Programmes

- Collaboratively, provide leadership and oversight of student life at the College, including camps, excursions, sporting events, celebrations and co-curricular opportunities.
- Work alongside the Executive team to provide initiatives that enrich student engagement, strengthen relationships and foster a vibrant College culture.
- Support the development of student leadership opportunities that reflect the College's Catholic and Marist identity.

Community Engagement and Family Spirit

- Foster strong and authentic partnerships between the College, families, parish and wider community.
- Build authentic partnerships with families, recognising parents and caregivers as the first educators of their children.
- Welcome our community warmly. Demonstrate a capacity to build a community where belonging prevails.



STEWARDSHIP

Stewardship recognises that God is creator of the universe and that policies and organisational structures serve individual and communal development, as well as care for the earth. Stewards are called upon to design and implement policies and procedures that ensure equity via the effective use and maintenance of the human, physical and financial resources of the school.

Leadership of People

- Work with the Executive Team in shaping, implementing and evaluating the strategic direction of the College.
- Provide visible, authentic and relational leadership that advances the College's Catholic, Marist and educational vision.
- Address challenges proactively and engages in courageous conversations that foster growth, accountability and positive relationships.
- Build leadership capacity across the College by fostering collaboration, initiative, accountability and shared responsibility.
- Support the formation, mentoring and professional growth of staff through coaching, feedback, professional learning and reflective practice.
- Contribute to the recruitment, induction and retention of high-quality staff aligned with the mission, vision and values of the College.
- Lead and support change initiatives that strengthen College culture, learning and organisational effectiveness.
- With the Executive team, lead strategic initiatives from planning through to implementation, evaluation and ongoing refinement.

Operational Leadership

- Contribute to the development, implementation and review of College policies, procedures and practices.
- Oversee operational responsibilities, ensuring effective and efficient College operations.
- Ensure compliance, reporting and regulatory requirements are met with accuracy, integrity and professionalism.
- Develop and refine systems and processes that promote consistency, efficiency, accountability and high-quality outcomes.
- Steward College resources responsibly, ethically and sustainably.
- Contribute to the planning and development of facilities, learning environments and resources that support the College Vision for Learning.
- Support enrolment, transition and onboarding processes that enable staff, students and families to experience a strong sense of welcome and belonging.
- Work collaboratively across College teams to ensure effective communication, coordination and the smooth day-to-day operation of the College.
- Undertake organisational leadership responsibilities and other duties as delegated by the Principal.

Requirements (CECWA Policy: Appointment of Staff in Catholic Schools)

- As a condition of employment, staff are committed to Catholic values to cooperate actively in fostering the College's mission through its life and curriculum (Bishops Mandate 96)
- Staff must be fully supportive of the objectives and ethos of Catholic Education
- Child safety and protection is a fundamental responsibility for everyone in the College
- Have completed or undertake to complete Accreditation to Lead in accordance with the CEWA Accreditation Framework.

Selection Criteria

1. A commitment to Catholic education and the ability to actively promote the Catholic ethos, Marist charism, and Vision and Values of St Marcellin Catholic College.
2. An exceptional capacity to build meaningful relationships and foster trust, belonging and Family Spirit amongst students, staff and families.
3. A commitment to a restorative culture and a strengths-based approach, grounded in the belief that every learner is capable, competent and continually growing in learning, responsibility and character.
4. A commitment to play-based, inquiry-rich and Reggio inspired approaches to learning, together with the capacity to lead and develop staff in contemporary child-centred pedagogy, fostering collective efficacy, innovation and a shared vision for learning.
5. A commitment to nurturing and empowering staff through authentic leadership, coaching and professional dialogue, fostering a culture of trust, collaboration and shared responsibility for student learning and wellbeing.



Position Requirements and Conditions

- Accreditation to Lead (completed or working towards)
- Relevant four-year tertiary qualification
- Minimum seven years teaching experience
- Previous experience as an Assistant Principal will be an advantage
- Current Working with Children Check Card (WWC)
- Current TRBWA
- Undergo Mandatory training as required by the College
- Undergo Staff Code of Conduct training
- A proportion of the role will be teaching

Personal Attributes

- Embodies the Marist characteristics of presence, simplicity, humility, family spirit and a love of work in daily interactions and leadership.
- Creates a strong sense of belonging by building authentic and trusting relationships with students, families and colleagues.
- Approaches challenges with optimism, flexibility and a willingness to contribute wherever needed.
- Leads with courage, integrity and generosity, placing service to others at the heart of their work.
- Sees the best in every child and is committed to helping each student flourish.

Position Details

St Marcellin Catholic College is seeking applications from Assistant Principals to join our Foundation College in its third year of operation.

Title	Assistant Principal
Accountable to	College Principal
Hours of Work	Fulltime Ongoing
Classification	Category 3
Commencement	January 1, 2027

Application Process

- Please prepare a cover letter addressed to Mrs Anita Da Silva
- Please prepare a response addressing the selection criteria (maximum two pages)
- Complete the Application Form
- Applications should be emailed to employment@stmarcellin.wa.edu.au
- Confidential enquiries can be made to Anita Da Silva at anita.dasilva@cewa.edu.au
- Applications close Thursday November 5 at 4.00pm.



St Marcellin

CATHOLIC COLLEGE

