



Our Lady of
Mercy College

HEAD OF YEAR

Application Package

Head of Year – Duty Statement

1 x Fixed Term Contract, Maternity Leave replacement – Full-time, commencing 1 January 2027
2 x Permanent, Ongoing – Full-time, commencing 1 January 2027

Introduction to the College

Our Lady of Mercy College Australind is a Catholic Co-educational Secondary College established in 2020 to serve the communities of Harvey, Brunswick, Collie, Leschenault, Australind and surrounding regions.

The College offers a supportive and enriching educational environment for students in Years 7–12, based on the Mercy values. As well as the traditional learning areas, the College offers an extensive curriculum and will continue to investigate future opportunities in a variety of Learning Areas to meet the demands of our growing College. Through a focus on global competencies, Our Lady of Mercy College equips our students with the skills and knowledge needed to address real-world issues, for the next stage of their lives.

With a strong focus on Pastoral Care, Our Lady of Mercy College continues to strive for a culture of respect and positive relationships, placing the person first.

Our Mission calls us to be:

A community centred on Christ's teachings, where our Catholic faith and vision for learning unite to uphold human dignity, promote justice and act for the common good.

Our Vision commits us to:

Guided by the Mercy tradition and values, and by our vision for learning, we equip and empower students to contribute to a more just and compassionate world.

Overall Responsibility

The Head of Year is a key leadership role within the College, responsible for the pastoral wellbeing, care and development of a designated year group of students. The role requires a high level of professionalism, leadership and commitment to actively promoting and supporting the Catholic ethos, values and culture of the College.

The Head of Year will provide leadership in student wellbeing, behaviour management and pastoral care, establishing and coordinating year group initiatives, activities and programs that foster a positive, inclusive and cohesive year-level culture. Working collaboratively with staff, students and parents, the Head of Year will support student growth, engagement and wellbeing while contributing to a strong sense of community.

In addition to their leadership responsibilities, the Head of Year will maintain an allocated teaching load and is required to attend the College on a full-time basis, Monday to Friday, including participation in staff meetings, College events and other duties as required under the Enterprise Agreement.

Reporting To

The Head of Year reports to the relevant Deputy Principal and works in collaboration with all members of the College Executive.

Specific Responsibilities

The Head of Year will:

Mission and Leadership

- Actively live and promote the Catholic mission, ethos, values and traditions of the College.
- Model Gospel values and support the spiritual, faith and personal development of students.
- Provide visible, consistent and supportive leadership for the assigned year group, fostering a positive, inclusive and respectful community.
- Establish and communicate clear expectations regarding student behaviour, attendance, punctuality, presentation and engagement.
- Lead, mentor and support Pastoral Care teachers and other staff working with the year group.
- Facilitate year-level meetings and contribute to staff development, induction and collegial growth.
- Recognise and celebrate student achievement across academic, pastoral, co-curricular and leadership domains.

Student Wellbeing and Pastoral Care

- Lead the planning, implementation and review of year-level wellbeing programs aligned with College priorities and the CEWA Child Safe Framework.
- Monitor and support student wellbeing, attendance, behaviour, engagement and participation in College life.
- Provide pastoral support, guidance and mentoring to students.
- Develop and coordinate intervention and support strategies for students requiring academic, behavioural, social or emotional assistance.
- Liaise with College Wellbeing Services, staff, parents, guardians and external agencies to support student needs.
- Organise case-management meetings where required.
- Promote positive relationships, responsibility, resilience and inclusion among students.
- Foster positive partnerships with families and maintain effective communication regarding student wellbeing, behaviour and progress.
- Encourage student leadership and student voice through collaboration with student leadership groups and initiatives.

Curriculum and Academic Monitoring

- Monitor academic progress and achievement across the year group and identify students requiring additional support.
- Review student performance data and coordinate appropriate intervention strategies.
- Liaise with the relevant Deputy Principal regarding student placement, achievement and support.
- Promote effective study habits, learning skills and academic engagement.
- Use pastoral and academic data, including SEQTA records, to inform decision-making and support planning.
- Support parent information evenings and year-level curriculum and subject selection processes.

Teaching and Learning

- Maintain a teaching load in accordance with the Enterprise Agreement.
- Demonstrate best-practice teaching and uphold high standards of learning and student engagement.
- Support staff in fostering positive teacher-student relationships and effective classroom environments.
- Utilise digital technologies effectively to enhance teaching, learning and communication.
- Participate in ongoing professional learning and professional growth.

Faith Formation and College Community

- Support and promote liturgical, spiritual and faith formation opportunities, including Masses, retreats, pastoral days and year-level faith experiences.
- Assist with whole-school events and activities as required.
- Engage in and contribute to the co-curricular life of the College.
- Build strong relationships with students, staff, families and the wider College community.

Operations and Year-Level Management

- Coordinate year-level assemblies, camps, retreats, social events, information evenings, transition programs and other year group activities.
- Coordinate the induction and orientation of new students and families.
- Manage year-level routines, procedures and activities that support student wellbeing and engagement.
- Ensure compliance with risk management, Child Safe, occupational health and safety requirements and College policies.
- Manage the year-level budget where applicable.

Administration and Communication

- Maintain accurate and timely records, documentation and SEQTA entries.
- Provide reports and updates to College leadership regarding year-level matters.
- Ensure timely and professional communication with parents, guardians and staff.
- Contribute to College publications, newsletters, yearbooks and promotional materials.
- Liaise with marketing and communications staff to highlight year-level achievements and events.
- Maintain confidentiality, professionalism and ethical conduct in all matters.

Professional Expectations

- Demonstrate professionalism, integrity, initiative, flexibility and collaboration.
- Work positively and effectively with teaching and non-teaching staff.
- Maintain appropriate professional qualifications, registrations and accreditations.
- Respect and promote the appropriate use of College facilities, resources and equipment.
- Participate fully in College meetings, professional learning and community events.
- Undertake other duties as directed by the Principal or delegate.

Selection Criteria

The successful applicant will demonstrate:

- Active support for the Catholic ethos and values of the College.
- Demonstrated leadership experience in pastoral care, student wellbeing, or year-level coordination.
- Strong knowledge of adolescent development and contemporary pastoral care practices.
- Familiarity with CEWA wellbeing frameworks and child-safe practices.
- Demonstrated understanding of current educational perspectives and demonstrated capacity to improve student learning outcomes.
- Experience supporting secondary students both academically and pastorally.
- Demonstrated ability to work effectively both independently and collaboratively with students, colleagues, parents/guardians, and external agencies.
- Excellent communication and interpersonal skills, including strong written and verbal communication.
- Strong organisational, time management, problem-solving, and critical-thinking skills.
- A willingness to be actively involved in the full life of the College.

Tenure and Conditions

Responsibility	Position reports to the relevant sub school Deputy Principal.
Terms of Employment	Ongoing, Full-Time, Commencing 1 January 2027 • Relevant 4-year tertiary qualification. • Hold a current registration with the Teacher Registration Board of Western Australia (TRBWA). • Hold a current Working with Children Check (WWC). • Hold or be working towards Accreditation to Teach RE or Accreditation for Middle Leaders. • Annually complete Child Protection Procedures and Mandatory Reporting Training, and all other CEWA mandatory training. • Undertake a professional performance review every (3) years, with an initial review at the conclusion of the first year of appointment.
Remuneration	The package will be awarded a Promotional Position Allowance according to the school's Category based on size with a Level 1 allowance allocation. As per the industrial agreement WA Catholic School Teachers Enterprise Agreement 2023
Salary Packaging	A range of salary packaging options are available as per other Catholic school employees in WA. Allowable salary package items include the following: • Private health insurance • Payment of school fees • Childcare costs • Mortgage expenses or home rental • Novated lease (vehicle)

General Information for Applicants

To apply for the role:

Applicants will need to produce an application package which includes:

1. Cover letter
2. Curriculum Vitae, including copies of professional qualifications

Applications are to be received via email to olmca.humanresources@cewa.edu.au no later than 4:00 pm, **Monday 24 August 2026. Applications after this deadline will not be accepted.**

1. Cover Letter

Write a cover letter addressing the selection criteria, outlining your suitability for the position. This should be a maximum of two pages. Letters need to be addressed to the College Principal, Mr Vince Bellini.

2. Curriculum Vitae

- Employment history, including specific dates for leadership positions
- Professional qualifications
- Professional learning
- Accreditation status, attainment date and number
- TRBWA (Teacher Registration Board of Western Australia) and WWCC (Working with Children Card) numbers and expiry dates
- Names and contact information of three professional referees, along with your Parish Priest. All will be contacted for the purpose of a verbal reference.
Your three referees must include;
 - a person with whom you are currently working.
 - a person with whom you have worked in the past two to five years.
 - a current line manager.
- Provide copies of professional qualifications, Working with Children card and TRBWA registration.

Further information can be obtained by contacting the Vice Principal, Mrs Maree Maughan on 08 9720 3300.

Timeline

Friday 14 August	Position advertised
Monday 24 August	Closing date for applications
Tuesday 25 August	Shortlisting commences
Wednesday 26 August	Interview invitations sent
Friday 28 August - Monday 31 August	Interviews