

Head of Academic Services

INTRODUCTION TO THE COLLEGE

Mazenod College was established in 1966 by the Oblates of Mary Immaculate, served through two Oblate Priests, Fr Dennis McCarthy OMI, and Fr Ian Mackintosh OMI. The Charism of St Eugene de Mazenod OMI inspired these pioneering Oblates to build a Catholic boys' school on 21 acres of bushland on the Darling Scarp in Lesmurdie, Western Australia. On the 14 February 1966, they welcomed the first Year 6 and Year 7 students to Mazenod College and the Boarding Residence was established in 1967, providing the vital opportunity of education to rural students.

Today, Mazenod College is a thriving community which continues to be guided and supported by an Oblate presence, and a commitment to providing a safe and nurturing, quality Catholic Education for boys. Celebrating its 60th Anniversary of the day school in 2026 and the 60th Anniversary of Boarding in 2027, over 900 students from Years 7-12 attend Mazenod College, with approximately 100 young men receiving their educational journey as members of our Boarding community. These students come from a wide range of rural and remote areas within Western Australia and beyond. The Mazenod College Boarding experience is a journey of growth, guided by the Charism of St Eugene de Mazenod and the Oblate tradition of community. The personal and spiritual care of each young man is a priority for all our Boarding students. In our Cebula Residential Community, a sense of a home away from home permeates every part of the Boarding life.

Mazenod College specialises in boys' education and offers an extensive range of learning opportunities both inside and outside of the classroom. We strive to offer a rich and holistic education for each boy. The College is equipped with a Chapel, spacious grounds and modern facilities that support a diverse range of interests and learning opportunities which support the holistic development of young men, grounded in faith. Mazenod College's aspiration is not to be one of the best schools in Western Australia, rather, one of the best schools for Western Australia.

Mazenod College challenges students to go to the margins, act with respect and dignity, approach life with courage and passion and develop their hearts so they can be men of compassion. St Eugene de Mazenod and the Oblates of Mary Immaculate call all our students to 'Come, learn who you are in the eyes of God.' Our young men are supported in their development to leave the College as well-rounded young men holding high aspirations, with a commitment to making a positive difference in the world.

Central to the life of Mazenod College is the strong partnership between families and the College. We recognise that parents and caregivers are the primary educators of their sons, and through open communication, mutual respect, and shared aspirations, we work together to support the growth, wellbeing, and success of each young man.

Staff play a vital role in this partnership, serving not only as educators but also as mentors, role models, and guides. Through their commitment, care and witness to the values of the Gospel and the Charism of St Eugene de Mazenod, they help shape young men of faith, character, compassion, and purpose.

A strong sense of community known as the 'Mazenod Spirit' provides a sense of pride for our Students, Staff, and our Old Boys alike.

ACCOUNTABILITY

Position Title:	Head of Academic Services
Accountable to:	The Deputy Principal Teaching and Learning and The Deputy Principal Student Culture
Responsible to:	The Principal

THE ROLE

As a prominent member of Mazenod College and the College Middle Leadership Team, the Head of Academic Services (HAS) actively embodies and promotes the Vision, Mission, Values, and Oblate Charism of St Eugene de Mazenod and the Missionary Oblates of Mary Immaculate. Through authentic Catholic leadership, the HAS contributes to the faith formation, wellbeing, and holistic development of students while fostering a culture that upholds the dignity, safety, growth, and academic success of every young man as he comes to learn who he is in the eyes of God.

The HAS provides strategic leadership across academic operations, data analytics, curriculum administration, assessment, reporting, timetabling, and educational improvement initiatives. Working collaboratively with the Principal, Vice Principal, Deputy Principals, College Leadership Team, Heads of Learning, Heads of Year, and key Support Staff, the HAS plays a

Learn what you are in the eyes of God.

pivotal role in advancing the College Strategic Plan, Vision for Learning, and priorities relating to Academic Achievement, Student Growth, Innovation, Organisational Effectiveness, and Evidence-informed Practice.

The HAS leads the development, implementation, and continuous improvement of systems and processes that support Curriculum Delivery, Assessment, Reporting, Scheduling, Data Analysis, and Educational decision-making. The role carries significant responsibility for oversight of College Timetabling, Examinations and standardised testing, Academic Reporting, NAPLAN, OLNA, External testing programs, Subject Selection processes, Academic Data Analysis, and Regulatory Compliance requirements.

A key aspect of the role is fostering a culture of high expectations, continuous improvement, and Academic Excellence through the strategic use of data and contemporary Educational research. The HAS works collaboratively with staff to build data literacy, strengthen curriculum innovation, improve learning outcomes, and develop future-focused educational practices that enhance Student Engagement and achievement.

As a leader of people, learning, and organisational effectiveness, the HAS complements the professional capacity of staff through collaborative leadership, sound judgement, strategic planning, and stewardship of resources. The role champions innovative approaches to boys' education, Curriculum design, Assessment, Reporting, and Educational Technology while ensuring alignment with the College Mission, Vision, and strategic priorities.

The HAS works collaboratively with the Principal, Vice Principal, Deputy Principals, College Leadership Team, Heads of Learning, Heads of Year, House Charism Coordinators, Information Technology Staff, and key Support Staff to promote a culture of academic excellence, innovation, accountability, and continuous improvement. Through visionary leadership and professional expertise, the HAS advances Student Achievement and whole-school effectiveness in support of the College's Mission and long-term success.

KEY TASKS

- Attend and contribute strategically to Academic Leadership Team and Pastoral Leadership Team meetings as required
- Lead the strategic design, construction, implementation and continuous review of the College Timetable in consultation with the Principal, Vice Principal, and Deputy Principal | Teaching and Learning
- Provide strategic oversight of all Timetable structures, Staffing allocations, Classroom allocations, Scheduling systems, and organisational arrangements to ensure optimal educational outcomes and operational effectiveness
- Lead and manage the development, implementation, and continuous refinement of Subject Selection processes for Students in Years 7-12 in consultation with the Principal, Vice Principal, and Deputy Principal | Teaching and Learning
- Work collaboratively with the Head of Campus Organisation and Community Engagement and the Deputy Principal | Teaching and Learning in the planning, organisation and administration of all College Examinations, including Examination Timetables, and high-quality supervision arrangements
- In direct consultation with the Deputy Principal | Teaching and Learning lead the strategic Administration, Analysis and utilisation of NAPLAN, OLNA, Bishops' Religious Education Assessments, WACE, ATAR and other internal and external Assessment programs to inform school improvement and student achievement initiatives
- Provide leadership in all Academic Reporting processes, ensuring the effective implementation and utilisation of Toddle as the College's Learning and Reporting platform
- Maintain strategic oversight of all College Academic Data Systems including iSAMS, Edval, Toddle, SIRS, and associated platforms, ensuring data integrity, compliance, accessibility and effective utilisation
- Lead whole-school capability development in the effective and innovative use of Toddle, ensuring staff maximise its potential to enhance Learning, Assessment, Reporting and Communication
- Lead initiatives that support students and families in engaging effectively with Toddle and other Academic Information systems to strengthen learning partnerships and student success
- In collaboration with the Deputy Principal | Teaching and Learning and Deputy Principal | Student Culture, lead the collection, analysis, interpretation and application of Student Achievement, Assessment, Attendance, Engagement and Wellbeing data to inform strategic decision-making and targeted interventions
- Serve as the College's lead authority for Educational Data Analytics, providing strategic insights and evidence-based recommendations to the Principal, Vice Principal, College Leadership Team and College Board
- Develop and maintain whole-school Academic Performance Dashboards, Growth measures and Reporting frameworks that enable informed decision-making and the monitoring of key strategic priorities.
- Lead the development of staff data literacy and analytical capability, fostering a culture of evidence-informed practice, continuous improvement and accountability across the College

- Lead the collection, interpretation and communication of Academic Growth, Achievement and value-added performance measures to support Curriculum improvement and enhanced student outcomes
- Provide leadership in external audit processes, regulatory compliance, and school improvement initiatives, ensuring the College maintains exemplary standards of governance and accountability
- Collaborate with the College Leadership Team to evaluate emerging Educational trends, Technologies and data-informed practices that strengthen teaching, learning and student achievement

KEY RESPONSIBILITIES

1. CATHOLIC IDENTITY AND OBLATE MISSION LEADERSHIP

- Give active witness to the faith life of the Catholic Church
- Model and promote the Catholic faith, Gospel values, and the Oblate Charism throughout the life of the College
- Ensure that the relevance and expression of the Oblate Values and Charism are evident to all staff, students, parents, and community members, across the life and all daily practices of the College
- Support the Principal, Rector and Director of Catholic Faith and Oblate Mission in creating a positive culture to develop all religious life and faith formation of students
- Engage in meaningful formation with the Charism of the Missionary Oblates of Mary Immaculate to build rapport and relationships with the Rector
- Support the Principal, Rector and Director of Catholic Faith and Oblate Mission to ensure that all students experience Catholic faith, liturgy, culture, sacramental life, and traditions in meaningful and authentic ways
- Support the Principal and College Leadership Team in advancing the College Vision, Mission, and strategic priorities
- Ensure the College's Mission and Values are embedded within teaching, learning and professional practice

2. STRATEGIC LEADERSHIP AND GOVERNANCE

- Support the Principal and College Leadership Team in developing, implementing, and evaluating the College Strategic Plan and School Improvement Plan
- Provide leadership and strategic direction in all aspects of Academic Services
- Lead strategic improvement initiatives relating to Curriculum, Assessment, Reporting, Data analytics, and Academic achievement
- Review and refine Academic systems and organisational practices to ensure excellence and continual improvement
- Liaise with the College Leadership Team in assessing future educational trends to strengthen student learning experiences and opportunities
- Lead strategic initiatives that support continuous improvement, innovation and excellence across the College

3. PEOPLE AND CULTURE LEADERSHIP | STUDENTS AND STAFF

- Promote an active and informed involvement of parents and the wider College community in the learning process, especially in relation to the promotion of a positive and effective student learning culture
- Foster a positive, collaborative, and high-performance culture aligned with the College's Vision and Mission
- Build staff capacity through coaching, mentoring, and professional dialogue
- Promote staff wellbeing, accountability, professional growth, and continuous improvement
- Support inclusive practices that enable all students to achieve personal excellence and experience success
- Develop productive partnerships with staff, students, parents, and the broader College community
- Act as a visible and exemplary role model for professional practice

4. EDUCATIONAL LEADERSHIP

- Collaborate with the College Leadership Team to maintain a Whole-school Improvement in Curriculum, Teaching, Learning, Assessment, and Academic Achievement, ensuring a cohesive and future-focused educational experience for all students
- Lead the strategic use of Student Achievement and Performance data across the College
- Lead College processes relating to Timetabling, Examinations, Assessment, and Reporting
- Promote excellence in Teaching, Learning, and Academic achievement
- Facilitate the use of contemporary technologies that enhance Learning and Educational outcomes
- Support strategic alignment between Academic and Pastoral initiatives

- Promote evidence-informed practice, innovation, and continuous improvement in boys' education
- Build strong partnerships across the College and wider community to enhance student outcomes
- Champion a culture of innovation, academic excellence and continuous improvement across the Learning Area

5. STEWARDSHIP

- Promote the stewardship of human resources across the College
- Promote the stewardship of the College's resources and operational systems, ensuring accountability, effective Governance, prudent, Risk Management and fidelity to the College's Mission
- Oversee the effective management of appropriate budgets, resources and facilities

6. COMMUNITY MISSION AND ENGAGEMENT

- Foster and strengthen life-giving relationships with students, families, Oblates, staff, Old Boys, Parish communities and all who share in the Mission of Mazenod College
- Strengthen engagement through the sharing and interpretation of student achievement and school improvement data
- Working with the College Leadership Team, support strategies to support First Nations students
- Give visible witness to the Gospel and the Oblate Charism through authentic leadership that advances the Mission, Values, and enduring legacy of the College.

OTHER DUTIES

- Attend College functions and community events as a member of the College Middle Leadership Team
- Provide reports to the Principal, College Leadership Team, College Board, and College community as required
- Undertake any other duties or responsibilities as required by the Principal or delegate

KEY RELATIONSHIPS

The Head of Academic Services has the following key relationships:

- Principal
- Vice Principal
- Deputy Principal | Teaching and Learning
- Deputy Principal Student Culture
- College Leadership Team
- Executive Assistant to the Deputy Principals
- Head of Campus Operations and Community Engagement
- Academic Leadership Team
- Pastoral Leadership Team
- Key Support Staff | ICT

REMUNERATION AND TENURE

Remuneration: The remuneration for this position will be commensurate with qualifications, skills, and experience of the successful applicant; and in accordance with the WA Catholic Schools Teachers Enterprise Agreement 2023.

Tenure: The contract of employment is for a tenure of eight (8) years, subject to successful Reviews during the second (2nd) year, fifth (5th) year and final year.

ESSENTIAL CRITERIA

The Head of Academic Services will:

- Promote the teachings of the Church and the Charism of St Eugene de Mazenod
- Have the desire and capacity to form a respected, valued, and collaborative relationship with the College Leadership Team, Head of Learning Area, and the College Community for the sake of the Mission of the College
- Have a minimum four (4) years' Tertiary qualification, which includes appropriate qualifications in Education
- Be currently and Fully Registered with the Teachers Registration Board of Western Australia (TRBWA)
- Be able to demonstrate a high level of competency in the responsibilities and duties listed under each of the six (6)

On appointment, the successful applicant will be required to:

- Have a current Teacher Registration Board of Western Australia (TRBWA)
- Have a current Working with Children Check (WWC)
- Undergo Child Protection and Mandatory Reporting Training
- Undergo Staff Code of Conduct Training
- Acquire and /or maintain relevant Accreditation requirements to Teach in a Catholic School

DESIRABLE CRITERIA

The Head of Academic Services will:

- Be an active member of the Catholic Church with a commitment to promoting the teachings of the Church and the Charism of St Eugene de Mazenod
- Hold or Acquire either Accreditation to Teach Religious Education or Accreditation to Teach in a Catholic School
- Have experience and proven performance in a similar or related role within a school environment
- Have an educational vision and strong sense of purpose consistent with the Oblate and College Mission
- Demonstrate a passion and deep commitment to boys' education
- Have a proven record of success as a Secondary Teacher with knowledge of current educational theory and contemporary learning and teaching practices
- Demonstrate the ability to assist in the development of Community amongst Teaching and Support Staff, Students and Parents
- Working with the College Leadership Team, have the desire to lead Cultural Change and Community Development