



Good Samaritan Campus Leader

Reports to:	Deputy Principal: Staff & Operations
POL Level	4
Time Allowance:	47 periods, per cycle (1.0)
Tenure:	2026-2028

Thomas Carr College is a dynamic Catholic learning community guided by our Gospel values. Our Catholic faith has a vital role to fulfil in the education of our students; it is at the very core of our purpose and identity. Each Thomas Carr College staff member bears witness to these values in their interactions with staff, students, families and the community.

This role description is written in light of the Mission and Vision Statements of the College. Our community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. All dimensions of life at the College, including the work of the Good Samaritan Campus Leader, are aimed at supporting the growing, learning person: the young people whom the College serves.

All leaders at the College accept responsibility for working with staff teams, through collaborative leadership for growth, in the development of a positive school climate supporting high expectations and high levels of success for all students.

COMMITMENT TO FAITH

All positions at Thomas Carr College are based on the Christian model of servant leadership exemplified by Jesus Christ and given witness to by our founder Archbishop Thomas Carr. It is expected of all employed at Thomas Carr College that they:

- Accept and model the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

THOMAS CARR IS A CHILD SAFE SCHOOL

Thomas Carr College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young people and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.



OVERVIEW

The College embraces a learning culture where excellence in the spiritual, academic, cultural and co-curricular areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at Thomas Carr College and are central to the community's wellbeing.

Located in Coragulac, The Good Samaritan Campus (GSC) is an important part of our College and provides students the opportunity to learn and grow outside of the classroom as they further develop the knowledge, skills and attributes to take their place optimistically in a globalised world.

The position of the Good Samaritan Campus Leader is an important leadership position within the College in supporting the Principal and community to enact the mission and vision of the College. The prime responsibility of the Good Samaritan Campus Leader is to manage this campus and to oversee the Year 8 SHINE Program and Year 9 Country Experience that are both held at the Good Samaritan Campus.

KEY RESPONSIBILITIES

EDUCATIONAL PROGRAMS AT GSC

- Be responsible for the development and review of the Good Samaritan Campus (GSC) programs including:
 - Year 8 SHINE Program
 - Year 9 Country Experience.
- Develop, implement and review the courses and programs for students at the Good Samaritan Campus.
- Liaise with other key staff and external groups to deliver relevant parts of the program.
- With the support of the relevant Year Level Leaders, co-ordinate and plan regular Parent Information Nights prior to each major activity. This may also include briefings with the students and their families at the College as required.
- Contribute articles/photos for the College newsletter, Yearbook, website and social media.
- Provide email contact with each family during the program
- Provide a differentiated program to meet the needs of students
- Liaise with key staff within the Learning and Teaching Team as well as Year Level Leaders to ensure appropriate programs are delivered.
- Provide a daily report to the Principal, Deputy Principal and other key staff with a detailed outline of the day's activities and any incidents.

STAFFING

- With support from the Deputy Principal: Staff & Operations, be responsible for the management of staff that form part of the GSC program.
- Assign duties and supervise all Campus staff and volunteers
- Co-ordinate staff leave and rosters and liaise with the Deputy Principal: Staff & Operations and Payroll regarding all approved leave requests.
- Maintain a list of Casual Relief Teachers (CRTs) and be responsible for the employment of CRTs when required.
- Manage staff absences so that there is minimal impact on the daily program.
- Implement a Staff Induction program including Child Safety.
- Manage and implement a professional learning program for Campus staff to support their professional learning and growth as well as to meet the needs of the program.



COMPLIANCE & SAFETY

- Ensure all activities are undertaken with due regard to the safety of those involved with the activities.
- Develop and implement effective policy and procedures to ensure that risk is appropriately managed and all documentation for camps and programs are fully completed.
- Develop and implement appropriate emergency procedures including emergency evacuation and fire management in connection with the College's Risk & Compliance Co-ordinator.
- Ensure that the Campus adheres to the OHS Act and other external parties such as the Melbourne Archdiocese Catholic Schools (MACS) in respect of its statutory obligations and other compliance requirements.

GSC FACILITIES AND RESOURCES

- Purchase and maintain equipment within the confines of the Campus budget.
- Oversee the smooth and safe functioning of the Campus and liaise with the College Property Manager to ensure that all buildings and plants are functioning efficiently and effectively.
- Provide input into the formation of the annual budget for the program and ensures that this budget is adhered to in connection with the Business Manager.
- Build relationships with the Parish Primary School and Community of the Coragulac District.
- Oversee the booking and use of the Campus by other approved schools, groups and organisations and liaise with the Business Manager in respect of insurance risk associated with such bookings.
- Be aware of and fully apply all the College Occupational Health & Safety Policies and Procedures in the workplace and how they apply at GSC.

CHILD SAFETY AT GSC

- Be responsible for applying the College's Child Safety Policy and procedures including being compliant with the Child Safety Code of Conduct.
- Be proactive in reporting any concerns or identified risk, always monitor and support student wellbeing in a manner which reflects school values.

TEAM ENGAGEMENT:

Be an active member of:

- Good Samaritan Campus
- Learning & Teaching Team
- Other College committees, as requested.

Through mutual agreement some variation in the specified responsibilities may take place during the term of appointment as a part of a normal process of ongoing evaluation of the College's operations.

All employees at Thomas Carr College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004, the Equal Opportunity Act and CECV Commitment Statement to Child Safety.



ATTRIBUTES

1. A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
2. Demonstrated ability to work in a collaborative environment skilled at developing sustained relationships with staff, students and parents.
3. A clear vision for the delivery of engaging and innovative programs based at the College's Good Samaritan Campus.
4. Demonstrated ability to develop and lead within a learning environment that enables the pursuit of excellence, including planning, implementation and evaluation.
5. Proven commitment to ongoing growth as a leader and teacher.
6. Demonstrated excellence in the use of digital technologies in an educational setting.
7. Excellent communication, administrative and organisational skills.

QUALIFICATIONS

- Appropriate tertiary qualifications
- VIT Registration
- CECV Accreditation to Teach in a Catholic School (or working towards)

Thomas Carr College is an equal opportunity employer that promotes the safety, wellbeing and inclusion of all children.