



Deputy Principal – Learning & Staff Role Description

Deputy Principal Category A

Position Description

The Deputy Principal supports the Principal in the leadership of the school and assumes the role of Acting Principal in the absence of the Principal. As a member of the College Stewardship Team, the Deputy Principal collaborates with and shares in the authority and responsibility of the Principal in the overall leadership and management of the school. The Deputy Principal is also delegated to exercise direct responsibility in specifically designated areas, including teaching and learning, staff and professional development. The Deputy Principal is a senior teacher and administrator and, in this capacity, is expected to be an excellent classroom practitioner and provide a sound role model for other teachers.

Prerequisites

Commitment to Child Safety

- A demonstrated understanding of child safety
- A demonstrated understanding of appropriate behaviours when engaging with children
- Familiarity with legal obligations relating to child safety (e.g. Mandatory reporting)
- Be a suitable person to engage in child-connected work

Education and Experience

- Teaching qualifications
- Current Victorian Institute of Teaching (VIT) registration
- Accreditation to teach in a Catholic school (or be working towards such accreditation)

Responsibilities

The Deputy Principal – Learning & Staff shares joint responsibility for the duties listed below with the Deputy Principal – Student Wellbeing. The general responsibilities of the role of Deputy Principals are negotiated with the Principal and include:

As a Religious Leader:

- Expression of a fundamental commitment to Catholic education and the mission of Mount St. Joseph Girls' College as a Catholic secondary school in the Josephite tradition
- Articulate and implement a vision of Catholic education and provide religious and spiritual witness and leadership within the school community
- Encourage and support the growth of the Catholic culture and traditions of the school
- Collaborate in sustaining the ethos and charism of Mary MacKillop
- Give personal witness to Catholic values in carrying out duties
- Maintain a public life that is in keeping with the values and teaching of the Catholic Church
- Have experience in contributing to the development of a faith community
- Support initiatives with respect to religious education, faith development and social justice
- Encourage and participate in the liturgical, retreat, sacramental and prayer life of the school

As an Educational Leader:

- Be an experienced and skilled educator who is able to provide strong educational leadership in a school dedicated to professionalism and innovation
- Model an exemplary pedagogical approach to contemporary learning and teaching and curriculum development
- Maintain a knowledge of contemporary educational theory and practice, especially in the education of girls

- Facilitate the development and maintenance of a school environment which is conducive to optimal learning outcomes for students
- Support the Director of Pedagogy and Innovation and others with designated curriculum responsibilities including participation in curriculum planning, documentation, assessment and reporting processes and regular curriculum meetings
- Provide support and assistance for teachers in positive classroom management strategies
- Attend meetings, work within relative committees and attend relevant networks, external meetings and Board meetings as required

As a Community Leader:

- Promote positive relationships within the school that reflect Gospel values
- Work to enhance parent, carer and family member involvement in the learning goals and outcomes of students
- Work within teams to enhance the wellbeing of staff and students
- Collaborate in the appointment and induction of new staff members
- Encourage the continuing personal and professional development of teaching staff
- Collaborate in the organisation and evaluation of key school functions such as assemblies, parent information nights, College celebrations and various other events
- Represent the Principal as necessary at various professional and school meetings and functions
- Foster healthy relationships between the school and the wider community, especially with local parishes and schools

As an Administrative Leader:

- Work with relevant staff to ensure that the daily operations of the school are carried out effectively and efficiently
- Assist in the development of strategic planning and school improvement documentation and dialogue
- Collaborate in the development, drafting and review of school policies, procedures and other publications
- Assist in the organisation of the daily routine of the school, in collaboration with relevant staff
- Assist in the allocation of teaching and related duties, in collaboration with Stewardship Team members and relevant staff
- Collaborate with Stewardship Team members and relevant staff with respect to school development, marketing and public relations
- Oversee student enrolments and achievement of student enrolment goals
- Collaborate with Stewardship Team members and relevant staff to ensure compliance with legal and governance requirements of Catholic secondary schools in Victoria

The Deputy Principal – Learning & Staff supports the Principal in the leadership of the College with particular emphasis on staff recruitment, induction, wellbeing, appraisal, formation, and professional development. The specific responsibilities of the role are negotiated with the Principal and include the following:

Curriculum Development

- Support the Director of Pedagogy and Innovation in maintaining staff commitment to a school culture of improvement and innovation in learning and teaching
- Foster and promote professional learning that focuses on the development and achievement of the strategic goals of the College
- Oversee the development, review and implementation of College policies related to staff responsibilities, learning and teaching
- Collaborate with the Director of Pedagogy and Innovation to use data to inform the classroom practice of teachers
- Lead staff in compliance with government and systemic guidelines and requirements
- Work with relevant staff to embed technology in supporting learning and information management

Staff Development

- Support the professional and spiritual formation of staff
- Co-ordinate the induction program of new staff to the College and their mentors
- Oversee the induction program for VIT Provisionally Registered Teachers
- Plan and facilitate the induction of staff new to leadership roles and the appraisal of these roles
- Oversee the goal setting, classroom observation and ARM process for teachers
- Develop, implement, and oversee an extensive appraisal process for all College Leaders
- Assist with the professional development program for the College in close liaison with the Principal and Stewardship Team

- Provide support for teaching staff in areas of student engagement in learning and improved student outcomes
- Liaise with universities in the selection, supervision and assessment of pre-service teachers
- Help facilitate the regular professional review of teaching and support staff including overseeing the Annual Review Meeting process
- Oversee the leadership development program
- In conjunction with the Deputy Principal – Student Wellbeing, provide relevant professional learning in the area of child safety and student wellbeing
- Assist with the preparation, documentation and review of role descriptions for staff
- Oversee and ensure the awareness and compliance of teachers with respect to the Victorian Institute of Teaching teacher registration requirements
- Work with all staff to encourage professional collaboration and collegiality
- Support the pastoral care of all staff via consultation, guidance and support to ensure they are best placed to contribute positively to the wellbeing, faith and learning outcomes of students
- Encourage awareness and active support of inclusive workplace practices and equal opportunity
- Work with the Principal to put measures in place to address and improve the work performance of any staff member proven to be underperforming
- Attend professional learning activities and liaise with professional networks as required

Undertake related duties as requested by the Principal who may vary the above duties.

Required Attributes and Skills

The successful candidate will be able to demonstrate the following:

1. Support of the vision and mission statements of our learning and faith community at Mount St. Joseph Girls' College
2. A commitment to the Catholic ethos of the College and recognition of the role of all leaders in Catholic schools to provide faith leadership
3. The capacity to provide leadership characterised by lateral thinking, innovation and a willingness for ongoing improvement
4. The ability to dialogue with staff in a collegial manner to achieve improved learning outcomes for students
5. The capacity to create and maintain an environment that supports continuous improvement in curriculum design and delivery leading to the achievement of high-quality outcomes for all students
6. Well-developed interpersonal skills including a demonstrated ability to work and communicate within a team environment
7. Proven organisational skills and capacity to show initiative in working independently
8. The ability to liaise and communicate effectively and positively, ensuring productive interchange and professional conversation with regard to student outcomes

Selection Criteria

The successful applicant for the position of Deputy Principal – Learning & Staff will demonstrate ability in the following selection criteria:

Faith Leadership

- Demonstrate a commitment to the ideals and principles of Catholic education as detailed in the Statement of Principles Regarding Catholic Education
- Demonstrate a commitment to Catholic education, faith development, Religious Education, liturgical celebrations and retreat programs
- Demonstrate a commitment to a Catholic Eucharistic community
- Have as a minimum Accreditation to Teach in a Catholic School

Educational Leadership

- Have completed, or be working towards, appropriate post-graduate qualifications at Masters level or above
- Demonstrate successful experience in educational leadership
- Demonstrate evidence of commitment to personal and professional learning for self and school staff
- Demonstrate the ability to understand and respond constructively to a wide range of educational needs and issues
- Have a knowledge of contemporary educational issues at state, national and international levels

- Have a commitment to academic success and the provision of a holistic education in the pursuit of successful learning outcomes for all students
- Have a demonstrated commitment to promoting excellence in academic and other areas of the curriculum

Community Leadership

- Have high level interpersonal skills, including communication and conflict resolution skills
- Have demonstrated commitment to nurturing relationships and community amongst students, staff and parents
- Ability to lead by example and model the qualities of understanding, mutual respect and compassion for all members of the school community
- Encourage and value the involvement of parents in the education of their child and the life of the school
- Demonstrate a commitment to justice and fairness in decision-making, communication structures and behaviour management

Administrative Leadership

- Demonstrate skills in strategic planning, organisation, management, delegation and supervision in an educational setting
- Demonstrate skills in the development of school policies and procedures, in accordance with Gospel values and the College's vision
- Demonstrate an ability to share leadership, control and influence in a collaborative manner
- Demonstrate knowledge and understanding of Occupational Health and Safety issues affecting schools