



Deputy Principal – Student Wellbeing Role Description

Category A

5 year Deputy Principal contract role

Ongoing Teacher contract

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

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 Saint Mary of the Cross 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
- Assist the Principal with the Annual Review Meetings for staff
- Provide support and assistance for teachers in positive classroom management strategies

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 students and staff
- Collaborate in the appointment and induction of new staff members
- Encourage the continuing personal and professional development of teaching and support 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 in particular 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 – Student Wellbeing supports the Principal in the leadership of the College with particular emphasis on student wellbeing, student management, counselling, student entry and exit, pathway, induction and transition, leadership development, individual differences and extension. The specific responsibilities of the role are negotiated with the Principal and include the following:

Policy and Procedures

- Oversee all policies and procedures with respect to student wellbeing and safety in the College and ensure these policies and procedures are founded on Gospel values consistent with the mission statement and charism of the College
- Oversee legal compliance in areas pertinent to student wellbeing such as Child Safe Standards, PROTECT, National Safe Schools Framework, drug education, attendance record keeping, student transfer procedures, student offsite register, student safety risk assessment and emergency response procedures
- Oversee the embedding of the College approach to Restorative Practices and ExCEL in the student management policy and procedures
- Oversee the enrolment policies and procedures with respect to monitoring and maintaining enrolment numbers and informing the Stewardship Team with respect to enrolment numbers and trends
- Oversee efficient procedures with respect to new and exiting students
- Conduct enrolment interviews with students and their parents/carers applying at the College, check references, document information and disseminate to relevant parties
- Conduct exit interviews with students who may be leaving the College and their parents/carers
- Co-ordinate communication with destination educational venues or workplaces of students exiting before graduation, including documentation of information and disseminate to relevant parties
- Work with relevant staff, students and families to ensure that all student expectations are clearly articulated and understood by the entire community

Leadership of Staff

- Provide leadership and direction for the College Registrar, Director of Student Wellbeing, Student Services Team, and Year Level Team Leaders and House Leaders, in all aspects of the student community

- Undertake duties with due commitment to and encouragement of the core elements of distributed leadership practice: honesty, trust, communication, collaboration, delegation and effective time management
- Collaboratively lead and support all members of the College community to nurture an environment which is conducive to learning in a respectful, safe and supportive community
- Provide leadership of all staff in the area of student wellbeing at the College
- Oversee the pastoral care structures and proactive wellbeing programs of the College and act to ensure their continuing effectiveness and relevance
- Work with the Deputy Principal – Learning & Staff to oversee the provision of professional learning for staff in the area of health and student wellbeing that responds to the needs of students and staff and reflects the strategic pastoral care priorities of the College
- Ensure that all teachers have access to knowledge of emerging trends and current research in student wellbeing and student management
- Oversee the provision of suitable professional learning for the Year Level Team Leaders and House Leaders with respect to leadership development, student wellbeing and external support agencies
- Work with the Deputy Principal – Learning & Staff to oversee the inclusion of suitable information and support regarding student wellbeing and management in the induction of staff new to the College
- Provide leadership or input to the various College teams that focus on student wellbeing, health, development and transitions

Student Wellbeing

- Keep the Principal informed of significant student wellbeing or management issues, referrals and developments
- Oversee the provision of pastoral and proactive student wellbeing programs throughout the College
- Oversee whole school approaches to primary and early intervention with respect to student wellbeing (i.e. physical, social, emotional and mental health)
- Oversee the development of wellbeing-focused residential and experiential programs across the College and attend as required
- Work with relevant staff to increase the opportunities for student voice in the decision making and leadership of College events
- Work with the Deputy Principal – Learning and Staff to cater for the physical, social and academic needs of students
- Oversee communication by relevant staff with parents and appropriate external agencies related to student wellbeing
- Work collaboratively to oversee student management within the College and provide support to staff working to ensure the accountability of students

Student Achievement

- Work with the members of the Stewardship Team and relevant staff teams to support the integration of student wellbeing, curriculum and education in faith to support student learning outcomes
- Oversee communication to the wider community with respect to the College profile and publicity of student achievements at the College
- Co-ordinate teams preparing for the major whole-school College events designed to recognise and celebrate student achievements and excellence

Community Development

- Assist the Stewardship Team in facilitating information and education sessions for parents/carers and families
- Oversee measures to ensure that all parents/carers are kept informed of College activities, policies and developments which relate to student wellbeing
- Oversee the public profile and promotional platforms of the College including publications, advertising, press releases and online forums
- Liaise with relevant staff to ensure that partnerships within the local community such as primary schools, other secondary schools, parishes and community groups are strengthened

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

- Demonstrated skills, experience and success in collaborative educational leadership, administration and organisation within a team environment
- Demonstrated excellence as an educator of young people and mentor for colleagues
- Demonstrated understanding of the student wellbeing priorities of young adolescents and the development of proactive student wellbeing programs based upon this understanding
- Demonstrated support for the ethos of a Catholic school and the associated requirement for faith leadership within that Catholic school context
- Demonstrated commitment to ongoing professional growth through formal study, professional reading and networking and innovative practice