



DEPUTY PRINCIPAL

POSITION DESCRIPTION

Our Vision: Catherine McAuley College (CMC) lives out the Mercy charism, striving to make Jesus Christ known and loved by all. We are a Child Safe School, our learning community identifies, values and develops the gifts of each young person and provides them with educational opportunities to experience personal success.

Our Touchstone Statement: *Inspiring members of our community to be learners impelled to thrive and serve.*

We are dedicated to developing students who are critical and creative thinkers, with the skills to be self-motivated in the pursuit of knowledge. Our students are empowered to see themselves as positive agents of change, who are called to participate actively and ethically in society as young people of Mercy.

The College is a reGEN school committed to promoting and adopting an integrated curriculum approach to sustainable living including respecting, conserving, and renewing our global environment.

POSITION SUMMARY

The role of the Deputy Principal is second to the Principal in terms of the day-to-day leadership of all aspects of the College. The Deputy Principal supports the Principal in the overall leadership and management of the College, meets regularly with the Principal to share information regarding staff, students and school organisation, and ensures that the vision for the strategic direction of the College is implemented.

The Deputy Principal is a member of the College Executive Team and works with all members of the broader Leadership Team to ensure the effective leadership, organisation and planning of the College in respect to all staffing, programs, events, and activities.

The position works within the spirit of the Mercy ethos, as outlined in the Catherine McAuley College Mission, Vision and Values statements and is responsible for ensuring that the Mercy ethos is embedded into all aspects of College life.

As a senior educational leader, the Deputy Principal is an effective mentor and support to the Executive Team and provides direction and support to other groups within the College community, including staff, students, and families.

ESSENTIAL DUTIES & RESPONSIBILITIES

Professional Responsibilities

- Assume responsibility for the day-to-day organisation and effective operation of the College, ensuring appropriate measures are in place for keeping the Principal updated and informed.
- Collaborate with the Principal to be an active leader in the religious and spiritual life of the College and model the ethos of a Mercy school.
- Value the spirituality and Charism of Catherine McAuley and implement and promote the educational vision of Mercy Sisters.
- Ensure that the values and beliefs of our Mercy traditions are embedded in all College celebrations and activities.
- Provide leadership by actively and publicly supporting the College's Mission, Vision and Values Statements and implementing the College's Future Direction while taking a leadership role in the coordination, monitoring and updating of the strategy.
- Advocate for the College's commitment to being a reGEN school.



	<ul style="list-style-type: none"> • Contribute effectively to the strategic thinking of the Executive and Leadership Teams, particularly in relation to the identification, analysis, discussion, and resolution of key issues. • Embed high expectations of staff and students in being learners impelled to thrive and serve. • Be a positive role model in developing authentic relationships with students, staff and families, promoting collegiality and open dialogue. • Identify, initiate and build on opportunities that engage families in both the progress of their students' learning and the education priorities of the College. • Inspire students, staff and members of the College community to continuously enhance the learning of all and continually strive to understand and improve their impact. • Commit to ongoing professional learning and continue to development ICT skills as technologies evolve. • Be an active member of a relevant professional association as duties permit.
<p>Leadership in Staff Professional Learning</p>	<ul style="list-style-type: none"> • Apply and share contemporary educational research, theory and practice in pedagogy, assessment and reporting. • In conjunction with the other members of the Executive and Leadership teams, oversee and manage the professional learning opportunities for all staff to enable them to deliver the learning imperatives and priorities of the College. • In partnership with the Executive and Leadership teams, promote and conduct Annual Action Plans (AAP) and bi-annual reviews based on evidence and a process of self-reflection and goal setting. • Encourage teachers to reflect on their practice and contribute to conferences to inform the wider community of developments within the College. • Encourage initiative within the College by developing opportunities for staff to explore areas of interest which are of benefit to students' learning and wellbeing. • Promote and facilitate the professional development of teaching staff in matters related to classroom management. • Develop a culture of improvement in learning and teaching by placing learning at the centre of strategic and operational planning. • Assist other members of the Executive and Leadership teams to review, evaluate and support staff to build capacity and to review performance. • Use emerging technologies and research to enhance and extend the learning and teaching experience and to achieve excellence. • Monitor and intervene where required regarding adherence to College expectations, VIT / AITSL Standards and duties as described in Position Descriptions. • Challenge underperformance by promoting effective teacher intervention, corrective action and follow-up.
<p>Leadership and Management</p>	<ul style="list-style-type: none"> • Plan, act, review and respond at the highest level of professional practice by: <ul style="list-style-type: none"> – gathering information, analysing data and communicating decisions that are informed and supported by available evidence and analysis. – developing strategies that promote educational opportunity for all students, aligning resources and implementing actions for improvement. – defining challenges, consolidating improvements, seeking positive solutions, changing established practices or changing the decision-making processes when necessary. – leading the development of the Strategic Pillars associated with the role. • Liaise closely with other Executive and Leadership team members to ensure College policies, practices and procedures are implemented, reviewed and updated as required. • Lead and maintain compliance and effective risk management processes and procedures and support staff to utilise these policies and procedures to uphold a Child Safe setting.



	<ul style="list-style-type: none"> • Ensure compliance with commonwealth, state and CECV requirements across all school activities, on and off campus. • Take responsibility for the approval of all activities, camps and excursions that are not related to the academic curriculum. • Contribute to the development of quality assurance review strategies. • Support collegial learning by acting as a mentor or supervising and supporting pre-registered teachers and Graduates. • Demonstrate a high level of skill in listening, negotiation, mediation and conflict resolution with staff, parents and students. • Promote College and community events and functions through attendance and support. • Attend and participate in Executive, Leadership and other meetings as required. • Support the Principal and Corporate Services Executive Officer in overseeing operations related to building works.
<p>Pastoral Care</p>	<ul style="list-style-type: none"> • Demonstrate and share the importance of emotional intelligence and empathy in building trust and a positive learning community across the College. • Based on College Policy and Program, evaluate the effectiveness of Social Emotional Learning (SEL) and safe-working practices and work closely with the Year Level and Wellbeing Teams to build their capacity to review, modify and expand their repertoire of behaviour management strategies. • Proactively monitor and support student wellbeing. • Exercise pastoral care in a manner which reflects school values. • Implement strategies which promote a healthy and positive learning environment. • Attend year level meetings as scheduled. • Attend all school assemblies. • Attend school liturgical celebrations. • As required, attend relevant school organised activities.
<p>Curriculum Development</p>	<ul style="list-style-type: none"> • Collaborate with the Director of Learning and Teaching to develop the professional capacity within staff and to incorporate high impact teaching strategies. • Collaborate with the Director of Learning and Teaching to continuously evaluate the curriculum for improved quality, balance and relevance. • Collaborate with the Director of Learning and Teaching to implement effective learning and assessment frameworks that use data, benchmarks and observation to monitor every student's progress. • Review and reflect on evidence and efforts to improve the quality of teaching and learning. • Plan, develop, review and evaluate curriculum in subject areas and at year levels. • Develop assessment instruments in a collegial manner where whole group testing takes place. • Evaluate digital learning materials and make recommendations to Learning Leaders about their implementation. • Create and evaluate online resources for the purposes of enriching the curriculum. • Attend subject meetings as scheduled.
<p>Co-Curricular Involvement</p>	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program. • Proactively encourage students to participate in co-curricular activities. • Act as a role model for participating students. • Keep accurate records of student attendance and participation within the co-curricular activity. • Create and maintain a safe environment in which students may enjoy their participation. • Oversee the provision and care of relevant equipment materials and first aid requirements.



<p>General and Administrative Duties</p>	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures. • Maintain currency of first aid, mandatory reporting and anaphylaxis training. • Demonstrate duty of care to students in relation to the physical and mental wellbeing. • As required, attend relevant school meetings and after school services/assemblies, sporting events, mass, community, and faith days as well as professional learning opportunities. • Participate in duty supervision as rostered and other supervision duties when required. • Demonstrate professional and collegiate relationships with colleagues. • Uphold the professional standards expected of a teacher.
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KEY SELECTION CRITERIA

<p>Qualifications and Experience</p>	<p>Essential</p> <ul style="list-style-type: none"> • Appropriate postgraduate qualifications. • Appropriate qualification and demonstrated experience in the areas of staff and student management and bringing College key initiatives and vision to fruition. • Proven success as a teacher and educational leader, preferably at Executive level. <p>Desirable</p> <ul style="list-style-type: none"> • Accreditation to teach in a Catholic school.
<p>Leadership Skills and Attributes</p>	<ul style="list-style-type: none"> • A deep commitment to proclaiming and leading the College in seeking the Gospel values and fostering a common vision and understanding of the Mercy charism amongst students, staff and the broader College community. • A commitment to the faith development, education and pastoral wellbeing of all staff and students. • Demonstrated capacity to use strategic thinking and planning to lead staff through change and improvement initiatives which result in cultural change and improved teaching and learning practices. • Excellent interpersonal, organisational and management skills which establish trust and productive relationships with staff, students, families and the broader community. • Demonstrated ability to support and develop leadership across the College and maintain communication and support for students and families in all pastoral and well-being related issues. • As a member of the College Executive and Leadership Teams, demonstrated ability to work collaboratively with fellow teachers and education support to ensure the effective implementation of the College's Strategic Plan. • Demonstrated understanding and experience of the learning and teaching pedagogy associated with the Victorian Curriculum. • Demonstrated commitment to engage in professional learning opportunities that lead to growth in personal and leadership skills.
<p>Commitment to Catholic Education</p>	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • A demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church. • A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ. • A capacity to integrate the Church's teachings into all aspects of curriculum.



Commitment to Child Safety	<ul style="list-style-type: none"> • A demonstrated understanding of child safety including the Victorian Child Safe Standards and Ministerial Order 1359. • Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) and comply with the College's child safe policy and code of conduct and any other policy, procedures or legislation related to child safety. • Must hold or be willing to acquire a Working with Children Check card and must be willing to undergo a National Police Record Check. • Complete annual training in Child Safeguarding as required by Mercy Education.
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EMPLOYMENT CONDITIONS

Appointment	This position is appointed by Catherine McAuley College and the incumbent is an employee of Mercy Education Limited. The role is subject to the College's Policies and Procedures as provided as part of the Induction Program and ongoing Training Program.
Reports to	College Principal
Conditions	Conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) 2018.
Review and Appraisal	As an employee of Mercy Education Limited this appointment will comply with the contract of employment. The incumbent is subject to the College's Annual Review Policy.
Professional Development	Undertake professional development in line with the College Professional Learning policy.
Last Reviewed	September 2022

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description and the status of the post within the College. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.