

Position Description



Deputy Principal

STATEMENT OF DUTIES	
Accountable To	<ul style="list-style-type: none"> • Principal • Parish Priest
Conditions	<p>The position is a full-time ongoing teaching with a Position of Leadership (POL2) allowance as Deputy Principal until the end of the 2019 school year. Secondment from existing position may be considered. The position will commence on the 9th October 2017 or by negotiation. The terms and conditions of employment are determined by the <i>Victorian Catholic Education Multi Enterprise Agreement 2013</i>.</p>
Our Deputy Principal holds multiple roles within the school.	
Deputy Principal	<ul style="list-style-type: none"> • Work as part of the leadership team to action school improvement priorities; • Contribute to the overall leadership and management of the school through involvement in policy formulation, planning and decision making; • High level of interpersonal, organizational and communication skills to assist with management and leadership responsibilities; • Leading and managing the implementation of whole-school improvement initiatives related to the school strategic plan and school priorities; • Assist with management of programs to improve the knowledge and experience of staff; • Assist with leading and managing the implementation of whole-school improvement strategies related to curriculum planning and delivery; • Support and report to the Principal; • Attend School Advisory Council, Parents and Friends, Sunraysia Partnership Council and Parish Council meetings as required; • Assume responsibility for the school in the Principal's absence; • Assume leadership of your assigned responsibilities. Depending upon skillset responsibilities will be assigned so that you can support the Principal in their role. (SIMON, Child Safety, First Aid and Medication, Healthy Together, Facilities & Grounds, Community Club, Archives); • Strengthening parent and community partnerships with the school by having a role with groups such as Community Club, Healthy Together Mildura, the implementation of our Child Safety requirements, Parent Education, Breakfast Club etc.; • Assisting with implementation of the school operations and policies related to student welfare and discipline.
Teaching Responsibility	<ul style="list-style-type: none"> • A teaching component of around (0.2) would be included as part of the role. This would consider the successful applicant's skillset; • Sometimes additional teaching might be needed depending on the availability of staff; • Ability to provide a rich and rewarding educational experience and embrace a collegial, team based.
Leadership Responsibility	<ul style="list-style-type: none"> • An additional role will be assigned to the successful applicant depending upon their skills and attributes. This could be a Religious Education Leader, Teaching and Learning Leader etc. Responsibilities specific to this role would be added to this role description after the applicant has been appointed.
Pastoral Care & Child Safety	<ul style="list-style-type: none"> • Provide students with a child-safe environment; • Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety; • Proactively monitor and support student wellbeing;

	<ul style="list-style-type: none"> ● Exercise pastoral care in a manner which reflects school values; ● Implement strategies which promote a healthy and positive learning environment; ● Attend school liturgical celebrations; ● Attend school organised activities as required.
Professional Development	<ul style="list-style-type: none"> ● Attend relevant network meetings and other professional development opportunities; ● Commit to ongoing professional development in your area of work; ● Be open to researching areas of interest relevant to directions provided in the school's strategic plan; ● Continue development of ICT skills as technologies evolve.
General Duties	<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; ● Attend school meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal; ● Demonstrate professional and collegiate relationships with colleagues; ● Other duties as directed by the Principal.