



### **Deputy Principal**

The following provides a guide to the nature of the role, accountabilities, selection criteria and minimum requirements for the position of Deputy Principal at St. Francis Xavier Primary School, Ballarat East. The role reflects that it is part of the leadership continuum therein supporting the person's capacity for further leadership aspirations. This is a significant position at St. Francis Xavier. The successful applicant will need to meet any requirement to deputise for the principal for short and long term durations.

### **Position Overview**

Working in cooperation with the Principal, the Deputy Principal nurtures Catholic spiritual growth, community and culture and models a commitment to Catholic education and enhancing the Catholic identity of the school. The Deputy Principal is a key member of the leadership team. The Deputy Principal exercises a unique professional relationship of support and loyalty to the leadership of the Principal and contributes in a way that shapes and implements the schools' vision that reflects the Catholic identity of the school.

The Deputy Principal is directly responsible to the Principal for the performance of his/her duties and deputises in the absence of the Principal. The Deputy Principal works closely with the Principal to gain an understanding of the complex nature of school leadership and to further enhance their professional learning. The Deputy Principal contributes to the collaborative decision-making processes and leads in the planning, implementation and evaluation of school improvement. The Deputy Principal is an exemplary teacher who provides an excellent role model for other teachers in their understanding of quality teaching and learning that is holistic and informed by the Gospel and Catholic Tradition and teachings.

### **School Responsibility**

1. The school has a documented statement outlining the role and responsibility of the Deputy Principal.
2. Priority be given to the position of Deputy Principal, both in terms of allowance level (where a POL) and time release, proportional to the size and responsibilities of the school.
3. The Deputy Principal to be a part of the school's leadership team.
4. Due consideration be given to qualifications and knowledge in Religious Education, commitment and witness to the educational philosophy of the school, as well as the specific focus for the position, in making an appointment to the position of Deputy Principal.
5. The Deputy Principal will have the opportunity for ongoing professional and personal development that will build capacity in the knowledge and skills of the role of a principal and other school leaders, to enhance a broader understanding and experience of leadership.
6. The role of the Deputy Principal will be recognised as one that contributes significantly to the life of the school and religious dimensions of the school.

## **Role Description**

It is expected that the specific responsibilities of the role are negotiated annually by the Principal and the Deputy Principal in the form of an evolving and changing role description to meet changing school focus and personal development. These responsibilities will take into account factors such as:

- Exercising vision and creativity in the role
- Focusing on leadership and the supporting role of management
- School vision and implementation plan
- Annual Action Plan
- Particular talents, strengths and experience of the Deputy Principal and the schools' leadership team
- Leadership developmental needs of the Deputy Principal
- Teaching load/release for the role

## **Key Accountabilities**

The Deputy Principal will:

### **Catholic School Culture**

- Nurture the school into a community that reflects Christ's presence in the world in all aspects of their delegated responsibilities
- Promote, encourage and facilitate opportunities for regular prayer, reflection and celebration as a school community
- Foster parish, school and parent partnerships

### **Learning and Teaching**

- Lead staff in setting high standards for student and staff performance
- Model excellent classroom teaching practice that reflects current pedagogy including effective use of information and communications technology
- Model instructional leadership in data collection and analysis, curriculum design and teaching and learning
- Contribute significantly to the staff development of shared understanding and reflective practice and is committed to professional learning communities
- Foster the development of appropriate assessment and reporting strategies

### **Leadership and Management**

- Assist in leading the development, implementation and evaluation of the school vision, school improvement and performance and development culture
- Promote a diocesan context and perspective
- Collaborate to develop processes which will enhance school leadership and management
- Collaborate with the principal in the selection, induction, development and performance management of staff
- Lead processes to enable the effective management of employee relations and team building within staff
- Lead and co-ordinate school policies, processes and activities
- Develop and implement educational initiatives that are strategic and future orientated
- Encourage the sharing of talent and skills and keep informed of relevant technological developments including monitoring the appropriate use of technologies by staff
- Lead or represent the school on committees both internally and externally
- Model and monitor adherence to legal/statutory requirements

- Develop and implement effective financial/record and risk management policy and processes
- Provide assistance in the management of property and facilities
- Exercise a significant role in the effective daily administration of the school
- Communicate the legislation and policies that impact on schooling
- Develop and manage effectively resources to achieve goals.

### **Wellbeing**

- Collaborate and lead staff to build and maintain a safe school environment which is conducive to positive learning outcomes for all students
- Promote positive staff, student and parent interpersonal relationships based on Jesus' example and teaching
- Provide leadership in the pastoral care of staff, students and families
- Model and implement effective conflict management strategies
- Work co-operatively as an effective team member and build team collaboration
- Encourage collegial support and a positive working environment which allows for the development of current educational trends and changing student needs.

### **School Community**

- Establish and maintain effective communication and engagement in student learning with all members of the school, parish and wider community
- Contribute to a spirit of welcome and hospitality in the school
- Collaborate with the Principal to develop effective procedures for the inclusion and participation of the community.
- Form partnerships with parents, other government agencies, community groups, industry and business.

### **Selection Criteria**

#### **Catholic School Culture**

- Demonstrated capacity to lead staff through formation, witness and action, to enhance the Catholic identity of the school

#### **Learning and Teaching**

- Demonstrated capacity to provide leadership for learning and teaching leading to the achievement of quality outcomes for all students

#### **Leadership and Management**

- Demonstrated capacity to use strategic thinking and analytical skills and intuition in change management to contribute to educational outcomes at the school and system level
- Demonstrated capacity to manage effectively human, financial and physical resources to deliver high quality outcomes

### **Wellbeing**

- Demonstrated support for and the capacity to develop and maintain an engaging and safe learning environment

## **School Community**

- Demonstrated strong interpersonal skills and the capacity to develop and sustain productive relationships within and beyond the school community

## **Special Requirements**

The successful applicant will be able to demonstrate:

- A commitment to Catholic education and to the safety and wellbeing of children
- A commitment to the St. Francis Xavier, child safety policy and staff code of conduct;
- Proven leadership
- A sound knowledge of contemporary evidence-based pedagogy
- A commitment to achieve improved learning outcomes for our students
- An ability to work in a variety of team situations
- A commitment to ongoing personal and professional learning
- Highly developed interpersonal skills
- A strong work ethic

## **Experience**

- A minimum of five (5) years of successful teaching experience
- Teaching experience in a minimum of two (2) schools, or different levels of schooling or specialization
- Evidence of effective skills and knowledge in contemporary learning and teaching
- Previous experience in a leadership position (formal and informal)
- Evidence of working towards personal learning goals to improve professional practice and leadership skills
- Effective participation and contribution to performance and development culture
- Current registration with Victorian Institute of Teaching
- Accreditation to Teach Religious Education in a Catholic School (CECV policy 1.7)

In applying for a position with St. Francis Xavier Primary School, Ballarat East, you will be asked to provide certain personal information to enable your application to be considered. Any personal information that is provided to St. Francis Xavier Primary School in relation to an application for employment will be handled in accordance with St. Francis Xavier Primary School obligations under the Privacy Act 1988 (Cth). To find out more about how St. Francis Xavier Primary School handles personal information, you are encouraged to read the St. Francis Xavier Primary School Privacy Policy.