

# Assistant Principal

## Staff Wellbeing and Development

### Role Description

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<b>Remuneration:</b>	Deputy Principal Category B As part of the remuneration package the Assistant Principal will receive an allowance for use of their personal car, a mobile phone, iPad and notebook computer.
<b>Time Release:</b>	FTE 0.800
<b>Reporting to:</b>	The Principal
<b>Appointment Period:</b>	5 years + 5 years – Second period subject to recommendation after a summative appraisal at the fourth year of appointment.
<b>Scope:</b>	Whole of the school

#### About this role:

The position of assistant Principal Staff Wellbeing and Development is a senior leadership position in the College and is part of the Leadership team, which consists of: Principal; Assistant Principal Student Wellbeing and Operations; Deputy Principal Learning and Teaching; Deputy Principal Staff Wellbeing and Development; Business Manager; Director of Catholic Identity and Mission; Director of College Operations; and Director of Digital Technology.

The Assistant Principal Staff Wellbeing and Development is appointed by the Principal and is responsible to the Principal for all aspects of staff wellbeing, professional standards and learning within the College as outlined in the strategic plan and the role description.

#### Duties:

As a member of the College Leadership Team the Assistant Principal Staff Wellbeing and Development collaborates with other members of the College Leadership Team to implement the College's Strategic Plan and ensure that the Catholic identity of the College and Marist charism is sustained and nourished.

As required the Assistant Principal Staff Wellbeing and Development will deputise for the Principal during short term absences when the Deputy Principal Student Wellbeing and Operations; Deputy Principal Learning and Teaching are unavailable

#### Team Memberships:

College Leadership Team;  
Professional Development Team  
ICT Leadership;  
Marketing & Development Team.

Policy and Development Team;  
Learning and Teaching Team (Chair);  
Operations team; and  
Risk Management Review Team.

**The Deputy Principal Staff Wellbeing and Development will lead and/or collaborate closely with the following positions:**

Director of College Operation	Daily Organiser
College Staff Mentor	College Staff Mentor
Senior Learning Programs Co-ordinator	Years 7 to 10 Learning Programs Co-ordinator
Learning Area Leaders	Compliance Officer
Careers team	College Counsellors

**Members of the Lavalla Catholic College Leadership Team will actively:**

- Promote the mission and Catholic ethos of the College;
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;
- Collaborate with other members of the Leadership Team to creatively implement the strategic goals of the College;
- Model a leadership style and approach which reflects one that is based on a model of Christian service;
- Publicly support the leadership of the College;
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Leadership Team;
- Provide opportunities for staff input into the College Leadership Team's considerations and provide appropriate and regular feedback;
- Represent the College in external forums; and
- Deputise for other members of the College Leadership Team as required.

**Senior Leadership Professional Obligations:**

- Be an active member of Senior College teams, as directed by the Principal;
- To maintain professional working relationships and represent the College at relevant external bodies and authorities as appropriate;
- To maintain professional working relationships with other schools; and
- To make a professional contribution to educational bodies outside of the College.

**Legal Compliance, Child Protection and Policy Development:**

- To ensure that all College policies are in compliance with the law and meet government statutory authority expectations;
- Support and comply with the implementation of Lavalla Catholic College's Child Safe Policy and Code of Conduct, and other College policies and procedures relating to child safety;
- To be aware of and adhere to legislation and College policy relevant to the duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunity, supporting equity and fairness; Occupational Health and Safety, supporting a safe workplace; Privacy; Staff/Student Relationships: Conflict of interest, etc; and
- To ensure that, on a regular basis, all relevant policies are reviewed and ratified by the College Advisory Council.

## Essential Criteria:

The appointee will have excellent academic teaching qualifications, experience, relevant professional development and a strong commitment to Catholic education as well as leadership and education experience in a Catholic secondary school.

## Key Selection Criteria:

The successful candidate should demonstrate:

- A commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Background in theology, preferably at post-graduate level and a Masters level of educational background;
- Demonstrated experience in working as an educator with young people and suitability for this work, including an understanding of child safety, appropriate behaviours when engaging with young people and legal obligations relating to child safety.
- Have a proven record of success as a leader of learning in secondary schools, with an extensive knowledge of current educational theory and practice;
- Demonstrated capacity to share in the work of the leadership of the College through being present at extra-curricular activities and representing the school at other forums;
- Well-developed skills including strategic planning, decision-making, change management, problem solving, time- management and communication; and
- Demonstrated capacity and willingness to work collaboratively as part of the leadership team of school.

## Key Responsibilities

The Assistant Principal Staff Wellbeing and Development has major responsibilities in the areas of:

### Teacher Recruitment and Retention:

- Ensuring that all teachers (permanent and casual) are suitably qualified and suitable for employment in our community by conducting appropriate checks as detailed on CECV website <http://www.cecv.catholic.edu.au/Industrial-Relations>, and the Marist Governors.
- Inducting new teachers to ensure that all Child Safe, Marist Schools Australia and any other Government regulations are met. Specifically inducting teachers into the culture of Lavalla Catholic College and the expectations of teachers within our community.
- Facilitating access to internal/external Professional Learning which will continue to engage and develop teachers appropriate to their professional journey.
- Working with Deputy Principal Learning and Teaching, Director of College Operations, and Learning Leaders to formulate teaching loads which make optimal use of teacher skills and expertise while meeting the needs of the College.
- Annual Review meetings. Facilitating Annual review meetings in accordance with VCMEA
- Working with Director of College Operations to ensure appropriate staffing for absences and replacements.
- Advertising positions in a timely manner in appropriate sites.
- Instances where it is required to work through EIP/ Serious Misconduct / Redundancy processes at the direction of the Principal
- Reportable Conduct processes and procedures.

#### Human Resources:

- Working with teachers on matters relating to Leave: Long Service, Parental Leave, etc. to make arrangements which are mutually beneficial to the College and the individual;
- Providing pastoral support for teachers experiencing personal or professional difficulties;
- Having a strong understanding of VCMEA; and
- Working in the Marist way to make known the Family spirit of our community while maintaining integrity and fairness.

#### Complaints Handling:

- Collaborating with the Deputy Principal Student Wellbeing and Operations and Deputy Principal Learning and Teaching to discern follow up of issues involving teachers and students;
- Conducting investigations Providing timely responses to complainants;
- Arranging and facilitating meetings/ mediations / restorations;
- Escalating issues which constitute reportable conduct and providing appropriate documentation to substantiate the escalation.

#### Staff Development:

- Leading the process for undertaking Annual Review Meetings;
- Initiating strategies for developing a climate for providing, accepting and giving constructive feedback;
- Fostering and promote reflective practice, professional dialogue and a collaborative approach to enhancing learning across all areas of the College;
- Critically reviewing research on best practice in teaching and learning to assist colleagues to further develop their teaching expertise;
- Providing leadership in and contribute to developing staff capacity in the effective integration of ICT as a tool to enhance learning, including modelling and exemplar practice as well as the organisation and implementation of professional learning programs.
- Working with Curriculum Leaders and Coaches to discern the Professional Development needs of members of various Learning areas;
- Working with DP Student Wellbeing and Operations to discern the Professional Development needs of members of pastoral teams;
- Collaborating with the College Staff Mentor to develop, document and lead a supportive and appropriate induction program for new staff and those return from extended leave;
- Supporting Provisionally-Registered teachers to attain full registration.
- Working with the College Staff Mentor to discern the Professional Development needs of members of the teaching staff new to the College;
- Liaising with the NCCD team to discern and support the Professional Development needs of teachers and ESOs;
- Working with the Principal to discern the Professional Development needs of members of the Leadership team in relation to their roles;
- Monitoring staff attendance at meetings and professional learning activities and follow-up with individual staff if concerns arise;
- Offering support, advise, mentoring and coaching to staff members as required; and
- Demonstrating tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate.
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#### Compliance:

- Working with the Compliance Officer and Assistant Business Manager to ensure that all new teaching staff and ESOs, are suitably qualified and have back ground checks commensurate with their positions;

- Fostering training of staff in the area of compliance by tracking progress, offering reminders and indicating when they are in danger of becoming non-compliant;
- Being competent in the use of the College's compliance management platform.

**Catholic Identity, Marist Charism and Faith Formation:**

Working in support of the Director of Catholic Identity and Mission and all relevant staff and groups to:

- Publicly support and promote the Catholic Identity of the College;
- Promote all aspects of College life are permeated by the spirit of the Gospel and the Marist Charism;
- Promote and deepen the understanding of the charism of St Marcellin Champagnat;
- Promote and support a rich liturgical life in the College, including: Leadership Commissioning Mass, Lent, Easter, Advent, Marcellin Champagnat Day Mass, Graduation Mass, Special Events, etc;
- Develop the ongoing prayer life of the College for staff, students and others;
- Support teachers to attain Accreditation to Teach in a Catholic School.

**Other:**

- Regular communication with the community in College publications on matters relating to this role;
- Creation and management of all related budgets;
- Conduct Annual Review Meetings of selected relevant staff;
- Liaising with local Parish Communities as required;
- The Assistant Principal Staff Wellbeing and Development may be required to work and to attend planning meetings at times during the school holidays; and
- Perform other duties as may be required by the Principal.

All applicants should note that this role description is not intended to be a prescriptive document and therefore will change as the position develops and forms.