

Deputy Principal

Learning and Teaching

Role Description

Remuneration:	Deputy Principal Category A 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.
Time Release:	FTE 0.800
Reporting to:	The Principal
Appointment Period:	5 years + 5 years – Second period subject to recommendation after a summative appraisal at the fourth year of appointment.
Scope:	Whole of the school

About this role:

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

The Deputy Principal Learning and Teaching is appointed by The National Director of Marist Schools Australia and is responsible to the Principal for all aspects of learning and teaching within the College as outlined in the strategic plan and the role description.

Lavalla Catholic College operates mainly on the two Traralgon Campuses, accordingly the Deputy Principal – Learning and Teaching’s main office will be located using the guiding desire that there be a senior member of the Leadership Team present and accessible on each campus.

Duties:

As a member of the College Leadership Team the Deputy Principal Learning and Teaching 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 Deputy Principal Learning and Teaching will deputise on an annual rotating basis with the Deputy Principal Student Wellbeing and Operations for the Principal during absences.

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

The Deputy Principal Learning and Teaching will lead and/or collaborate closely with the following positions:

Director of College Operation	Director of Learning Pathways
Director of Learning Innovation	Head of the Information Services Centre
Senior Learning Programs Co-ordinator	Years 7 to 10 Learning Programs Co-ordinator
Learning Area Leaders	Inclusive Learning Leader
Careers team	NCCD Operations Leader

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 successful candidate 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:

- An active membership of a Catholic Eucharistic community and 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 Deputy Principal Learning and Teaching has major responsibilities in the areas of:

Learning and Teaching:

The successful candidate will work in collaboration with relevant staff and groups to:

- Lead innovation in the design, development, implementation and evaluation of the College's academic program informed by current educational research, data and practices that reflects the ethos of the College, the needs of students and prepares them for contemporary society;
- Provide leadership and support to the Learning Team, which facilitates curriculum development and evaluation, with the aim of enhancing the quality of student learning across the range of abilities';
- Gather, collate, consult and implement planning based on data collected from sources such as VCE Data Service, Other analysis of VCE results, NAPLAN and PAT testing for the purpose of school improvement;
- Direct curriculum mapping and overseeing processes for maintaining, compliance, consistency and continuity in course planning throughout all learning opportunities – these include: Victorian Curriculum Years 7 to 10; VCE; VET; VCAL; Distance Education; Tertiary Extension Studies; SBAT; and SWL;
- Ensure course documentation and requirements are up-to-date and completed in line with necessary processes and requirements;
- Facilitate the assessment and reporting procedures to be adopted as determined by the relevant authorities and within the framework determined for the College;
- Ensure appropriate quality and conduct of examinations at relevant year levels;
- Assist in the differentiation of learning for students;
- Work closely with the Director of Digital Technology to improve the implementation of ICT delivery for students;



- Work closely with Wellbeing Leaders and House Leaders to facilitate the College's academic progression policy and wellbeing program; and
- Keep up-to-date with developments in curriculum design, educational theory and teaching practices regionally, state-wide, nationwide and overseas.

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Staff Professional Development:

The successful candidate will work in collaboration with relevant staff and groups to:

- Contribute to the development individual professional learning plans to support innovative learning and teaching;
- Play a key role in the coaching and appraisal of POLs and teaching staff;
- Collaborate with the Leadership Team with the planning, implementation and evaluation of effective 'in house' professional learning to meet the learning plan goals of staff with respect to learning and teaching; and
- Oversee the identification appropriate staff professional development opportunities in relation to learning and teaching.

Planning and Management:

The successful candidate will work in collaboration with relevant staff and groups to:

- Ensure that learning and teaching programs are documented;
- Organise the meeting schedule;
- Assist in the organisation and being present for relevant public events;
- Lead the selection of Award recipients;
- Develop relevant Learning Area budgets in conjunction with the Business Manager;
- Facilitate the process for recommendation to the Leadership Team which subjects and classes should run the following year
- Collaborate with the Deputy Principal Staff Wellbeing and Development and Director of Operations in the formulation of the timetable and allocation of staffing;
- Lead in the organisation and co-ordination of Subject Information Nights, Open Evening, Expo, other College information/presentation events as required and facilitate information for the Course Information Handbook; and
- Support roles with particular responsibilities for: Maintenance of the College's registration as a Registered Training Organisation; VCE; VCAL; VET; Distance education; Tertiary Enhancement Programs; SBAT; SWL; Compliance with Policy, Procedures and Governance for the Trade Skills Centre in consultation; NAPLAN; PAT testing; and Other testing from time to time requested by external authorities or the Principal, such as specific diagnostic testing, PISA, etc

Complaints Handling:

- Work with the Deputy Principal Student Wellbeing and Operations and Assistant Principal Staff Wellbeing and Development to discern follow up of issues involving teachers and students;
- Conduct investigations providing timely responses to complainants;
- Arrange and facilitate meetings/ mediations / restorations; and
- Contribute to the management of any Child Safety issues.

Compliance:

- Work 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.

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 and prayer life in the College for staff, students and the community;
- Support teachers to attain Accreditation to Teach in a Catholic School.

Other:

- Provide regular communication with the community in College publications on matters relating to this role;
- Create and management of all related budgets;
- Conduct Annual Review Meetings of selected relevant staff;
- Liaise with local Parish Communities as required;
- The Deputy Principal Learning and Teaching may be required to work and to attend planning meetings at times during the school holidays; and
- Perform other duties that 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.