



Deputy Principal –Head of Campus

Role Description

Title	Deputy Principal –Head of Campus
Reporting to:	The Principal

The position of Deputy Principal-Head of Campus (DPHOC) is a senior leadership position in the College and is a crucial part of the College Leadership team.

The DPHOC is appointed by Marist Schools Australia in conjunction with the Principal. The DPHOC is responsible to the Principal for leading excellence in learning & teaching and wellbeing outcomes at Lavalla Catholic College, whilst ensuring the successful day-to-day operation of their designated campus. The DPHOC also deputises for the Principal and typically fulfills the Acting Principal role when the Principal is absent.

As a member of the College Leadership Team the DPHOC supports the Principal in all aspects of College leadership. Both Deputy Principal– Heads of Campus will at all times work in alignment to ensure consistency and clarity for College stakeholders. Together with other members of the College Leadership Team they are responsible for implementing the College’s Strategic Plan and the development of an exemplary learning and pastoral environment, which aligns with the College’s vision for learning & teaching and prioritises the wellbeing of students and staff in a manner consistent with the mission and ethos of the College.

Team Memberships:

- College Leadership Team
- Student Wellbeing Team (Co-chair)
- Learning & Teaching Team (Co-chair)
- Operations Team (as required)
- Professional Development Team (as required)
- Child Protection Committee (Co-Chair)
- Enrolment Team (Co-chair)
- ICT Leadership
- Principal's Consultative Committee

The Deputy Principal –Head of Campus will lead and collaborate with the following positions:

- Assistant Principal Staff Wellbeing & Development
- Assistant Principal Catholic Identity & Mission
- Director of Operations and Operations Team
- Director of Digital technologies
- Heads of Student Learning & Learning Programs
- Heads of Wellbeing
- Heads of Department



- Heads of House
- Careers Team
- Head of Library
- Registrar
- College Counsellors
- Head of Inclusive Learning
- College Compliance Manager

Members of the Lavalla Catholic College Leadership Team will actively:

- Authentically promote the mission, Catholic identity and Marist ethos of the College
- Ensure that all aspects of College life are permeated by the spirit of the Gospel and Marist Spirituality
- Collaborate with all 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
- Work in an honest, open, creative and flexible manner, which 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
- 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
- Make professional contributions to educational bodies outside of the College such as MSA and DOSCEL leadership networks and/or associations
- Maintain professional and productive working relationships with other schools and school leaders

Legal Compliance, Child Protection and Policy Development:

- Ensure all College policies are compliant with relevant legislation 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 all other College policies and procedures relating to child safety
- Understand and adhere to legislation and College policy relevant to duties undertaken, including but not limited to: Child Safety; Equal Employment Opportunities; Occupational Health and Safety; Privacy; Staff/ Student Relationships; Conflict of interest, etc.

Key Responsibilities

Catholic Identity, Marist Charism and Faith Formation

Work in collaboration with the Principal and Assistant Principal- Catholic Identity & Mission and all relevant staff and groups to:

- Publicly and authentically lead, support and promote the Catholic Identity of the College
- Strive to ensure that all aspects of College life are permeated by the spirit of the Gospel and Marist Spirituality
- Promote and deepen the understanding of the mission and ethos of St Marcellin Champagnat
- Co-lead in the provision of ongoing spiritual and faith formation to staff, students and families
- Actively co-lead the ongoing prayer life of the College for staff, students and others
- Offer opportunities for various expressions of action for social justice
- Support the student leadership program and ensure it has a comprehensive formation program.



Learning and Teaching

- In conjunction with the Principal and the College Leadership Team, co-lead the development, review and implementation of the College's learning and improvement agenda
- Lead innovation in the design, development, implementation and evaluation of the College's academic program informed by current educational research, analytics and practices
- Provide leadership and support to the Learning & Teaching 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 learning analytics collected from sources such as VCE Data Service, other analysis of VCE results, NAPLAN and PAT testing for the purpose of school improvement, including working collaboratively with MSA School improvement staff
- Direct curriculum mapping and oversee processes for maintaining compliance, consistency and continuity in course planning throughout all learning opportunities – these include: Victorian Curriculum Years 7 to 10; VCE; VET; VCE VM; VPC; 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
- Ensure assessment and reporting procedures are in place 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
- Collaborate with the Head of Inclusive Learning to ensure the differentiation of learning for students
- Collaborate with the Director of Digital Technologies to improve the implementation of ICT delivery for students
- Collaborate with the Wellbeing Team to facilitate student academic and wellbeing progression
- Maintain currency with developments in curriculum design, educational theory and teaching practices regionally, state-wide, nationwide and overseas.

Student Wellbeing

- In conjunction with the Principal and Heads of Wellbeing, lead the continual development of the College's pastoral and wellbeing structures and strategy.
- Nurture a positive learning and behavioural climate within the school community, which promotes student learning, faith development, safety and wellbeing;
- Lead, support and empower the Wellbeing Team to provide quality pastoral care and effective behaviour management
- Ensure the discipline of all students is applied justly and consistently, working closely with the Wellbeing Team and staff. Specifically, under delegation from the Principal the DPHOC takes responsibility for the suspension of students and makes recommendations for the negotiated transfer of students from the College to the Principal
- Oversee the Wellbeing Team in the management of students who need extra support, especially Indigenous and Torres Strait Islander students
- Ensure that appropriate records are kept of serious behavioural matters and inform the Principal at all times of serious developing issues in a timely manner
- Work closely with Campus Operations and Wellbeing Leaders to develop student leadership opportunities
- Implement and modify policies and procedures directly relevant to student wellbeing and ensure the College is compliant with all relevant areas related to student wellbeing, particularly Child safeguarding and attendance
- In collaboration with the Wellbeing and Operations Teams, create schedules for College, Campus, House, Year Level and Pastoral assemblies and oversee the format and content of College assemblies
- Be a visible presence around the College



- Coordinate and lead the Child Protection Committee and Child Protection Audit Work Party
- In collaboration with Heads of Wellbeing, oversee the monitoring of attendance and the absenteeism of students
- In collaboration with Heads of House, oversee student responsibility for, and care and stewardship of, the College's environment and grounds
- Create and as appropriate lead opportunities for parents and communities to work together for the benefit of student learning and wellbeing.

Staff Development:

- Work with the Principal and Assistant Principal Staffing & Development to discern the Professional Learning needs of Middle Leaders and all staff at the College
- Play a key role in the coaching and appraisal of Middle Leaders, POLs and teaching staff

Operations

- Work in collaboration with the Director of Operations, the Operations Team and all relevant staff to ensure the smooth daily operation of each Campus and the school as a whole
- Ensure good communication is maintained between the school, parents and students in relation to all happenings and events that are scheduled

Complaints handling

- Work with the Assistant Principal Staffing & Development to discern and investigate issues involving teachers and students
- Conduct investigations and provide timely responses to complainants and information to the Principal
- Facilitate and lead meetings/ mediations / restoratives as required
- Appropriately escalate issues which constitute reportable conduct and provide appropriate documentation to substantiate the escalation.

Enrolments and Exits

- Work closely with the Principal and Registrar in relation to all aspects of student entry and exit processes
- In collaboration with the Principal, oversee the enrolments strategy and process from initial enquiry through to enrolment and orientation
- Ensure the Registrar is maintaining accurate enrolment records resulting in data integrity and currency at all times
- As appropriate, facilitate tours of the school for prospective and future families
- Interview new families that apply during the school year and make recommendations to the Principal regarding enrolment
- Undertake family exit interviews as required and report to the Principal on data and trends
- Ensure a proactive induction process exists and is reviewed for new families and students
- Lead work teams for Open Evenings/Days to establish a focus for positive marketing as well as supporting the community's needs

Other

- Regular communication with the community in College publications on matters relating to College life
- Oversight and management of any related budgets
- Conduct annual review meetings of selected relevant staff as required
- Attend selected MSA, DOSCEL and/or other network gatherings
- At the discretion of MSA, act as Principal during Principal periods of leave and/or absence
- **Perform all other duties as may be required by the Principal.**

This role description is not intended to be a prescriptive document and may change as the position develops and evolves.