

# ASSISTANT PRINCIPAL STAFF WELLBEING & DEVELOPMENT

## Position Description

<b>Classification</b>	Deputy Principal Category B		
<b>Employment Status</b>	Full-time	<b>Time Release</b>	0.8 FTE
<b>Appointment Period</b>	5 years (2024 to 2028) + 5 years – Second period subject to recommendation after a summative appraisal at the fourth year of appointment.		
<b>Scope</b>	Whole School		
<b>Expected level of contact with children and young people within this role:</b> Regular			

## Position Purpose

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; Deputy Principal Head of Campus - Kildare; Deputy Principal Head of Campus – St Paul’s; Assistant Principal Catholic Identity & Mission; Assistant Principal Staff Wellbeing & Development; Business Manager; Director of College Operations; and Director of Digital Technology.

*The Assistant Principal Staff Wellbeing & 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.

## Reporting Relationships

**Position reports to:** The Principal

**Key relationships:** College Leadership Team, Daily Organiser; Heads of Student Learning & Programs, Heads of Department, Human Resource Manager, Compliance Manager, New Staff Mentor, Teaching Staff, Students, Parents/Carers, IEU, Catholic Education Commission of Victoria, Marist Schools Australia Ltd (MSA).

## Duties

As a member of the College Leadership Team the *Assistant Principal Staff Wellbeing & 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.

## 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;
- Maintain professional working relationships and represent the College at relevant external bodies and authorities as appropriate;
- Maintain professional working relationships with other schools; and
- Make a professional contribution to educational bodies outside of the College.

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

- 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;
- 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
- Ensure that, on a regular basis, all relevant policies are reviewed and ratified by the College Advisory Council.

#### **Key Duties & Responsibilities** *Includes but are not limited to:*

##### **Teacher Recruitment and Retention:**

- Ensure that all teachers (permanent and casual) are suitably qualified and suitable for employment in our community by conducting appropriate checks;
- Induct new teachers to ensure that all Child Safe, Marist Schools Australia and any other Government regulations are met;
- Facilitate access to internal/external Professional Learning which will continue to engage and develop teachers appropriate to their professional journey;
- Work closely with the Deputy Principal-Heads of Campus, Director of College Operations, and Heads of Department to formulate teaching loads which make optimal use of teacher skills and expertise while meeting the needs of the College;
- Facilitate Annual Review Meetings in accordance with the CEMEA;
- Work with Director of College Operations to ensure appropriate staffing for absences and replacements.
- Advertise positions in a timely manner in appropriate locations;
- Where applicable, work through EIP/ Serious Misconduct / Redundancy processes at the direction of the Principal; and
- Understand and maintain all Reportable Conduct processes and procedures.

##### **Human Resources:**

- Work with teachers on matters relating to Leave: Long Service, Parental Leave, etc;
- Develop arrangements which are mutually beneficial to the College and the individual;
- Provide pastoral support for teachers experiencing personal or professional difficulties;
- Possess a strong understanding and working knowledge of the CEMEA; and

- Work in the Marist way to make known the Family spirit of our community while maintaining integrity and fairness.

#### **Complaints Handling:**

- Collaborate with the Deputy Principal-Heads of Campus to properly handle issues involving teachers and students;
- Conduct and/or organise investigations and provide timely responses
- Arrange and facilitate meetings/ mediations / restorations;
- Escalate correctly issues which constitute reportable conduct
- At all times act within relevant policy, regulatory and legislative guidelines

#### **Staff Development:**

- Initiate strategies for developing a climate for providing, accepting and giving constructive feedback;
- Foster and promote reflective practice, professional dialogue and a collaborative approach
- Critically review research on best practice in teaching and learning to assist colleagues to further develop their teaching expertise;
- Work with the Leadership Team; Heads of Student Learning & Programs and Middle leaders to discern the Professional Learning needs of members of various Learning and Wellbeing areas;
- Collaborate with the College New Staff Mentor to develop, document and lead a supportive and appropriate induction program for new staff and those return from extended leave;
- Support Provisionally-Registered teachers to attain full registration.
- Work with the Principal to discern the Professional Development needs of members of the Leadership team in relation to their roles;
- Monitor staff attendance at meetings and professional learning activities and follow-up with individual staff if concerns arise;
- Offer support, advice, mentoring and coaching to staff members as required; and
- Demonstrate tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate.

#### **Child Safeguarding**

- Assist staff as required to comply with Mandatory Reporting processes;
- Be familiar with and comply with the school's childsafeguarding policies and code of conduct;
- Assist in the provision of a child-safe environment for students; and
- Demonstrate duty of care to students in relation to their physical and mental wellbeing.

#### **Compliance:**

- Work with the HR Manager and Compliance Manager to ensure that all new teaching staff, are suitably qualified and have background checks commensurate with their positions; and
- Develop competence in the use of the College's compliance management platform.

#### **Catholic Identity, Marist Spirituality and Faith Formation:**

- Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
- Publicly support and promote the Catholic Identity of the College; and
- 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;
- Be mindful of the requirement to work and to attend planning meetings at times during term breaks; and
- Perform other duties as directed by the Principal.

*This position description is not intended to be a prescriptive document and therefore will change as the position develops and forms.*

## Essential Requirements for the Role

### Qualifications & Experience

- Suitable qualifications, preferably at or working towards post-graduate level and/or Masters level qualifications.
- Demonstrable 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.
- Proven record of success as a Middle or Senior Leader in secondary schools, with an extensive knowledge of current educational theory and practice.
- Well-developed skills including strategic planning, decision-making, change management, problem solving, time- management and communication.
- Demonstrated capacity and willingness to work collaboratively as part of the leadership team of school.

### Personal Attributes & Skills

- Passion and enthusiasm for teaching, with current knowledge of educational theory and practice.
- Ability to develop capacity in others, through coaching and mentoring.
- Exemplary communication skills.
- Demonstrable understanding of how to lead an effective team.
- High-level ability to be a proactive problem solver and decision maker.
- Demonstrable ability to drive and lead change to build a culture of continuous improvement
- Excellent organisational and time management skills.
- Exceptional personal standards of honesty, integrity and professionalism, and the ability to remain calm under pressure.

## Our Commitment to Child Safety

Lavalla Catholic College is committed to providing a child safe environment where children and young people are safe and feel safe, and their voices are heard about decisions that affect their lives.

Each member of the College community has a responsibility to understand the important and specific role that they play individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all that they do and every decision that they make.

All staff are required to be conversant with, and comply with, the College's Marist Child Safe Adult Code of Conduct and Child Safeguarding Policies. It is a condition of employment for a staff member to be deemed a person suitable to work with children.

## Our Vision and Mission

Lavalla Catholic College is a welcoming, inclusive community called to make Jesus known and loved through education in the Marist Tradition. With '*Strong Minds and Compassionate Hearts*' we unite to inspire, journey with and prepare learners for life in our changing world.

In our daily actions, we build positive relationships following the model of Jesus Christ. We are inspired by the Marist Characteristics: *Simplicity, Love of Work, In the Way of Mary, Presence, and Family Spirit.*

## Position Description

**Authorised by:** The Principal

**Last reviewed:** September 2023