



# Position Description

<b>Position Title</b>	<b>Deputy Principal - Learning and Teaching</b>
<b>Organisation</b>	Catholic Education Sandhurst Limited (CES Ltd)
<b>School</b>	Doxa School Bendigo
<b>Location</b>	<i>Bendigo</i>
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Classification</b>	Category A - Deputy Principal 1-1 to 1-4
<b>Remuneration</b>	\$132,384 – \$142,557 per annum (plus superannuation)
<b>Status</b>	Fixed Term – 3 years (2025-2027)
<b>Reports to</b>	Principal

## Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.

## Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

## Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

### Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the "common good" in response to the "signs of the times".

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

### Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

### Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.

## School Summary

Doxa School Bendigo is a Catholic Secondary Flexible Learning Setting aiming to engage vulnerable and disconnected young people into an education that is tailored to meet their specific needs.

Doxa School Bendigo is a Child Safe community that is committed to providing an environment that is true to our school wide expectations: being Safe, Kind and Curious.

Doxa School provides excellent learning opportunities by building quality relationships with the school and wider community. A student- centered approach is theoretically underpinned by the schools' key pillars of practice: Catholic Identity, Choice Theory, Trauma Sensitive Practice and Social Emotional learning.

## Position Summary

The Deputy Principal – Learning and Teaching will support the Principal in providing strategic and operational leadership of the school. Meeting regularly with the principal to share information regarding staff, students and school organisation, and ensure that the vision, mission and the strategic direction is embedded in all aspects of school life.

The Deputy Principal is a member of both the Strategic Leadership and the Operational Leadership teams. As a senior educational leader, they are a mentor and support, working with all members of staff to ensure effective leadership, organisation and planning of the school.

The Deputy Principal assumes the role of Acting Principal in the absence of the Principal when required.

## Key Responsibilities

<b>Leading the Catholic Identity of the school</b>	<ul style="list-style-type: none"><li>● A demonstrated understanding of the ethos of a catholic school and its mission</li><li>● Modelling practice in prayer, liturgy and respectful relationships.</li><li>● Engaging in and promoting accreditation.</li></ul>
<b>Leading a Well Community</b>	<ul style="list-style-type: none"><li>● Ensuring child safe standards and practices across all learning activities.</li><li>● Develop and communicate a clear vision for a well school environment.</li><li>● Facilitate the building of quality relationships and a culture of inclusion and high expectations for all.</li><li>● Supporting staff in the development of positive classroom culture.</li><li>● Mentor and coach to build staff capacity.</li></ul>
<b>Leading Learning and Teaching</b>	<ul style="list-style-type: none"><li>● Build a culture of high expectations and continuous improvement in learning and teaching.</li><li>● Lead the Learning and Teaching Team.</li></ul>

	<ul style="list-style-type: none"> <li>● School wide pedagogical development and professional feedback including; Science of Learning and the Explicit Instruction Model.</li> <li>● Consistent and compliant documentation of learning and teaching programs.</li> <li>● Coordinating/ supporting the application process for NCCD funding, including being a member of the NCCD assessment team.</li> <li>● Promoting ongoing professional learning in line with school priorities, strategic plan, individual staff needs and leadership and team development.</li> <li>● Development and monitoring of staff professional learning plans.</li> <li>● Oversee and promote effective use of data to improve Learning and teaching practice.</li> <li>● Overseeing curriculum mapping, Assessment and Reporting are compliant with VCAA and commonwealth regulations.</li> <li>● Leading and working collaboratively to develop and monitor individual learning plans, personalised learning and transition processes.</li> </ul>
<p><b>Organisational Management of the School</b></p>	<ul style="list-style-type: none"> <li>● Ensure the smooth and compliant operation of the school through daily organisation, calendars, timetables and meeting schedules.</li> </ul> <p>Working in the Strategic Leadership team to develop and Implement:</p> <ul style="list-style-type: none"> <li>● Working collaboratively to design, develop, implement and articulate the strategic direction of the school</li> <li>● Staff Induction, Annual Review Meetings and Professional Supervision.</li> <li>● Communication with the wider community, families and community.</li> <li>● Excursion and incursion approval.</li> <li>● Policy Development.</li> <li>● Leadership of School Review processes.</li> </ul>

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

## Mandatory Responsibilities and Requirements

### Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies,

procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

### Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd’s OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

### Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• Maintain current Victorian Institute of Teaching (VIT) registration.</li> <li>• Commitment to comply with the CECV Accreditation Policy to hold Accreditation to Teach in a Catholic School and Accreditation to Lead in a Catholic School.</li> <li>• Complete the Disabilities Standards for Education professional learning course regularly.</li> </ul>
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		<ul style="list-style-type: none"> <li>● Complete Protecting Children - Mandatory Reporting and other Obligations (PROTECT) online learning annually.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>● A demonstrated understanding of the ethos of a Catholic school and its mission.</li> <li>● Demonstrate a commitment to personal witness as a member of a faith community.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>● Have a demonstrated understanding of child safety.</li> <li>● Familiarity with legal obligations relating to child safety (e.g., mandatory reporting) and comply with the child safe policies and code of conduct and any other policy, procedures or legislation related to child safety.</li> <li>● Be a suitable person to engage in child-connected work.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>● The capacity to provide leadership that is characterised by a desire for continuous improvement, creative thinking, and innovation.</li> <li>● A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.</li> <li>● Well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others.</li> <li>● The ability to work effectively as a team member.</li> <li>● Proficiency in the use of information and communication technologies.</li> <li>● A commitment to ongoing Professional Learning.</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>● Knowledge in Doxa School Bendigo's pillars of Practice; Choice Theory, Trauma Sensitive Practice and Social and Emotional Learning.</li> <li>● Knowledge in the 'Nationally Consistent Collection of Data' (NCCD).</li> <li>● Knowledge in 'Science of Learning' and 'The Explicit Instruction Model'.</li> </ul>