

# 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>	St. Mary's Primary Mooroopna
<b>Location</b>	121 – 143 McLennan Street Mooroopna
<b>Enterprise Agreement</b>	Catholic Education Multi-Enterprise Agreement 2022
<b>Position of Leadership</b>	As per agreement for Deputy Principals
<b>Time Release</b>	1.0FTE
<b>Status</b>	Fixed Term – 5 years (2025-2029)
<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 3 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 Victorian Catholic Education Authority (VCEA), 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 Executive Director 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 Executive Director 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 and parishes, stimulating, enriching, liberating, sacramental and nurturing learning environments drawn from the Catholic tradition in each of the diocesan school communities.

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, a pursuit of excellence in all levels of learning and creating communities of welcome, hospitality and inclusion.

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

St. Mary's is a parish primary school which is a vibrant, faith-filled learning community with a proud history in the Goulburn Valley. At St. Mary's, our students and staff wholeheartedly embrace our school motto, "Let Your Light Shine," by living the Gospel values and striving for excellence in everything we do.

Our commitment is to create a learning environment where every student feels safe, happy, and empowered to succeed. Our engaging and dynamic curriculum is thoughtfully designed to meet each student at their individual point of need, ensuring that all our decisions focus on enhancing student learning outcomes in a holistic manner—spiritually, emotionally, physically, cognitively, and socially. St. Mary's Mooropna is a community where we nurture responsible, respectful, resilient, and safe lifelong learners.

## Position Summary

The role of the Deputy Principal is to support the Principal and leadership team in effectively and purposefully managing the planning, delivery, evaluation and improvement of the school. The incumbent works closely with the Principal in enacting the strategic direction of the school, including the strategic deployment of resources. We aim to support improved learning outcomes for all students with engaging faith education. The successful applicant will need to display experience in leading 'Learning Innovation' and actively living the 'Catholic Identity' of our school.

Effective school leadership uses a range of technologies to efficiently manage the resources and staffing of the school. High-impact leaders seek to build a successful school through effective communication with key stakeholders, including staff, parent groups and our local community. In collaboration with the Principal, the Deputy Principal drives the leadership team in establishing an environment that provides opportunities for all staff to learn and improve together whilst applying their knowledge of leadership, management concepts and best practice. We strive to empower enthusiastic staff to be leaders in education.

## Leadership Framework

This role will work within the CES Ltd Leadership Framework. The Framework sets out that Leadership in a Catholic School creates a vision for a community in which all may have life and have it in abundance (John 10:10) and where student flourishing is the core purpose. Leaders in Catholic schools are guided by religious, professional, ethical, and moral principles and pursue this vision in service of the community. Servant leadership is at the core of all levels of leadership in the Catholic school. The leadership vision is student centred with a growth mindset that is guided by a belief in the dignity and potential of the human person.

Leadership in a Catholic school includes seven professional practices that are valued as critical elements in leading a Catholic school. They are as follows:

- Leading the Catholic School
- Leading a Well Community
- Leading Learning and Teaching

- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and working with the Community

## Key Responsibilities

<p><b>Catholic Culture + Wellbeing</b></p>	<ul style="list-style-type: none"> <li>• Be familiar with and comply with the school’s child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>• Lead the provision of a child-safe environment for students</li> <li>• Demonstrate duty of care to students in relation to their physical and mental wellbeing</li> <li>• Support a stimulating, enriching and liberating learning environment in which others are challenged to search for their personal identity in dialogue with the Catholic Tradition</li> <li>• Nurture staff through experiences with Catholic scripture and tradition</li> <li>• Proactively monitor and support student wellbeing</li> <li>• Exercise pastoral care in a manner which reflects school values</li> <li>• Drive strategies which promote a healthy and positive learning environment</li> <li>• Attend and support PLC meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Provide the leadership, structure and resources to improve safety across the whole school community</li> <li>• Lead staff to comply with all school and legislative health and safety policies and procedures</li> <li>• Assist the Principal with the school’s policies and procedures</li> <li>• Support a safety culture embracing, advocating and supporting OHS initiatives by actively driving and promoting OHS compliance requirements and improvements</li> <li>• Be responsible for own health and safety and for the health and safety of others in the school community</li> <li>• Adhere to safe work procedures, instructions and rules at all times</li> </ul>
<p><b>Learning and Teaching</b></p>	<ul style="list-style-type: none"> <li>• Work with the Leadership Team in encouraging and facilitating best practise in teaching and learning which is enhanced by innovation in an integrated and differentiated curriculum.</li> <li>• Monitor the quality of teaching and learning across the school.</li> <li>• Encourage collegial support and a positive working environment which allows for the development of current educational trends and changing student needs.</li> </ul>

	<ul style="list-style-type: none"> <li>• Encourage the sharing of talent and skills and keep informed of relevant technological developments including monitoring the appropriate use of technologies by staff and students.</li> <li>• Assist the Principal with teacher recruitment, allotments and both summative &amp; formative appraisal systems.</li> <li>• Initiate, co-ordinate and evaluate staff curriculum activities.</li> <li>• Organise and support staff with standardised testing procedures</li> <li>• Together with the Leadership Team encourage staff to familiarise themselves with a comprehensive range of literature and materials relating to curriculum development.</li> <li>• Work with the Leadership Team to develop the ICT capacity of all staff.</li> <li>• Coordinate and support staff at PLC meetings.</li> <li>• Coordinate the launch of Magnify Sandhurst initiatives across the school</li> <li>• Oversee the development, ongoing review and implementation of the College’s assessment and reporting policies.</li> </ul>
<b>Community</b>	<ul style="list-style-type: none"> <li>• To enhance and strengthen communication and collegiality between the school, home and wider communities</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Create and maintain a safe environment in which students may enjoy their participation in activities</li> <li>• When requested, represent the Schools’ Leadership Team at meetings</li> </ul>
<b>Administration</b>	<ul style="list-style-type: none"> <li>• Liaise with the Principal to organise and oversee the ordering and purchasing of equipment and curriculum supplies as required</li> <li>• Liaise with the Principal to organise mandatory staff training and update relevant documentation where appropriate</li> <li>• Maintain currency of first aid, mandatory reporting, anaphylaxis and Disability Standards training</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> <li>• Uphold the professional standards expected of a Deputy Principal</li> <li>• Be responsible for the leadership of the school in the absence of the Principal</li> <li>• Assist the Principal in the daily management of students and staff</li> <li>• Maintain comprehensive communication of school arrangements through publishing timetables, rosters, bulletins, memos, calendars, meeting agendas and minutes of meetings</li> <li>• Organise Yard Duty rosters, ensuring all duties are covered</li> <li>• Co-coordinate with the Principal the induction program for new, beginning and returning teachers</li> <li>• Collaborate with key stakeholders to assist in the development of work plans in alignment with the Annual Action Plan</li> </ul>

	<ul style="list-style-type: none"> <li>• Manage staff absences and the engagement of replacement teachers, including the induction of casual relief teachers (CRTs)</li> <li>• Liaise with the Administration Staff with regards to appropriate paperwork and maintain a staff absences log and CRT log, in consultation with the Principal</li> <li>• Arrange and oversee CRT's for replacements as required</li> <li>• Manage the daily organisation of the school</li> <li>• Assist the Principal with the process of whole school staffing, which includes identifying needs and vacancies, advertising, shortlisting, interviewing and appointing.</li> </ul>
<b>Other</b>	<ul style="list-style-type: none"> <li>• Undertake appropriate teaching duties.</li> <li>• Perform such other duties as required by the College Principal.</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 Registrations</b>	<ul style="list-style-type: none"> <li>• Current registration with the Victorian Institute of Teaching.</li> <li>• Accredited to lead and teach Religious Education in a Catholic school or a willingness to gain accreditation.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Demonstrate a capacity to articulate a compelling vision, aligned with school priorities and communicate expectations for effective performance of a school.</li> <li>• Demonstrate a capacity as an instructional leader including an ability to embed a culture of high expectation of student learning and build expert teacher practice which is evidence based and high impact.</li> <li>• Demonstrate a capacity for strategic leadership focussing on leadership for innovation and change, and an ability to design and implement high leverage improvement plans.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Demonstrate a capacity to articulate and promote an understanding of Catholic identity within Catholic education and the place of a rich Religious Education curriculum to promote and support this identity.</li> </ul>
	<b>Commitment to Child Safety</b>	<ul style="list-style-type: none"> <li>• Demonstrate a capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed including ongoing compliance</li> </ul>

		<p>with the Child Safe Standards and the Victorian Registration and Qualification Authority.</p> <ul style="list-style-type: none"> <li>• Demonstrate a capacity to develop positive relationships with students; parents and families; the local parish and wider community; and participate and contribute to school activities.</li> <li>• Demonstrate a capacity to develop high aspirations and expectations through fostering community relationships and contributing to an innovative school program which maximises the opportunity for all students.</li> </ul>
	<b>Skills and Attributes</b>	<ul style="list-style-type: none"> <li>• An enthusiasm to deliver exemplary Learning and Teaching.</li> <li>• Demonstrate an adaptable and agile mindset.</li> <li>• Contribute positively to team relationships.</li> <li>• Be calm under pressure and capable of thinking clearly in stressful situations.</li> <li>• Ability to conduct courageous conversations</li> </ul>
<b>Desirable</b>		<ul style="list-style-type: none"> <li>• Master or Postgraduate qualifications in Education, Leadership, Religious Education or Theology.</li> <li>• Relevant leadership experience in a school(s).</li> </ul>