



Position Description

Role title	Deputy Principal
School	Corpus Christi Catholic School, Bellerive
Directly reports to	Principal
Indirectly reports to	Principal Lead / Director School Services

Role Accountability

The Deputy Principal is accountable for supporting the Principal to provide both strategic and day-to-day leadership of mission, evangelisation and learning within the school community to ensure the goals of Catholic Education Tasmania (CET) are achieved.

Together the Principal and Deputy Principal form the senior leadership team of the school, and will work collaboratively to effectively lead staff, students and the wider community to ensure that students receive quality education in accordance with the Catholic faith and Christian principles. This is achieved through effective and sustainable development, deployment and management of strategies, plans, staff and resources to support the future of the school and enhancement of system-wide Catholic Education effectiveness.

The Deputy Principal assumes the role of Acting Principal in the absence of the Principal in all organisational/administrative matters and in relation to discipline within the school.

Organisational Requirements

As a senior leader in Catholic Education Tasmania:

- You will promote and support the achievement of our mission;
- You are required to exercise the principles of collegiality and subsidiarity in the promotion of shared ministry and teamwork within the school community and archdiocesan system;
- You must take reasonable care of your own health and safety and that of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace, and be aware of and apply Work Health and Safety (WHS) Officer due diligence criteria in accordance with Section 27 of WHS Act 2012 (TAS);
- You have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Catholic Education Commission Tasmania (CECT) Child Safe Organisation policy;
- You must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute;
- You must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

Leading Mission and Evangelisation

Influence and enrich the lives of students, staff and other members of the school community:

- Embrace and role model Jesus' mission for the Church, living and sharing the Catholic faith;
- Enhance the school community such that it is both a sign and an instrument of the evangelising mission of the Church;
- Enhance understanding of the authentic nature of our Catholic Identity, its shape, its heritage and its significance;
- Maintain effective stewardship of the school tradition and charism;
- Collaborate with the Parish community in the evangelising mission of the Church.

Leading Learning and Teaching

Ensure effective learning and teaching to ensure that all students receive quality education:

- Nurture a Christ-centred and student-focussed community of learners;
- Implement and sustain a constructive culture that encourages growth and development whilst achieving goals;
- Actively facilitate effective high aspirational teaching that promotes enthusiastic, independent learners to achieve excellence in learning and in all aspects of their development;
- Communicate and ensure effective behavioural standards across the school;
- Build and sustain a learning culture that respects the intellectual, spiritual, cultural, moral, social, health and pastoral care of students;

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- In collaboration with the Principal, oversee and implement effective strategies for the wellbeing and pastoral care of students;
 - Encourage active student and community engagement and a strong student voice.

Developing Self and Others

Enhance the technical capability, personal and team effectiveness of staff and self:

- Facilitate staff development and collaboration in planning, monitoring and reviewing the effectiveness of learning and teaching;
- Lead continuous improvement of learning and teaching across the school;
- Enhance staff performance through effective feedback to achieve defined objectives;
- Develop staff leadership and team effectiveness;
- Role model constructive leadership and commitment to personal development in faith, ongoing professional development, health and well-being;
- Maintain pedagogical currency.

Leading Improvement, Innovation and Change

Improve the school outcomes through effective leadership of improvement, innovation and change processes:

- Implement a clear, shared Vision and strategies to guide effective improvement;
- Identify and manage improvement plans and policies for the development of the school and its facilities;
- Implement and manage change processes effectively;
- Review and report to the Principal on the effectiveness and sustainability of improvements.

Leading the Management of the School

Ensure effective leadership and management of the school community and resources to deliver sustainable outcomes:

- Collaborate with the Principal to optimise and implement the school strategy and Master Plan;
- Maintain effective stewardship of school assets and resources;
- Provide a safe working and learning environment;
- Implement effective human resource processes to ensure the attraction, retention and development of high quality, passionate staff;
- Build staff and team engagement, effectively delegate and monitor outcomes;
- Deploy and utilise effective data management methods and technologies;
- Actively manage Child Safe issues;
- Build effective relationships with stakeholders;
- Collaborate effectively within the school and Catholic Education Tasmania to enhance school and system effectiveness;
- Operate within the governance and compliance framework of the Tasmanian Catholic Education Commission and all legislative requirements;

Engaging and Working with the Community

Engage with and develop effective relationship that promote life-giving partnerships between home, school and Parish.

- Be inclusive and welcoming of all members of the school community;
 - Develop and maintain positive partnerships with students, families and carers, the parish and broader community;
 - Work closely with the Principal to build a culture of high expectations that recognises and uses the richness and diversity of the school's wider community, education systems and sectors;
 - Support the needs of students, families and carers from diverse and multicultural communities facing complex challenges;
 - Foster understanding and reconciliation with Aboriginal and Torres Strait Islander peoples.
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Role Relationships

Internal	External
● Principal	● Parish Priest
● School Leadership Team	● School Community stakeholders
● School Advisory Committees	● External suppliers and service providers
● TCEO Leadership Team and senior staff	● State and federal government officials
● School staff	● Visitors and members of the public
● School volunteers	

Personal Capabilities

Qualifications and Registrations

Mandatory

- Bachelor of Education, or equivalent
- CET Accreditation C and / or Graduate Certificate in Theology
- Current motor vehicle license
- Full registration with the Tasmanian Teachers Registration Board at time of commencement of duties
- Tasmanian Working with Vulnerable People registration at time of commencement of duties
- Satisfactory National Police Check at time of commencement of duties

Skills and Capabilities

- A practicing Catholic whose faith is visible and inspiring in daily life and work
 - You shall observe the Precepts of the Catholic Church (Catechism of the Catholic Church (n. 2042-2043)). These precepts invite all Catholics to:
 1. “attend Mass on Sundays and on Holy Days of obligation and rest from servile labor;”
 2. “confess our sins at least once a year;”
 3. “receive the sacrament of the Eucharist at least during the Easter season;”
 4. “observe the days of fasting and abstinence established by the Church;”
 5. “help to provide for the needs of the Church.”
 - Significant experience in Catholic education
 - Demonstrated ability to work within an educational vision that incorporates Catholic beliefs and values into all facets of school life and learning
 - Experience building engagement across a school community
 - Coalition builder who creates an inclusive environment that is conducive to sincere and open communication
 - Excellent oral and written communication skills, including public speaking skills
 - Demonstrated understanding of, or capacity to gain knowledge of, school financial and administrative functions
 - Collaborative leader with an accessible and approachable style
 - Demonstrated ability to listen to concerns and resolve conflicts constructively
 - Demonstrated experience in promoting a culture of continuous improvement, offering creative solutions and applying strong leadership to challenges
 - Demonstrated commitment to ongoing professional growth for self and others
 - Ability to develop staff and build leadership capacity
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