

### OVERVIEW

Staff at St Columba's College are called to be co-workers in the ecclesial mission of witnessing and proclaiming God's reign.

Those who hold a leadership position at St Columba's take on a role which is based on a model of Christian service. Leadership positions derive their authority from the Principal and, as such, members of the Leadership Team share the responsibility of inspiring and leading staff and students in their commitment to the core values of the College – Faith, Hope, Community, Learning and Justice.

The College Leadership Team comprises the following team members: Principal, Deputy Principal, Head of Learning and Teaching, Head of Faith and Mission, Head of Students, Head of Human Resources, Head of College Operations and Compliance and the Business Manager. Together the Leadership Team makes decisions and recommendations which foster the philosophical and educational aims of Mary Aikenhead Ministries within St Columba's College.

Each Leadership Team member has a key role in promoting and celebrating our identity as a Catholic school in the tradition of the Sisters of Charity.

In the case of the Principal's absence the Deputy Principal replaces the Principal and assumes full authority and responsibility for the College.

### PRIMARY OBJECTIVE OF THE ROLE

The Deputy Principal actively collaborates with the Principal to promote and enhance the Catholic identity of the College and the charism of Mary Aikenhead to ensure that all College practices and procedures reflect the Vision, Mission and Values of the College. The Deputy Principal provides positive leadership as the College endeavours to fulfil its educational mission and shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect. As a leader of the St Columba's College community, a willingness to give public witness to the Catholic culture of the College is a requirement of the position.

The Deputy Principal demonstrates Leadership in the following areas: Faith and Catholic Identity; Strategic Direction and Planning; Pastoral Care and Wellbeing; Learning and Teaching; Community Development; and Administration and Organisation.

As an instructional leader the Deputy Principal shares active responsibility for the promotion of a College learning culture that embraces all students and staff and supports the Principal in actively seeking to build leadership capacity which embodies critical reflection and continuous growth in professional practice.

The Deputy Principal shares responsibility for College strategic planning and the continued implementation of the priorities established through the College's Strategic Planning and Review Processes.

The Deputy Principal develops, implements, and maintains appropriate channels of communications at all levels of the College and the local community and sees families as partners in the learning of their daughters and fosters a sense of hospitality and welcome.

**Major Areas of Responsibility**

In addition to the Primary Objective of the role the Deputy Principal will:

- I take overall responsibility for all aspects of student wellbeing and pastoral care
- II work with the Principal in the provision of pastoral support for staff
- III support enrolment of students into the College
- IV share leadership team responsibilities

**STATEMENT OF DUTIES**

The following duties are aligned to the additional four Major Areas of Responsibility in this role.

<p><b>Student Wellbeing and Pastoral Care</b></p>	<ul style="list-style-type: none"><li>- Act as the College Chief Child Protection Officer.</li><li>- Facilitate and oversee the development, implementation and evaluation of wellbeing policies and programs to ensure that they remain contemporary, relevant for students and in alignment with the College’s Vision, Mission and Values Statement and Strategic Plan.</li><li>- Work closely with the Head of Students and Wellbeing Team with regard to implementing relevant wellbeing programs.</li><li>- Develop, implement and review the College’s Behaviour Management Policy and Procedures.</li><li>- Work with the Head of Students and House Leaders in developing and reviewing pastoral care and wellbeing practices.</li><li>- Oversee the pastoral care and discipline of all students.</li><li>- Promote and implement Restorative Practices within the College.</li><li>- Lead and coordinate the work of the Wellbeing Team.</li><li>- Conduct parent meetings in consultation with House Leaders and Head of Students on matters relating to student wellbeing or issues relating to student management.</li><li>- Oversee the co-curricular program to ensure it is meeting the learning and wellbeing needs of students</li><li>- Oversee student involvement in exchange and overseas immersion programs.</li><li>- Respond to parental concerns.</li><li>- Conduct Student forums</li><li>- Support the Head of Students to monitor the procedures related to student attendance (Student Reception).</li><li>- Liaise with Head of Students in identifying students requiring additional support.</li><li>- Work with the Special Needs Team Leader to support students with particular needs including attending program support meetings, as required.</li><li>- Respond to concerns from the public relating to student behaviour.</li><li>- With the Head of Students monitor the correct wearing of the student uniform.</li><li>- Liaise with Police in relation to student issues.</li></ul>
<p><b>Staff Wellbeing and Pastoral Care</b></p>	<ul style="list-style-type: none"><li>- With the Leadership Team work to develop a proactive culture in relation to Staff Wellbeing.</li><li>- Provide professional and pastoral care support to all staff.</li><li>- Provide support and assistance for teachers in positive classroom management strategies.</li><li>- Facilitate staff processes that ensure collaborative consultation, communication and respectful responses to student needs.</li><li>- Assist the Principal in the processes and procedures for the appointment of staff and the ongoing appraisal of staff.</li></ul>

<b>Student Enrolments</b>	<ul style="list-style-type: none"> <li>– Interview and liaise with parents seeking admission to the College for students in Years 8 to 12.</li> <li>– Oversee the orientation program and the induction of students new to the College in conjunction with the College Registrar and Head of Students.</li> <li>– Provide support to the College Registrar and House Leaders in student transition processes.</li> <li>– Promote the image of the College through public relations, for example, School Tours for prospective parents and students.</li> <li>– Support the promotion and marketing of the College.</li> <li>– With the Principal, support the implementation of the College Scholarships Program.</li> </ul>
<b>Leadership Team Membership</b>	<ul style="list-style-type: none"> <li>– Promote and celebrate the charism of Mary Aikenhead and the spirituality and tradition of the Sisters of Charity within the life of the College community.</li> <li>– Contribute to the development, implementation and evaluation of the School Improvement Plan and the Annual Action Plan.</li> <li>– Assess the potential impact of College policies and procedures on learning and teaching and wellbeing.</li> <li>– Contribute to the operations of the Leadership Team honestly, openly, flexibly, creatively and positively, as per the Leadership Team Charter.</li> <li>– Implement decisions of the Principal and Leadership Team faithfully and actively.</li> <li>– Embed high expectations and the pursuit of excellence as pervasive aspects of College life.</li> <li>– Participate in staff selection, induction, formation, allocation of loads, supervision and appraisal.</li> <li>– Build leadership capacity in staff and contribute to the planning and delivery of professional learning activities.</li> <li>– Develop collegial relationships that enable staff input into Leadership Team considerations and provides appropriate and comprehensive feedback.</li> <li>– Carefully monitor the professional wellbeing of staff.</li> <li>– Act as Patron of a designated area of the College community to develop and enrich its contribution to College life.</li> <li>– Establish and develop links with external agencies, professional associations and appropriate personnel from Catholic Education Melbourne.</li> <li>– Oversee key College celebrations, whole College events and public presentations and performances with relevant staff members, taking an active role in planning committees.</li> <li>– Lead the planning, coordination and evaluation of all College assemblies.</li> <li>– Be a member of College Board Committees, as required.</li> </ul>
<b>Other</b>	<p>The Deputy Principal will, at times, be required to undertake other duties related to the role as directed by the Principal.</p> <p>In negotiation with the Principal it is possible for this role to evolve to capitalise on the individual strengths and initiative of the person in the position.</p>
<b>Commitment to Child Safety</b> <ul style="list-style-type: none"> <li>– experience working with children</li> <li>– a demonstrated understanding of child safety</li> <li>– a demonstrated understanding of appropriate behaviours when engaging with children</li> <li>– familiarity with legal obligations relating to child safety (eg mandatory reporting)</li> <li>– be a suitable person to engage in child-related work</li> </ul>	

<p><b>RISK AND OCCUPATIONAL HEALTH AND SAFETY</b>  The Deputy Principal will:</p> <ul style="list-style-type: none"> <li>– comply with legislated occupational health and safety practices and participate in consultative processes</li> <li>– observe safe work practices in accordance with training and instruction given</li> <li>– identify, report and, where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring (Risks arising in the workplace may be financial, site, task or person specific or related to safety.)</li> <li>– promote and implement occupational health and safety and risk mitigation processes within and across this area of responsibility</li> </ul>	
<b>Selection Criteria</b>	<ul style="list-style-type: none"> <li>– Demonstrated capacity to lead Catholic faith and liturgical experience at St Columba’s College as a Catholic school</li> <li>– Demonstrated capacity as a leader of Pastoral Care and Wellbeing</li> <li>– Demonstrated capacity as a leader of Learning and Teaching</li> <li>– Demonstrated capacity to develop self and others</li> <li>– Demonstrated capacity to lead improvement, innovation and change</li> <li>– Demonstrated capacity to lead the management of the school</li> <li>– Demonstrated capacity to engage and work with the community</li> </ul>
<b>Background &amp; Qualifications</b>	<p>Significant experience in Leadership in Catholic Education  Post graduate qualification in Leadership and/or Student Wellbeing (or in progress)  Exemplary Teacher  Proficiency in the use of Technology</p>
<b>Other Requirements</b>	<p>Flexibility to vary working hours to fulfil requirements of position. The position requires regular involvement and participation in activities outside of normal school hours and during school holiday times. It is expected that the Deputy Principal will commence duties at least one week prior to staff at the commencement of each year and be available for the first 3 days of each holiday period or at other times by negotiation with the Principal.</p>
<b>Contract &amp; Conditions</b>	<p><b>Tenure:</b> Full-time, ongoing teaching position  Leadership position: 5 Years, with the option for a second 5 year contract; a performance review will take place in the third year of appointment, and a negotiated review will take place before the option of a second five-year contract is finalised.</p> <p><b>Time Release:</b> 0.8 FTE</p> <p><b>Remuneration:</b> Deputy Principal Category A (level will be determined by the successful applicant’s experience)</p> <p><b>Direct Report:</b> Principal                   <b>Area of Responsibility:</b> College Leadership</p> <p><b>Conditions:</b> Entitlements under the Victorian Catholic Education Multi Enterprise Agreement 2013.</p> <p><b>Appointment:</b> The appointment of the Deputy Principal is approved by the St Columba’s College Board.</p> <p><b>Dress Code:</b> Professional Business Attire</p>

**AUTHORISED BY: PRINCIPAL**  
**DATE: AUGUST 2018**