



# 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 Joseph's Primary School
<b>Location</b>	<i>Benalla</i>
<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Position Of Leadership</b>	Deputy Principal (Category B) Enrolments 275-399
<b>FTE</b>	1.0
<b>Status</b>	Fixed Term-3 Years (2023-2025)
<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

St Joseph's Primary School is a welcoming, Catholic, Child Safe school community that nurtures and values each person, knowing God lives in us all. St Joseph's Primary School is situated in Benalla, North East Victoria, two hours North East of Melbourne. St Joseph's has a strong progressional Learning Community that utilises data to inform action through evidenced-based strategies and teaching techniques.

St Joseph's Primary School is a:

- Visible Learning Accredited School
- Science of Reading School
- Heggerty Phonological Awareness
- Sounds-Write Phonics
- Rob Vingerhoets explicit Numeracy teaching and learning-Mathematics Investigations

Our school will have 365 students in 2023 and has 43 teaching staff.

In recent years we have upgraded our facilities to offer our community contemporary design that supports our Educational Philosophy.

	The Visible Learner	Know Thy Impact	Inspired & Passionate Teachers	Feedback	Aligned Systems and Structures
<b>Principle</b> <i>What is underneath it..</i>	Visible Learning occurs through the power of shared language and student ownership of learning.	As learners we use evidence to evaluate and inform our practice.	Modelled on Jesus' example we build positive relationships, seek to learn, inspire and nurture.	Learning is enhanced through the use of effective feedback.	The climate of the school should be one of trust, respect and integrity.
<b>Belief</b> <i>What we live by</i>	At St. Joseph's we believe visible learners have high expectations of their learning. Learners are not afraid to ask questions or make mistakes and are guided to self-regulate their learning.	At St. Joseph's we believe that the learning progress requires the gathering of a range of credible evidence, thus making the learning and teaching visible.	At St. Joseph's we believe inspired and passionate teachers are evaluators who 'collect evidence about their success as change agents, about their levels of inspiration, and about sharing their passion with students' (Hattie, 2014).	At St. Joseph's we believe that learners are capable of reaching beyond their current reality through the use of effective feedback in an environment of support and trust.	At St. Joseph's we believe in the celebration of learning progress. We are influenced by collaborative and reflective practices. School leaders guide the school climate and focus on the quality and impact of learning and teaching within the school.

## Position Summary

The Deputy Principal will support the Principal in providing both strategic and operational leadership of the School. The Deputy Principal assumes the role of Acting Principal in the absence of the Principal. The Deputy Principal will exercise direct responsibility in specifically designated areas, including Learning and Teaching, Organisation Management and Policy Development.

The Deputy Principal will report directly to the Principal and be a collaborative leader on:

- Leadership Team
- Learning and Teaching Team
- School Advisory Council

## Key Responsibilities

<b>Commitment to Catholic Education</b>	<p>The Deputy Principal works closely with the Principal to achieve:</p> <ul style="list-style-type: none"><li>● a demonstrated understanding of the ethos of a Catholic school and its Mission</li><li>● a demonstrated understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church</li><li>● a demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ.</li></ul> <p>Key Elements</p> <ul style="list-style-type: none"><li>● Attend all Sacramental and School Masses and Celebrations.</li></ul>
<b>Leading A Well Community</b>	<p>The Deputy Principal works closely with the Principal to:</p> <ul style="list-style-type: none"><li>● develop and communicate a clear vision for a well school environment</li><li>● facilitate the building of respectful and responsive relationships</li><li>● enhance parent engagement</li><li>● implement strategies to enhance student wellbeing</li><li>● support teachers in the development of positive classroom culture</li><li>● mentor and coach to build staff capacity.</li></ul> <p>Key Elements</p> <ul style="list-style-type: none"><li>● Actively builds a well learning community.</li></ul>

	<ul style="list-style-type: none"> <li>• Support others to build capacity and collaborative team work.</li> <li>• Draws on best practice to embed a culture of inclusion and high expectations for all.</li> </ul>
<b>Leading Learning and Teaching</b>	<p>The Deputy Principal will:</p> <ul style="list-style-type: none"> <li>• understand and adhere to state and national course requirements including the standards of professional practice – Australian Standards of Teaching – and the CECV.</li> <li>• create a student centred school through a Catholic lens</li> <li>• apply professional contemporary knowledge</li> <li>• create a learning culture</li> <li>• place the student at the centre of strategic planning</li> <li>• maximise learning outcomes for all students</li> <li>• set high expectations for all students</li> <li>• create and supports structure and processes to enable exemplary teaching</li> <li>• keep up to date with research and best practice in Learning and Teaching.</li> </ul> <p>Key Elements</p> <ul style="list-style-type: none"> <li>• Apply knowledge and understanding of current research in Learning and Teaching.</li> <li>• Sets high expectations for every learner, including students, staff and self.</li> <li>• Seeks feedback from students and teachers to inform Learning &amp; Teaching directions.</li> <li>• Supports purposeful Learning &amp; Teaching that draws upon current research and contemporary learning needs in the design of programs.</li> <li>• Is responsive to data on student learning outcomes, staff climate, parental engagement and the Catholic Identity of the school.</li> </ul>
<b>Organisational Management of the School</b>	<p>The Deputy Principal works closely with the Principal to:</p> <ul style="list-style-type: none"> <li>• lead, initiate and contribute to designing, developing and articulating the strategic direction for the school</li> </ul>

	<ul style="list-style-type: none"> <li>• translate the strategic direction of the school into organisational plans to deliver the outcomes of the school's vision</li> <li>• embed operational decision-making processes on aspects of school organisation and management setting in place clear and appropriate structures, reporting lines and delegated authorities</li> <li>• review and monitor whole-school policies to ensure alignment and compliance with the school's strategic direction and statutory requirements</li> <li>• manage issues regarding Child Protection</li> <li>• lead, manage and implement special projects as defined and required by the Principal.</li> </ul> <p>Key Elements</p> <ul style="list-style-type: none"> <li>• Daily organisation (Padlet and Staff Communication), calendars and meeting schedules.</li> <li>• Managing CRT Replacements.</li> <li>• Assist with enrolment processes and class placements.</li> <li>• Assist with school review and VRQA processes including Child Safety requirements.</li> <li>• Timetabling</li> <li>• Professional Learning Team planning and implementation.</li> <li>• Overseeing the Learning and Teaching Team.</li> <li>• Monitoring Teaching and Learning documentation.</li> </ul>
<b>Pastoral Care and Child Safety</b>	<ul style="list-style-type: none"> <li>• Provide students with a child-safe environment.</li> <li>• Be familiar with and comply with the school child-safe policy and code of conduct, and any other policies or procedures relating to child safety.</li> <li>• Proactively monitor and support student wellbeing.</li> <li>• Exercise pastoral care in a manner which reflects school values.</li> <li>• Implement strategies which promote a healthy and positive learning environment.</li> <li>• Attend Unit meetings as scheduled.</li> <li>• Attend all school assemblies.</li> <li>• Attend school liturgical celebrations.</li> </ul>

	<ul style="list-style-type: none"> <li>• Attend school organised activities relevant to school or unit level, as required.</li> </ul>
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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.

- This position requires the individual to complete the Disabilities Standards for Education - professional learning course and Protecting Children - Mandatory Reporting and other Obligations (PROTECT) online learning annually.

## Key Selection Criteria

<b>Essential</b>	<b>Qualifications and Registrations</b>	<ul style="list-style-type: none"> <li>• Maintain current Victorian Institute of Teaching (VIT) registration.</li> <li>• Comply with the CECV Accreditation Policy to hold Accreditation to Teach in a Catholic School and Accreditation to Lead in a Catholic School.</li> </ul>
	<b>Knowledge and Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of leadership in Catholic education.</li> <li>• The ability to provide leadership that is characterised by a desire for continuous improvement, lateral thinking, and innovation.</li> </ul>
	<b>Commitment to Catholic Education</b>	<ul style="list-style-type: none"> <li>• Live out the guiding beliefs and values of the Catholic Church.</li> <li>• Actively work towards enhancing the Catholic ethos and mission of St. Joseph's School.</li> <li>• Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ.</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>• Have a demonstrated understanding of appropriate behaviours when engaging with children.</li> <li>• Be familiar with legal obligations relating to child safety (e.g., mandatory reporting).</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>● 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>● Post Graduate studies and experience in Leadership and/or Teaching and Learning.</li> <li>● Training in Visible Learning.</li> <li>● Experience with Heggarty's and the Science of Reading.</li> <li>● Numeracy with Rob Vingerhoets.</li> </ul>