



<b>Role Description:</b>	Deputy Principal: Community Wellness
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<b>Enterprise Agreement</b>	Victorian Catholic Education Multi-Enterprise Agreement 2018
<b>Position of Leadership:</b>	Deputy Principal
<b>Time Release</b>	FTE 1.0
<b>Status:</b>	2.5 year contract (2023 - 2025)
<b>Reports To:</b>	Principal

### School Environment

St Mary's Echuca is a co-educational Catholic primary school of 630+ students from Years Prep to Year 6, founded by the Bridgidine sisters in 1887. St Mary's is situated in Echuca, in the northern part of Victoria along the banks of the Murray River. Our Catholic faith is central to all we do and we celebrate that we are, *"A faith community, learning together, spreading the Good News of Jesus through positive relationships, trust and love."*

As a school community we strive to nurture specific graduate outcomes in all students in hope that they embrace the world with the ability to respect, act with courage, be inclusive, strive to achieve, to serve others and celebrate all that life gives them. St Mary's staff, families and students strive to make a difference to all.

### Overview

The undertaking of a Deputy Principal role is an opportunity for leaders, and in particular, those who aspire to Principalship, to gain insights and professional learning into effective leadership within a Catholic School.

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 school's strategic direction, including the strategic deployment of resources, and aims to support improved learning outcomes for all students engendering faith education and Catholic identity.

### School Leadership Team

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

collaboration with key stakeholders, including school boards, systems (where applicable), parents and 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.

Responsibilities	
<b>Safety</b>	<ul style="list-style-type: none"> <li>• Provide the leadership, structure, resources to improve safety across the whole school community</li> <li>• Lead team to comply with all school and Legislative health and safety policies and procedures</li> <li>• Assist the Principal in ensuring with the school's health and safety policies and procedures</li> <li>• Support a safety culture embracing, advocating and supporting OH&amp;S initiatives by actively driving and promoting OH&amp;S compliance requirements and improvements</li> <li>• Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace</li> <li>• Adhere to safe work procedures, instructions and rules at all times</li> <li>• Cooperate with the employer with respect to any action taken by the employer to comply with any requirement imposed by or under the Act</li> </ul>
<b>Leading Learning &amp; Teaching</b>	<ul style="list-style-type: none"> <li>• Assist learning leaders in ensuring the variability of students learning needs are addressed</li> <li>• Understand state and national course requirements</li> <li>• Collaborate with teachers to assess and use evidence-based practise to improve student performance</li> <li>• Embrace the use of information and communications technologies to enhance learning</li> <li>• Engage in learning progress discussions</li> <li>• Leading staff in analysing and using data to identify and inform continuous improvement.</li> <li>• Coordinate the interaction and management of individual students with teachers and the school community as appropriate.</li> <li>• Coordinate and report on the operation of Pastoral Care across the School.</li> </ul>

<b>Pastoral Care and Child Safety</b>	<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>• 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>• In consultation with the Principal, Leader of Learner Diversity, Family &amp; Community Liaison officer, pastoral care teachers, Year Level leaders, School Social Worker, be responsible for, oversee and supervise the behavioural and pastoral care management of all students in the School</li> <li>• Development, implementation and management of mental health, well-being, pastoral and personal development programmes across the school.</li> <li>• Oversee identification and support of students with additional needs, including the preparation/submission of NCCD requirements, funding applications, and other curriculum-based grants/submissions as required.</li> <li>• Attend year level meetings as scheduled</li> <li>• Attend all school assemblies</li> <li>• Attend school liturgical celebrations</li> <li>• Attend relevant school organised activities, as required</li> </ul>
<b>School Management</b>	<ul style="list-style-type: none"> <li>• Be responsible for the leadership of the school in the absence of the Principal, in consultation with the employer</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>• Coordinate the induction program for new, beginning and returning teachers</li> <li>• When requested, represent the school and the Schools' Leadership Team at meetings</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaborate with key stakeholders to assist in the development of work plan in alignment with the Annual Action Plan</li> <li>• Manage staff absences and the engagement of replacement teachers, including the induction of emergency staff</li> <li>• Liaise with the Administration Staff with regards to appropriate paperwork and maintain a staff absences log and Casual Relief Teacher (CRT) log, in consultation with the Principal and Administration Staff</li> <li>• Arrange and oversee CRT's for replacements as required</li> <li>• Ensure student records are carefully maintained and updated, including staff consistently, appropriately and accurately using the COMPASS to track behaviour</li> <li>• Monitor and manage student absenteeism and follow up where appropriate.</li> </ul>
<b>Leading Continuous Improvement</b>	<ul style="list-style-type: none"> <li>• Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice</li> <li>• Work with Teachers to apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities</li> <li>• Assist the Principal and leadership team to facilitate change aligned to school and strategic direction</li> <li>• Ensure that the policy and procedures regarding Pastoral Care are met.</li> <li>• Oversee the selection, implementation and analysis of internal and external assessment instruments</li> </ul>
<b>Co-Curricular &amp; Community Involvement</b>	<ul style="list-style-type: none"> <li>• To enhance and strengthen communication and collegiality between the school, home and wider communities</li> <li>• Manage the induction and orientation of new students and their families to create a positive holistic student experience.</li> <li>• Support and be involved in the co-curricular program, as required</li> <li>• Proactively encourage students to participate in co-curricular activities</li> <li>• Act as a role model for participating students</li> <li>• Keep accurate records of student attendance and participation within the co-curricular activity</li> <li>• Create and maintain a safe environment in which students may enjoy their participation</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee the provision and care of relevant equipment materials and first aid requirements</li> <li>• Implement communication strategies that ensure the timely and appropriate communication of information between the School, families and students including working with Learning Support and any students</li> <li>• Oversee the transition of students from Grade 6 to Year 7 in collaboration with teachers and Leader of Learning Diversity</li> <li>• Organise the Peer Support program.</li> <li>• Organise Year 6 student visits to local preschools to meet with incoming Preps during Term 4.</li> <li>• Support Year 6 &amp; Prep teachers in organising and committing to a successful Buddy program</li> <li>• Oversee the induction of students and families to St Mary's.</li> <li>• Establish and develop significant professional connections with the secondary and preschools transition coordinators to promote enrolment and collaboration.</li> <li>• Organise the training Peer Support Leaders in Year 5 &amp; 6.</li> <li>• Liaise with the Leadership &amp; Year 5 &amp; 6 Teachers for the organisation of, and selection of Leadership roles and groups.</li> <li>• Attend Student Leadership Meetings.</li> <li>• In consultation with the Year 6 teaching team facilitate the purchase of Year 6 T-Shirts.</li> <li>• Assist in organising the final Year 6 Graduation Mass / Assembly.</li> </ul>
<b>General and Administrative Duties</b>	<ul style="list-style-type: none"> <li>• In liaison with the Principal organise and oversee the ordering and purchasing of equipment and supplies as required</li> <li>• In liaison with the Principal, organise mandatory staff training and update relevant documentation where appropriate</li> <li>• In liaison with the Principal and other leadership staff, facilitate the implementation of a professional development programme with staff that supports both staff and student wellbeing.</li> <li>• Assist the Principal with human resources management of staff</li> <li>• Maintain currency of first aid, mandatory reporting and anaphylaxis training</li> <li>• Demonstrate duty of care to students in relation to the physical and mental wellbeing</li> <li>• Participate in duty supervision as rostered and other supervision duties when required</li> <li>• Demonstrate professional and collegiate relationships with colleagues</li> </ul>

- Uphold the professional standards expected of a Deputy Principal

## Commitment to Child Safety

St Mary's Echuca is committed to creating and maintaining a child safe environment in which students feel safe and are safe. It is a condition of employment that the incumbent be a person suitable to work with children.

St Mary's Echuca has a Child Safety Code of Conduct and as a staff member of the St Mary's Echuca, the incumbent is subject to and expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

## Team structure

The structure of the school's leadership team for 2023 is as follows:

St Mary's School Leadership 2023	
<b>St Mary's Echuca Parish</b> Parish Priest	
<b>School Advisory Chair:</b> School Advisory Members x 6 Parent Community	
<b>School Leadership Team:</b> Principal Deputy Principal: Learning & Teaching / Community Wellness Leader of Pedagogy: Literacy Leader of Pedagogy: Numeracy Leader of Pedagogy: Catholic Identity Leader of Pedagogy: Learner Diversity	
<b>Leaders of Pedagogy: Year Level Leaders</b> Healy Foundation Healy Year 1 Healy Year 2 Brennan Year 3 Brennan Year 4 Moore Year 5 Moore Year 6 Specialists	
<b>Curriculum</b> Leader of Pedagogy: Literacy Leader of Pedagogy: Numeracy Leader of Pedagogy: Catholic Identity Leader of Pedagogy: Learner Diversity	<b>Child Safe Team</b> Principal Deputy Principal Pastoral Wellbeing Leader Social Worker

## Key communication contacts

Contact	Purpose and frequency of contact
Principal	Daily Contact
Members of school leadership team	Daily Contact
Administration team	Daily Contact
Teaching Staff	As required – Daily
Parents/Carers	As required – communication regarding students and school events/initiatives
School visitors	As required
Catholic Education Office personnel	As required

## Challenges

Types of challenge or judgement	How the role deals with this
Managing capability and behaviours	Performance management, engagement
Systems, processes and management information	Work with what is currently available and embrace change as it occurs. Suggest and implement changes as they happen.
Opposition to operational and cultural change	Using exceptional change management and interpersonal skills
Resource constraints	Logically appraise and prioritise initiatives, establish 'buy-in' to the priorities followed by efficient implementation  Seek alternative methods to ensure agreed priorities are met when resource constraints present
Ambiguity	Creates structure for team and stakeholder
Prioritisation of opportunities	Strong analysis, proposals and presentations
Resources to implement	Influencing and negotiating with relevant stakeholders to gain commitment

**Knowledge, experience and education**

<b>Formal qualifications</b>	<b>Required or Desirable</b>
Teaching Qualifications	Required
Accreditation to teach in a Catholic School	Required
Victorian Institute of Teaching Registration	Required
First Aid Certificate HLTFA301B – Apply First Aid	Required

<b>Knowledge/skills/experience</b>	<b>Why important &amp; how used in role?</b>
10-15 years demonstrated experience teaching within an educational setting	Understanding of school operations and the education environment
Demonstrated ability to improve safety awareness and understanding	Ensures ability to implement initiatives and handle complex issues.
Stakeholder (including Parents and teaching staff) engagement and influencing skills	Effective communication that builds trust
Demonstrated understanding of contemporary teaching practices and initiatives	Disciplined and logical approach to the improvement journey, to implement sustained improvements
Strong understanding of Human Resources and Industrial Relations	To drive and deliver the people strategy of the school
Energy, intensity and focus in making change effective throughout the work environment. Passionate and self-motivated.	To continue the drive toward a continuous improvement environment and implement change in the face of many obstacles in a 'maturing' plant
Strong analytical skills and process-focused.	Demonstrates a high data literacy level and the knowledge in using big data to appropriately and logically execute to diverse educational initiatives

**Authorised By**

<b>Name</b>		<b>Position</b>	
<b>Signature</b>		<b>Date</b>	



