



Position Description

Position Title	Deputy Principal
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St Bernards Primary School
Location	<i>Wangaratta</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Position of Leadership	Deputy Principal (Category B)
Status	Fixed Term – 3 years (2024-2026))
Reports to	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 Bernard's is dedicated to the education of young children in the Catholic Tradition. It was founded by the Congregation of Sisters of St Brigid in 1963, who at that time worked exclusively in the realm of education and establishing schools. St Bernard's models the charism of St Brigid and Bishop Daniel Delaney, Fortiter et Suaviter: With Strength and Gentleness.

Our school is named after St Bernard of Clairveaux. We work to achieve our Vision of providing the best quality Catholic education for the children in our care.

St Bernard's is situated on spacious grounds and overlooks 1 Mile Creek. The grassed areas provide welcoming play spaces, the variety of play equipment and sandpits provide for creative and imaginative play, while hard surfaces allow children to engage in basketball, netball, hand ball or dancing and performing on the stage spaces. The chook yards, vegetable gardens and fruit orchard provide alternative options for children.

Our buildings are contemporary in design and well resourced with 19 classroom learning environments in addition to specialist's spaces in the Performing Arts Studio, Visual Arts Studio, Science Room, Hall and Sports Shed.

Our staff comprises 21 full time staff and 19 part time staff.

Please scan the two QR codes below to view our school:

Website



Facebook



Position Summary

The Deputy Principal will support the Principal in providing both strategic and operational leadership of the School. The Deputy Principal supports the Principal in the leadership of the School and assumes the role of Acting Principal in the absence of the Principal. The Deputy Principal is also delegated to exercise direct responsibility in specifically designated areas, including Student Wellbeing and Behaviour Management and Organisation Management and Policy Development.

Position of Leadership Structure

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

- Leadership Team
- Wellbeing Team
- School Advisory Council

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

LEADING A WELL COMMUNITY	<p>The Deputy Principal works closely with the Principal to:</p> <ul style="list-style-type: none">• Develop and communicate a clear vision for a well school environment.• Facilitate the building of respectful and responsive relationships.• Enhance parent engagement.• Implement strategies to enhance student wellbeing.
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	<ul style="list-style-type: none"> • Support teachers in the development of positive classroom culture. • Mentor and coach to build staff capacity. <p>Key Elements:</p> <ul style="list-style-type: none"> • Lead the Wellbeing team. • Continue the implementation of PBIS across the school. • Continue the Berry Street model across the school. • Ensure that evidence based data is used to inform strategies for staff and student wellbeing. • Be a Child Safe officer.
ORGANISATIONAL MANAGEMENT OF THE SCHOOL	<p>The Deputy Principal works closely with the Principal to:</p> <ul style="list-style-type: none"> • Lead, initiate and contribute to designing, developing and articulating the strategic direction for the School. • Translate the strategic direction of the school into organisational plans to deliver the outcomes of the schools vision. • Embed operational decision-making processes on aspects of school organisation and management setting in place clear and appropriate structures, reporting lines and delegated authorities. • Review and monitor whole-school policies to ensure alignment and compliance with the School's strategic direction and statutory requirements. • Manage issues regarding Child Protection. • Lead, manage and implement special projects as defined and required by the Principal. <p>Key Elements:</p> <ul style="list-style-type: none"> • Daily organisation, calendars and meeting schedules. • Policy development. • Assist with school review and VRQA processes including Child Safe.

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

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Maintain current Victorian Institute of Teaching (VIT) registration. • Comply with the CECV Accreditation Policy to hold Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education in a Catholic School. • Complete the Disabilities Standards for Education professional learning course and Protecting Children - Mandatory Reporting and other Obligations. • (PROTECT) online learning annually.
	Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of leadership in Catholic education.
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Live out the guiding beliefs and values of the Catholic Church. • Actively work towards enhancing the Catholic ethos and mission of St Bernard's School. • Demonstrate a commitment to instil in students a respect for each other in accordance with the teaching of Jesus Christ • Demonstrate a commitment to personal witness as a member of a faith community.
	Commitment to Child Safety	<ul style="list-style-type: none"> • Have a demonstrated understanding of child safety. • Have a demonstrated understanding of appropriate behaviours when engaging with children. • Be familiar with legal obligations relating to child safety (e.g., mandatory reporting). • Be a suitable person to engage in child-connected work.
	Skills and Attributes	<ul style="list-style-type: none"> • The capacity to provide leadership that is characterised by a desire for continuous improvement, lateral thinking, and innovation. • A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures.

		<ul style="list-style-type: none"> • Well-developed interpersonal and communication skills and the ability to liaise and communicate effectively with others. • The ability to work effectively as a team member. • Proficiency in the use of information and communication technologies. • A commitment to ongoing Professional Learning.
	OH &S Requirements	<ul style="list-style-type: none"> • Comply with legislated occupational health and safety practices and participate in consultative processes. • Observe safe work practices in accordance with training and instruction given. • 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.) • Promote and implement occupational health and safety and risk mitigation processes within the school.
Desirable		<ul style="list-style-type: none"> • Post Graduate studies and experience in Leadership -- and/or Student - Wellbeing.