



Position Description

Position Title	Deputy Principal – Learning and Teaching
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	Marian College
Location	Myrtleford
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022
Position of Leadership	Deputy Principal Enrolment (150-274)
Status	5 years (2024-2028) after which time the successful applicant may be re-appointed or will continue to hold a teaching position at the College
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 Northwest 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 organisational, administrative, support and service matters related 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”.

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

Marian College is a co-educational Year 7-12 Catholic secondary College located in Myrtleford. The College serves the Ovens and Alpine regions of North East Victoria and surrounding areas. Marian College provides excellent learning opportunities for students in years 7-12 with a focus on contemporary teaching practice and student engagement meeting the needs of a range of learners with diverse educational pathways.

Our guiding principles are:

- Developing and promoting the College's Catholic ethos and identity
- Building a well community
- Creating a learning culture
- Building the capacity of self and others
- Initiating improvement innovation and change
- Influencing and collaborating with colleagues, students and families
- Modelling leadership in the Catholic educational tradition

Position Summary

The Deputy Principal – Learning and Teaching will support the Principal and Deputy Principal – Pastoral Wellbeing in providing both strategic and operational leadership of the school.

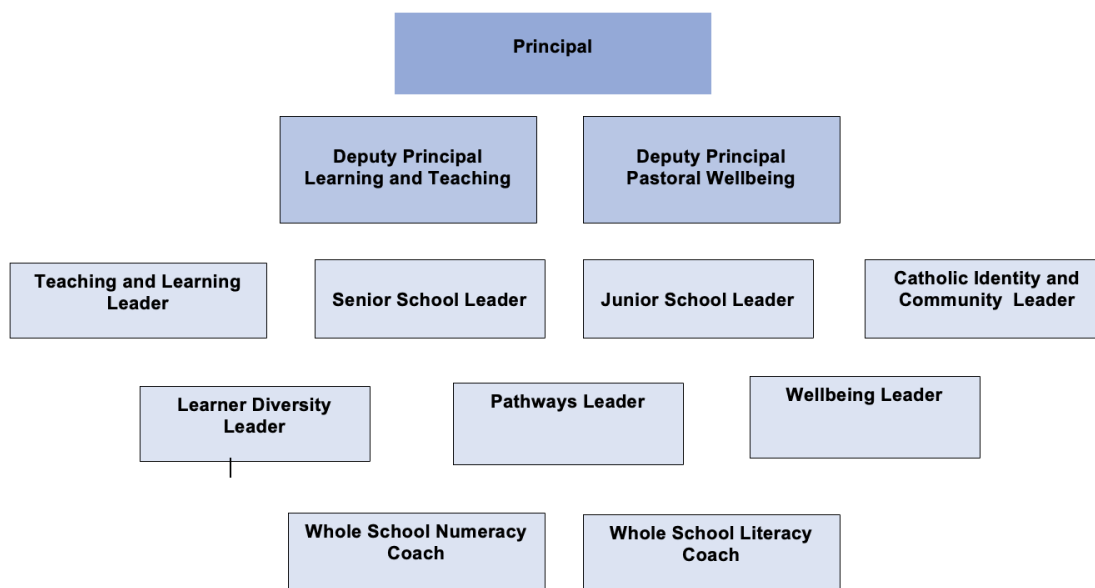
The Deputy Principal assumes the role of Acting Principal in the absence of the Principal when required. The Deputy Principal steps in for the Deputy Principal – Pastoral Wellbeing when required.

This position is delegated to exercise direct responsibilities in specifically designated areas including:

- Learning and teaching
- Organisational and daily management
- Policy development
- Technology development and management
- School review and improvement
- Professional standards and staff performance

In collaboration with the Principal and Deputy Principal – Student Pastoral Wellbeing, the Deputy Principal – Learning and Teaching will:

- Promote and strengthen the Catholic Identity of the College in line with the Charism of Nano Nagle and the Presentation Sisters
- Lead the strategic improvement of learning and teaching documentation, delivery and classroom practice
- Oversee timetable development
- Share daily organisation with Deputy Principal - Student Pastoral Wellbeing
- Assist the Principal with staffing and annual teaching allotments across the College
- Promote professional learning and create a performance and development culture
- Engage with staff performance management and feedback



Marian College POL Structure 2022 - 2024

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 the Catholic Identity of the College	<ul style="list-style-type: none"> ● Supporting the Leader of Community and Catholic Identity in overseeing the religious education curriculum ● Modelling practice in prayer, liturgy and respectful relationships ● Engaging and promoting accreditation
Leading Learning and Teaching	<ul style="list-style-type: none"> ● Together with the Teaching and Learning Leader, build a culture of high expectations and continuous improvement in learning and teaching ● Together with the Teaching and Learning Leader, lead the Learning and Teaching Team ● Assist the Principal with staffing and annual teaching allotments across the College ● School wide pedagogical development and professional feedback ● Consistent and compliant documentation of College learning and teaching programs ● Support the Learner Diversity Leader in leadership of the NCCD Team ● Promoting ongoing professional learning in line with College priorities, strategic plan, individual staff needs and leadership and team development ● Engagement with and oversight of subject selection and recognition of student achievement ● Development and monitoring of staff professional learning plans ● In consultation with the Senior and Junior school leaders oversee all external testing and examinations, and promote effective use of data to improve teaching practice ● Continue to review College assessment and reporting for relevance and compliance ● Effectively resource development and use of technologies for learning
Leading a well community	<ul style="list-style-type: none"> ● Developing relationships with families and engaging them with the learning of their child ● Ensuring child safe standards and practices across all College learning activities
Leading the management of the school	<p>Ensure the smooth and compliant operation of the College with oversight of:</p> <ul style="list-style-type: none"> ● With the Deputy Principal – Pastoral Wellbeing, arranging daily organisation, timetables and meeting schedules ● Staff Induction ● Communication with the wider community, parents and Myrtleford P-12 College ● Oversee staff leave and Professional Learning applications ● Policy Development

	<ul style="list-style-type: none"> ● Leadership of School Review processes
Developing self and others	<p>The Deputy Principal will lead, support and through collegial relationships and coaching, grow the capacity of the following leaders:</p> <ul style="list-style-type: none"> ● Teaching and Learning Leader ● Learner Diversity Leader ● Pathways Leader ● Junior School Leader ● Senior School Leader ● Whole School Literacy Coach ● Whole School Numeracy Coach
Professional Networks and Associations	<ul style="list-style-type: none"> ● Attend relevant professional networks and associations including but not limited to Sandhurst Secondary Deputy Principal Network, and the Victorian Catholic Secondary Schools Deputy Principal Association

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 also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

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 is 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 • Complete the Disabilities Standards for Education professional learning course regularly • Complete Protecting Children - Mandatory Reporting and other Obligations (PROTECT) online learning annually
	Knowledge and Experience	<ul style="list-style-type: none"> • Previous experience of senior educational leadership
	Commitment to Catholic Education	<ul style="list-style-type: none"> • Live out the guiding beliefs and values of the Catholic Church • A demonstrated understanding of the ethos of a Catholic school and its mission • 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, creative thinking, and innovation ● A proven capacity to work independently and effectively in the face of changing priorities, deadlines and pressures ● 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
Desirable		<ul style="list-style-type: none"> ● Post Graduate studies in Leadership and/or Learning and Teaching ● Comply with the CECV Accreditation Policy to hold Accreditation to Teach in a Catholic School and Accreditation to Lead in a Catholic School ● Previous Timetabling Experience- especially in Timetabling Solutions ● Experience in managing SIMON, our Learning Management System