

## *Position Description*

### *Role of the Deputy Principal Learning and Teaching*

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the fcJ sisters and the Marianists. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

Our wonderful teachers and staff are supported with ongoing professional learning to support best practice in the classroom. Our teaching teams collaborate to highlight the school's commitment to lifelong learning for both staff and students.

#### **Mission**

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

“With Him is the Fullness of Life” Jn 10:10

Our motto is our vision—the commitment to ensure every member of our community is empowered to achieve success, act with integrity and contribute to the common good—Christian discipleship for a just world.

#### **Purpose of Position**

The Deputy Principal Learning and Teaching position is a senior leadership role within the College and has specific responsibilities to ensure the provision of innovative, evidence-based and engaging teaching and learning programs which meet the individual needs of students across the full range of abilities.

#### **1.0 Leadership Role**

As senior leader, the Deputy Principal exercises a shared responsibility to ensure that the mission of the Catholic church is brought to life in the College. The leadership role is predicated on the belief that to be effective the Deputy Principal's work will be informed by a vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic. The Deputy Principal promotes and supports staff to give witness to gospel values in all aspects of their work. They are responsible to the Principal and are a member of the College Leadership Team. They supervise and support the work of a number of learning and teaching roles within the College including Learning Area Leaders, Senior Student Learning Coordinator, Head of Stewart Centre, Professional Learning Coordinator and Head of Information Services. The Deputy Principal fulfills the role of Designated Complaints Officer as formulated by John Paul College Complaints, Grievances and Appeals Policy and Procedures and MACS policy 2.20. The Deputy Principal may be required to act on behalf of the Principal in their absence.

The Deputy Principal Learning and Teaching is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Deputy Principal Learning and Teaching will provide students with a child-safe environment, which proactively monitor and support student wellbeing and exercise pastoral care in a manner which reflects school values.

## **2.0 Development of Policy**

The Deputy Principal is responsible for the development and evaluation of policies and procedures pertaining to their specific areas of responsibility. The Deputy Principal's role remains responsive to the needs of students and staff and to the dictates of relevant policies of the Catholic Education Commission of Victoria (CECV) and Melbourne Archdiocese Catholic Schools (MACS).

## **3.0 Specific Responsibilities**

The specific responsibilities of the Deputy Principal include

- 3.1** Educational Leadership
- 3.2** The development of the College's teaching and learning policies and programs
- 3.3** Human resource management
- 3.4** Evaluation, assessment and reporting of student learning
- 3.5** Staff professional development

## **4.0 Specific Tasks**

### **4.1 Educational Leadership**

The Deputy Principal

- models, inspires and leads a whole school approach to learning and teaching with a focus on continually improving student learning outcomes.
- leads classroom and curriculum innovation and to enhance student learning outcomes
- fosters and promotes reflective practice, professional dialogue and a collaborative approach to enhance learning and teaching
- ensures that learning and teaching at the College is informed by the analysis of educational data and contemporary research
- ensures that learning is at the center of strategic planning and development of the College
- supports teams and individuals to embrace change in learning and teaching practices
- leads and chairs the Teaching and Learning Committee as the key forum for educational dialogue and leadership

### **4.2 The development of the College's teaching and learning policies and programs**

The Deputy Principal

- Leads and coordinates the development, implementation, evaluation and regular review of the learning and teaching program to ensure the provision of contemporary student learning
- analyses the outcomes and impact of College policies and procedures on teaching and learning
- makes recommendations to the College Leadership Team and the Principal regarding matters of teaching and learning
- promotes and communicates learning issues within the wider college community

- promotes and supports innovation within the curriculum
- promotes and facilitates appropriate incorporation of information and communication technologies within the learning and teaching program
- ensures curriculum outlines are consistent with and promote the Catholic ethos of the College
- coordinates the provision of adequate and appropriate teaching resources
- ensures adequate and appropriate facilities and equipment are available to support teaching and learning
- liaises with the Principal, Business Manager and Learning Area Leaders to establish Learning Area budgets

#### **4.3 Human resource management**

The Deputy Principal works with the Human Resources Manager to,

- assist the Principal in determining staffing needs
- provide information and assist in the processes of advertising positions vacant and employing new staff
- allocate teaching loads in consultation with Learning Area Leaders for approval by the Principal
- assists with the preparation and updating of the timetable.

#### **4.4 Evaluation, assessment and reporting of student learning**

The Deputy Principal

- ensures that all assessment, both formative and summative, is informed by contemporary practice and is consistent, and equitable
- oversees the examination processes and timetables
- oversees the academic award program
- establishes and implements College guidelines for common assessment processes used in reporting to parents
- ensures that assessment and reporting is carried out within school guidelines.
- maintains reporting and assessment database and software.

#### **4.6 Staff professional development**

The Deputy Principal

- assists staff to understand and implement the policies of the CECV and MACS
- with the Learning Area Leaders, supervises the Professional Learning Coordinator
- conducts Annual Review Meetings to support staff in reflective practices leading to improved outcomes
- Develops and coordinates the teaching professional learning model

### **Conditions and Remuneration**

- Conditions and remuneration are as per the Victorian Catholic Education Multi-Enterprise Agreement 2018 (as varied or replaced from time to time). This is a Category B Deputy Principal position and the level will be based on the experience of the successful applicant.
- The tenure of this position is five years within an ongoing teaching position.
- The Deputy Principal – Learning and Teaching must have and maintain a current VIT registration.

### **Commencement Date**

- The commencement date is January 2023 (or later by negotiation). The role will be for a period of 5 years with the opportunity for renewal following the completion of that period. A formative review will be held at or after the second half of the third year.

*The John Paul College community promotes the safety, wellbeing and inclusion of all children. We are a child safe employer and we are committed to the welfare of children and young people in our protection. All potential employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and Code of Conduct.*