



Saint Ignatius College Geelong ROLE STATEMENT

Deputy Principal Teaching and Learning

Date: August 2020

Every staff member at Saint Ignatius College Geelong is expected, at all times, to support the:

- College's Catholic Ethos
- College's Ignatian Ethos
- College's Child Safe Policies and Procedures
- CECV Statement of Principles Regarding Catholic Education

As a Deputy Principal you are responsible to the College Principal

Saint Ignatius Learning and Teaching Policy states

At Saint Ignatius College staff will possess an understanding of their students, have a deep knowledge of the content that they teach and ensure best practice. This will be achieved through professional engagement with the College and wider community.

- Saint Ignatius College Staff will possess an understanding of their students
- Saint Ignatius College staff will have a deep knowledge of the content that they teach
 - Saint Ignatius College staff will pursue best practice
- Saint Ignatius College staff will achieve this through professional engagement

Position Description

STATEMENT OF DUTIES

Deputy Principal
Overall Responsibilities

General

- Supports and assists the College Principal in the leadership of the College
- Assists the Principal and Board members in the formation and operation of College Parents and Friends' Association
- Publicly supports the leadership of the College
- Works in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the Executive of the College.
- Represents the College in external forums
- Is a member of the College Executive Team
- Is a member of the College Board
- Plays an active leadership role in assisting in the coordination, organization and conduct of all key College events, public presentations and performances such as Information and Parent Evenings/Meetings, MOSAIC evening, Graduation occasions, Open Day, Sport Carnivals, College Production, Year Level events, Working Bees, Student performances/concerts, after hours formal events and other such events as required.
- Chair of Staff Meetings and Staff Morning Briefings (shared with the other DPs)
- Assist with the planning, coordination and evaluation of all College Assemblies

Overall Responsibility

Carries the major responsibility and accountability for all matters relating to the curriculum development and delivery within the school and ensuring the school maintains an innovative curriculum that enables the students to attain academic excellence.

Focus Area

Teaching and Learning

General Responsibilities

- Implementation of the vision for learning and teaching at the College
- A vision for leadership in the development of the curriculum
- Promote best practice in creating a broad and deep knowledge across subject areas
- Development of staff
- Staff collaboration in regard to curriculum planning and delivery
- Staff classroom performance

STATEMENT OF DUTIES

The Following staff are accountable to and supported by this DP:

- Director of Teacher Development
- Learning Area Leaders
- WAFE Coordinator
- VCE COORDINATOR
- Learning Diversity Coordinator
- ILC Coordinator
- eLearning Coordinator
- Literacy Coordinator
- VCAL Coordinator
- Debating Coordinators
- Learning Enhancement Coordinator

Oversee the following specific items

- Parent/Student/Teacher Conferences
- Annual Review Meeting (ARM) Process with the Director of Teacher Development
- Staff professional development (with the Director of Teacher Development)
- Plan whole school professional development with the Director of Teacher Development in consultation with the College Executive
- Development and maintenance of the College online Learning Management System
- Update the Teaching and Learning Handbook, at least annually and ensure it is available online to staff
- Implementation of the Ignatian Pedagogical Paradigm
- Management of Curriculum budgets
- Subject selection and Course Counselling processes
- Reporting and preparation of Statements of Results
- Learning Diversity Program (with the Learning Diversity Coordinator)
- Learning Enhancement Program (with the Learning Enhancement Coordinator)
- Support any special programs to ensure students with specific learning needs are having these needs met
- NCCD requirements
- Student/teacher placement
- Booklists
- Mosaic Awards (Academic)
- Coordination of the whole school "Academic Assembly" for Term 1 (Focus – Welcome to the school year, College Theme for the Year, Acknowledge VCE/VCAL high achievers)
- EMS 360 Professional Development applications & approvals
- Coordination of annual First Aid training
- Organisation of internal and external Years 9 – 12 exams
- Coordination of Professional Practice Days

Lead the following Teams

- Curriculum Team
- VCE/VCAL/VET Team
- Learning Enhancement & Learning Diversity
- NCCD Team
- IT support team

Attend the following Meetings/Events

- College Executive
- College Administration Team
- College Board
- Consultative Committee
- Parents and Friends (shared with other Executive members)

Deputy Principal Position Description

1. Nature of the Role

- 1.1 The Deputy Principal Teaching and Learning works at the direction of the Principal, and assists the Principal in developing and implementing policies and practices within the College. Policies and practices will be consistent with the College Mission Statement, and other policies as ratified by the College Governance Structures.
- 1.2 The Deputy Principal Teaching and Learning is responsible to the Principal for the creative, sensitive and effective leadership of the College in line with the College's purposes, values and policies. The Deputy Principal Teaching and Learning works with the Principal and supports the Principal in the implementation of any duties as required. The Deputy Principal Teaching and Learning has a special role in maintaining the operation of the College in concert with the Principal, and ensuring that leadership within the College represents a cohesive and positive experience for staff, students and families.

STATEMENT OF DUTIES

2. Catholic Leadership

- 2.1 The Deputy Principal is expected to exercise Religious Leadership and be a role model in terms of the Catholic life of the school by:
- 2.2 Providing leadership with the Executive Team to enhance the Catholic life and culture of the school within the evangelising mission of the Church. Supporting the Religious Education Coordinator in the effective implementation of the Religious Education curriculum.
- 2.3 Ensuring that the College policies and procedures have a clear social justice foundation.
- 2.4 Providing practical support for the school's pastoral care of staff, students and families.
- 2.5 Supporting the involvement of the Canonical Administrators in the life of the school.
- 2.6 Continuing to develop understandings of the role and purpose of the contemporary Catholic school and capabilities in Religious Leadership.

3. The General Functions of the Deputy Principal Teaching and Learning are:

- 3.1 As a member of the College Executive, the Deputy Principals share responsibility for the formulation of purpose, values and policies for the College and the provision of advice to the College Principal.
- 3.2 With the Principal, facilitates collaborative and participatory decision making processes at all levels within the College.
- 3.3 Has regard for and seeks to improve the overall morale of all the members of the College including assisting the Principal in providing adequate conflict resolution processes.
- 3.4 Facilitates internal communication including decision-making procedures; assists with all staff meetings and administrative practices including contributing to newsletters and bulletins.
- 3.5 Responsibility for dealing with complaints, internal and external, as they arise in the teaching & learning area.
- 3.6 Chair of Staff Meetings and Staff Morning Briefings (shared with the other DPs).
- 3.7 Attends College functions on evenings and weekends.
- 3.8 Liaise effectively with external professional associations, relevant Church organisations, other Jesuit / Ignatian schools, member of the JACSA Teaching & Learning Professional Learning Community and appropriate personnel from the Catholic Education Office.
- 3.9 Play an active leadership role in assisting in the coordination, organisation and conduct of all key College events, public presentations and performances such as Information and Parent Evenings, MOSAIC evening, Graduation occasions, Open Day, Sport Carnivals, College Production, Year Level events, after hours formal events and other such events as required.
- 3.10 Play an active leadership role in the evaluation of the effectiveness of College programs, identify strategies for improvement and facilitate appropriate change. induction program for new staff.
- 3.11 Authorization of College correspondence.
- 3.12 Assist with the planning, coordination and evaluation of all College Assemblies.
- 3.13 In conjunction with the other leaders, coordinate, support and implement the induction process of new staff.
- 3.14 Provide ongoing support of new staff.
- 3.15 Complete administrative duties as required in the role of Deputy Principal.
- 3.16 Provide advice and support of staff in professional and work-related areas.
- 3.17 Prepare articles and information for College publications and website.
- 3.18 Oversee teacher punctuality and professional conduct.
- 3.19 Undertake other duties as required by the Principal.

4. As a member the College Executive the Deputy Principal Teaching and Learning is expected to:

- 4.1 Promote the mission and Catholic ethos of Saint Ignatius College Geelong.
- 4.2 Publicly support the leadership of the College.
- 4.3 Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the Leadership Team.
- 4.4 Provide opportunities for staff input into Leadership Team considerations and provide appropriate and regular feedback.
- 4.5 Represent the College in external forums.
- 4.6 Model a leadership style and approach that reflects and supports the vision of leadership articulated by the Principal.
- 4.7 Ensure that all aspects of College life are permeated by the spirit of the Gospel and the Ignatian ethos.

5. The Deputy Principal Teaching and Learning has the following responsibilities specifically in regard to the areas of teaching and learning:

- 5.1 Overseeing and assisting colleagues with Teaching and Learning positions of leadership and other key staff with respect to all aspects of the College in relation to curriculum, teaching and learning.
- 5.2 Work with the staff to implement the School's quality teaching and learning strategy.
- 5.3 Model exemplary teaching, assessment and reporting practice.
- 5.4 Ensure the scope and sequence of knowledge, skills, processes and ICT use is documented and implemented.
- 5.5 Support staff to achieve best practice in teaching and learning.
- 5.6 Assist with the development of peer observation / feedback.
- 5.7 Manage programs for students with special needs.
- 5.8 Oversee the school's assessment and reporting process including ensuring absolute accuracy prior to distribution.
- 5.9 Manage a system for tracking student performance.
- 5.10 Coordinate appropriate strategies to improve student learning outcomes.
- 5.11 Assist the College Executive to coordinate staff development to achieve continuous improvement.
- 5.12 Lead discussion about exemplary teaching and assessment practice.
- 5.13 Lead, educate and support staff in using new technology linked to the School's Learning Management System.
- 5.14 Facilitate the ongoing development of quality contemporary teaching, learning and assessment processes, including the effective use of school data from external assessments and diagnostic testing.
- 5.15 Coordinating and promoting the implementation of whole school approaches across LAs including Literacy, Numeracy, Special Needs, G & T and ESL.
- 5.16 Giving leadership to the LA Leaders in the integration of the Religious Dimension in the content and delivery of the curriculum, ensuring that Catholic values are reflected in LA programs.
- 5.17 Lead a coordinated and structure program of curriculum review and development
- 5.18 Development and implementation of curriculum policies and procedures.
- 5.19 Assist staff in managing co-curricular programs.
- 5.20 Oversee the publication of Student information booklets.
- 5.21 Participate in the development of the timetable
- 5.22 Overall responsibility for the students' Subject Selection process.
- 5.23 Oversee the development and publication of Booklists
- 5.24 Overall responsibility for Parent/Student/Teacher Conferences

6. The Deputy Principal Teaching and Learning has the following responsibilities in regard to Parents and the Community:

- 6.1 Advise Principal of complaints, and advise the Principal regarding the complaint resolution process.
- 6.2 Membership of the College Board, including committees as required.
- 6.3 Working Bees: assisting the Principal, Business Manager and Board members as required.
- 6.4 Answer queries and advise Principal as appropriate.
- 6.5 Assist the Principal, College Development Officer and Publications Officer in all publications and information events.
- 6.6 Parent Association: assist the Principal and Board members in the formation and operation of College Parents and Friends' Association in conjunction with the other Deputy Principals.
- 6.7 Special Consideration for fees: be alert to and advise the Principal of all instances where fee concessions or other special arrangements may be required.

Pastoral Care and Child Safety

- Provide students with a child-safe environment
- 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
- Maintain currency of Child Safe training
- Demonstrate a duty of care to students in relation to their physical and mental wellbeing
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment
- Attend year level meetings as scheduled
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required
- Be active participants in the College's pastoral care system
- Are responsible for the behaviour of all students
- Responsible for the appearance of all students and to model appropriate dress by adhering to the dress code policy as publish in the staff manual

Professional Development	<ul style="list-style-type: none"> • Have current knowledge of curriculum initiatives in the relevant teaching areas • Commit to ongoing professional development in the relevant teaching areas • Be open to researching areas of interest relevant to directions provided in the school's strategic plan • Continue development of ICT skills as technologies evolve • Participate in the staff appraisal and review process annually • Be an active member of a relevant professional association as duties permit • Support collegial learning by acting as a mentor or supervising and supporting a student teacher after consultation with the Director of Teacher Development • Participate annually in Ignatian professional development • Maintain currency of first aid, mandatory reporting and anaphylaxis training • Uphold the professional standards expected of this role
General and Professional Responsibilities	<ul style="list-style-type: none"> • Develop and maintain, at all times, collegial and professional relationships with colleagues • Be respectful of spiritual and social values of the College • Be an accredited member of VIT and enact their obligations to maintain membership • Meet professional responsibilities to teach in Victorian including adhere to the AusVELS, VCE, VCAL and/or VETiS requirements • Fulfil the requirements of Australian Professional Standards for Teachers, as per the National Standards for Teachers governed by AITSL • Contribute to a healthy and safe work environment for themselves and others and comply with all safe work policies and procedures • Ensure the safety of our community by attending to OH & S issues in an appropriate and timely manner • Support a performance and development culture • Adhere to all College Policies and Procedures
Co-Curricular Involvement	<ul style="list-style-type: none"> • Support and be involved in the co-curricular program • Proactively encourage students to participate in co-curricular activities • Act as a role model for participating students • Keep accurate records of student attendance and participation within the co-curricular activity • Create and maintain a safe environment in which students may enjoy their participation • Oversee the provision and care of relevant equipment materials and first aid requirements • Where appropriate, nominate participating students for awards or school colours • Consider participation in social justice activities/retreats/spiritual programs.
General and School Community Administrative Duties	<ul style="list-style-type: none"> • Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures • Demonstrate duty of care to students in relation to their wellbeing • Attend whole-school events such as: Feast Day, School Assemblies and Liturgies, Sporting events, House events, Open Day, Mosaic Evening and other events as required by the Principal • Attend staff liturgical events and staff faith development days • Use Information and Communications Technologies to enhance administration procedures • Follow the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries • Attend all relevant school meetings, Parent Information Evenings, after school services/assemblies, sporting events, mass, community and faith days as well as professional learning opportunities • Participate in duty supervision as rostered and other supervision duties when required • Use class time, not scheduled for teaching duties, for the purposes of lesson planning, assessment of student work and organization • Uphold the professional standards expected of a teacher • Contribute to the life of the College by participating in College functions, events, camps, excursions etc. • Other duties as directed by the Principal

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. This Role Statement is subject to review and modification by the Principal, in response to the strategic direction of the College and the development of the skills and knowledge of the position, including the changing needs and in consultation with the incumbent.