



**Deputy Principals
(2 positions)**

2024 Information for Applicants Booklet

**Deputy Principal - Operations and Co-Curriculum
Deputy Principal - Faith & Mission**

Information in this Handbook is correct as of May 2024

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Background to the Deputy Principal position vacancies

Two of the four Deputy Principal positions will become available from the beginning of 2025.

Our current Deputy Principal (Identity and Co-curriculum), Mr Paul Lewis, is transitioning to retirement. He has been a very dedicated, loyal and committed leader at the College for 13 years as Deputy, in addition to a distinguished career of 46 years in Catholic Education.

Mr Joe McLean has held the Acting Deputy Principal (Staff and Operations) role and has worked diligently and capably to establish this fourth Deputy Principal role that has considerably strengthened the leadership and management of the College. Mr McLean has decided not to continue in a Deputy role from next year.

Subsequently, we are now looking for energetic, professional and dedicated leaders who can build on the current strengths of the College.

The role descriptions of both positions have been amended to improve their alignment with the College's School Improvement Plan:

- Operations and Co-curriculum
- Faith and Mission

The four Deputy Principals will serve the College community and support the Principal Mr Michael Exton as leaders in the mission of Catholic education in the Ignatian tradition for the Geelong, Bellarine and Surfcoast regions.

The new deputies will work with two outstanding Deputy Principal colleagues:



Mr Michael Timms
Students



Ms. Bernadette Donnelly
Learning and Teaching

Applicants must be able to demonstrate outstanding leadership qualities, a willingness to put the time and effort into a senior leadership position, a very professional approach, a firm commitment to Catholic Education and a willingness to embrace the Ignatian ethos, a commitment to their local Catholic Parish or Christian Church group, suitable teacher registration and academic qualifications, a proven record as a proficient secondary teacher and experienced educationalist and administrator.



A Proud History and Long Tradition of Excellence

The College dates back to 1843 with the foundation of the first Catholic educational establishment in Geelong: St Mary's Roman Catholic School. In 1892 the Sisters of Mercy took over the running of the school. From 1916 the school was staffed by the Christian Brothers, eventually expanding to include secondary levels. The school became known as St Mary's Technical School on Yarra Street in central Geelong. In 1899 the Sisters of Mercy opened a day school: St Agnes Ladies' College, on Fenwick Street in Geelong. The school later became Goold College under the leadership of a lay principal and provided secondary education for girls.

These two schools combined in 1991 to form the first Catholic co-educational secondary College in Geelong and was called Catholic Regional College. In 1997 the College opened a third campus at Drysdale providing Catholic co-education on the Bellarine Peninsula. In 2003 following a review of the College's operations by the Administrators and the Catholic Education Office, it was decided to progress and consolidate the three campuses to the one campus at Drysdale. From 2005 all operations were based at Drysdale.

With the appointment of a new Principal in 2005, a new direction for the College was set to establish the College as the first choice for parents from Geelong and its regions seeking a quality Catholic co-educational school. A plan was put in place to focus on and foster the College's Christian identity and improving student outcomes.

In 2006 the Association of Canonical Administrators entered into an agreement with the Australian Province of the Society of Jesus (Jesuits) for the College to become a Jesuit Companion School. A new Vision and Mission statement was created and underpinned the development of the College as an Ignatian school in partnership with the Jesuits. The College was renamed Saint Ignatius College Geelong after the founder of the Jesuits, St Ignatius of Loyola.

In 2005, the student population totalled 651 students. This figure has grown to 1451 for 2024 with waiting lists at most year levels. The current intake at Year 7 is 260 students. The College is proud of its students' level of high academic achievements and their very successful sporting and performing arts achievements.



Vision, Mission and Values

Our Vision

At Saint Ignatius College our purpose is to form young people of competence, conscience, compassion and commitment.

Mission Statement

Saint Ignatius College is a Catholic community in the Ignatian tradition, that is learning- centred and supportive. The College is committed to the education of the whole person and the development of young adults of competence, conscience, compassion and commitment who will be of service in the community. We strive to recognise God's presence in all things, to celebrate the pursuit of personal excellence and to live with hope and respect for all creation.

Striving for the Magis

In his writings, Ignatius calls us to strive for the Magis. The Magis is a key to making choices among competing values. The entire life of Ignatius Loyola was a search for the Magis – that is, the more universal good, the more effective means, the more generous service of others and the ever greater glory of God. Magis energises us for action. Therefore, at Saint Ignatius College we will:

- Provide opportunities for students, staff, parents and alumni to experience a sense of belonging to a faith-filled Christian community and to commit themselves to being of service to others.
- Respect the role of parents as the primary educators of their children.
- Be enthusiastic in imparting knowledge of Catholic faith and traditions, enabling students to accept truth freely and develop a Christian moral conscience.
- Promote growth and improvement in learning and living for the greater glory of God in the Ignatian way.
- Support students in striving for their personal best - the Magis - in all their endeavours.



College Governance

Saint Ignatius College Geelong operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

Jesuit Companion School

A key feature of our College's development has been the adoption and integration of the Ignatian charism to focus and foster our Christian ethos and identity and improve our student outcomes. In late 2006 we signed the memorandum of understanding with the Australian Province of the Society of Jesus (or Jesuits). As a result, we commenced our journey as Saint Ignatius College Geelong, A Jesuit Companion School, in 2007.

Our school is a unique place of learning that offers outstanding educational opportunities to young women and men within a positive and caring environment. We are proud to be a Jesuit Companion School and member of the Ignatian Network of about 95 schools in Australasia, together with others worldwide that share the spiritual and educational philosophy of St Ignatius of Loyola. The Ignatian Story is an inspirational one that offers encouragement to young people and provides guidelines for a life based on gospel values fostering a commitment to be of service to others.

Our College motto is "*Amare et Servire*,"
"To Love and to Serve."

The Principal

The Principal is responsible for the overall leadership of the College and is responsible for the carrying out of the policies of the College in four main areas: Religious, Educational, Pastoral and Managerial.

The Deputy Principals

The Deputy Principals' key roles are to support, advise and assist the Principal in all aspects of the College. Whilst each Deputy Principal will have designated broad areas of responsibility, they will collaborate with each other. The Deputy Principals will be expected to work together and for the Principal so the College community experiences united, coherent, competent and supportive leadership.

The College Executive Team

The College Executive will consist of the Principal, Deputy Principals and Business Manager.

Student Leadership

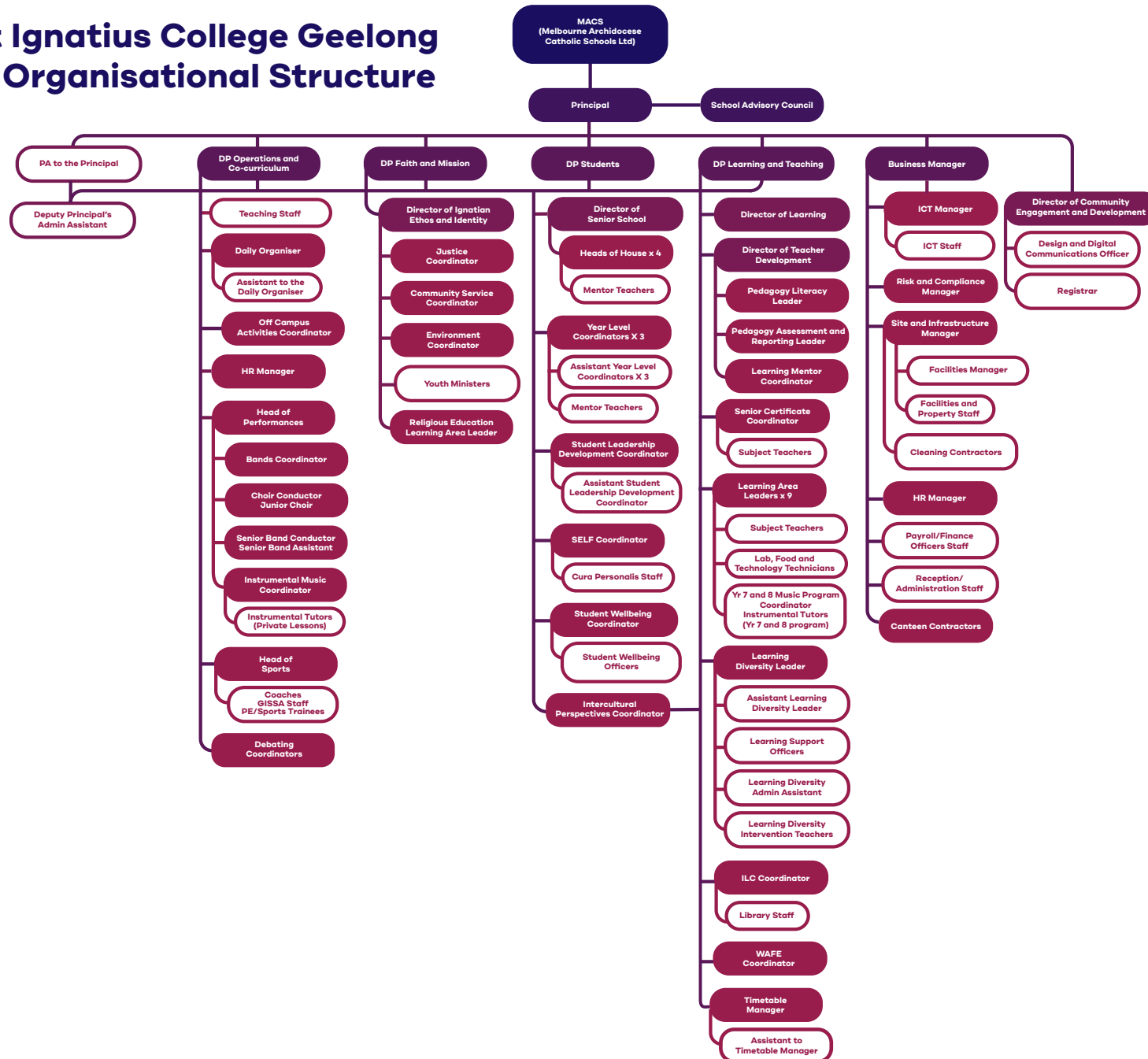
Throughout the College opportunities for student leadership are provided and strongly encouraged with the following Senior leaders:

- College Captains
- College Vice Captains
- Portfolio Captains:
 - Academic
 - Arts
 - Environment
 - Justice
 - Ministry
 - Sports
 - Wellbeing

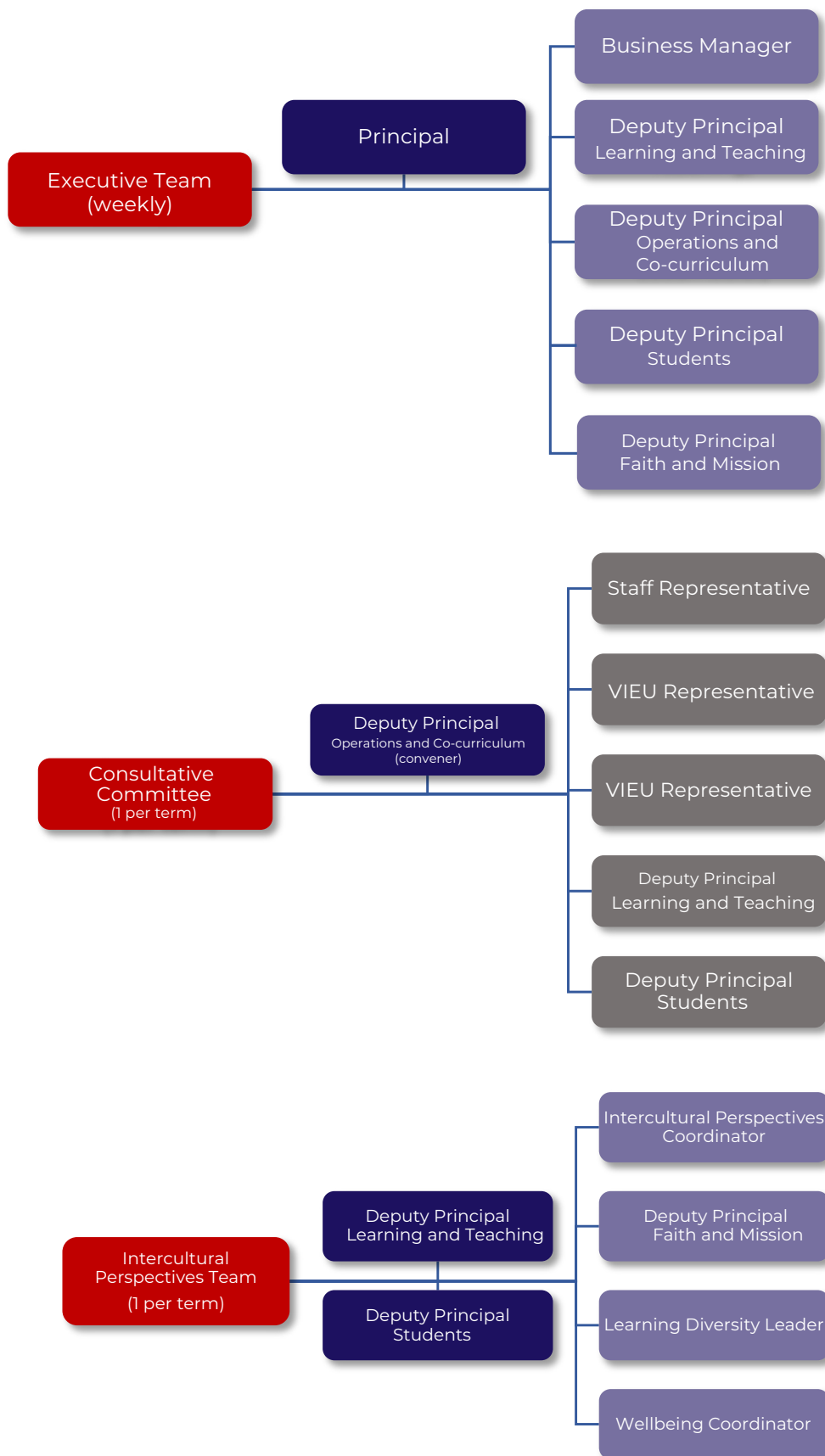


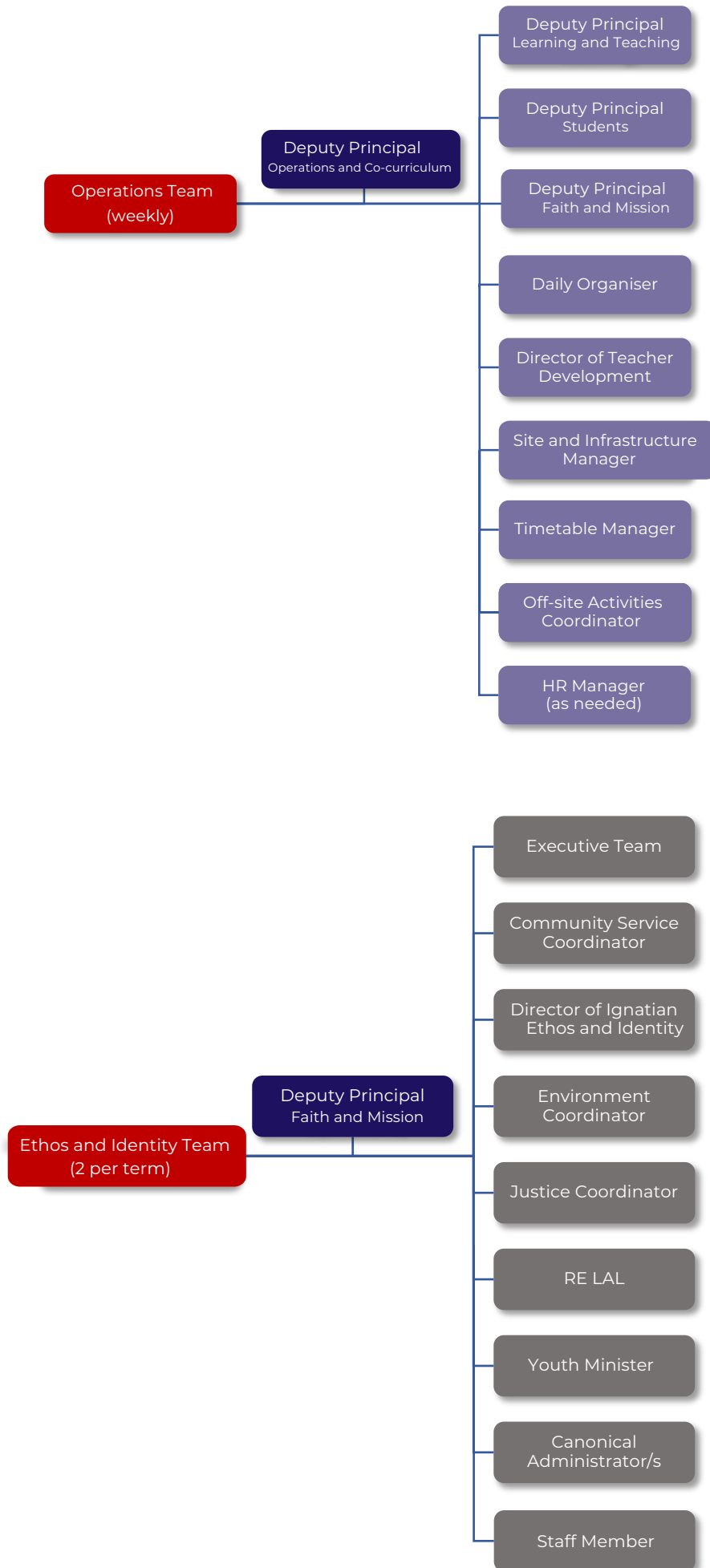


Saint Ignatius College Geelong 2025 Organisational Structure



Draft Organisational Structure Teams 2025





Attributes of the Deputy Principal

The Deputy Principal will be a person with the drive, vision and understanding to be an outstanding leader:

- A leader who can demonstrate a commitment to Catholic education and can support and contribute to the development of a vital Catholic community inspired by the Gospel values
- Have appropriate expertise, experience and qualifications to assist in the educative and administrative leadership of a leading co-educational Catholic College
- Have highly developed communication, planning, decision-making, negotiation, interpersonal and team-building skills
- Have proven ability and energy to provide effective spiritual, cultural, transformational and professional leadership
- Have detailed knowledge of contemporary developments in learning and teaching
- Have a proven record as an excellent teacher in their academic discipline
- Have had extensive and successful co-curricular involvement in schools
- Have demonstrated the ability to work effectively and loyally as a team member in school administration
- A leader who demonstrates the importance of the role she/he plays individually and collectively, to ensure that the Wellbeing and Safety of all students is at the forefront of all they do, and every decision they make.
- Have the ability to ensure dress, behaviour and manners of Saint Ignatius College students are always of the highest standards of a Christian person
- Have shared responsibility for the maintenance of the fabric of College facilities
- Have shared oversight of the daily routine and organisation of assemblies and functions
- Be able to construct and supervise budgets
- Have the capacity for strong academic leadership
- Be a leader with the capacity to motivate staff, inspire students and communicate with parents/carers
- Be a manager with the capacity to consult appropriately and delegate effectively
- Be an articulate and persuasive speaker, a good communicator able to develop and maintain good relations and a high profile
- Be a graduate of a recognised university, hold current VIT registration, hold a satisfactory police check and have undertaken post graduate studies
- Have had appropriate senior administrative and teaching experience, including the teaching of Religious Education.
- An active member of their Catholic or Christian parish.

Desirable attributes include:

- Experience working on College leadership teams
- Held a leadership position in Religious Education
- Ability to articulate a vision for the role
- Understanding of Ignatian Spirituality
- Ability to prepare and lead College liturgies
- School Camp experience
- Values loyalty and commitment
- Prepared to take the time needed to do things well and with pride.

Terms and conditions of appointment

Remuneration

These positions are Category A or B Deputy Principal (Level 6 – 1 to 6 – 4) depending on experience, 11% superannuation and annual leave loading.

Conditions are provided in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA 2022).

Tenure

The incumbents will be appointed to the College as permanent members of the teaching staff and will be given an initial five year contract with the provision of a second five year contract subject to successful review.

Technology / Communications Provisions

The College will provide the Deputy Principals with a mobile phone and laptop computer in order to fulfill their duties. Such items remain the property of the College and should be adequately maintained by the Deputy Principals.

Leave Entitlements

The Deputy Principals will have leave entitlements as stated in the VCEMEA 2022.

Teaching duties

The Deputy Principals undertake appropriate teaching duties as negotiated with the Principal.

Please note – the Deputy Principals may be required to attend planning meetings during holidays and work for short periods on weekends. There are also many College related functions and events the Deputy Principals may need to attend outside of teacher attendance times.

Commitment to Child Safety

Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards.



Instructions for applicants

Please ensure that the following are submitted by the due date:

1. A cover letter, of no more than 2 pages, introducing yourself and outlining reasons for your interest in a position. In particular, you will need to clearly indicate why you think you are capable of leadership in a Catholic College at the Deputy Principal level.
2. A statement of no more than five pages addressing each of the following points:
 - A leader who can demonstrate a commitment to Catholic education and can support and contribute to the development of a vital Catholic community inspired by the Gospel values;
 - Have appropriate expertise, experience and qualifications to assist in the educative and administrative leadership of a leading co-educational Catholic College;
 - Have highly developed communication, planning, decision-making, negotiation, inter-personal and team-building skills;
 - Have proven ability and energy to provide effective spiritual, cultural, transformational and professional leadership;
3. The completed Application for [Employment form](#).
4. A current Curriculum Vitae.

The Application for Employment form is available from the College's website along with information for applicants.

Please note:

- Applications should be addressed to
Email: The Principal
principalsoffice@ignatius.vic.edu.au

Post: The Principal
Confidential Application
Saint Ignatius College Geelong
27 Peninsula Drive
Drysdale VIC 3222
- For points 3 and 4 above, please include three referees, one of whom must be your current Principal. (The College reserves the right to contact other referees that may be known to the applicant.)
- **Applications must be received by: 4pm, Wednesday 29th May, 2024**

Statement of Principles Regarding Catholic Education

The task of the Catholic school

Its task is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subject taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian.

(Congregation for Catholic Education, The Catholic School, 1977)

This same goal is expressed by the Victorian Catholic community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

The Church looks upon you as co-workers with an important measure of shared responsibility ... To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge ... [The changing times] demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching ... But your responsibilities make demands on you that go far beyond the need for professional skills and competence ... Through you, as through a clear window on a sunny day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest.

(Pope John Paul II, Address to Catholic Educators, September 12, 1984)

Pope John Paul II clarified this further when he spoke on Catholic Education in Melbourne:

I welcome you into that chosen group called by the Church to educating young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics, but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives ... Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith ... No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church

... The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members

... More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel.

(Pope John Paul II, Address to Catholic Education, November 28, 1986)

Pope Benedict stated when addressing Catholic educators in the United States of America in 2010:

Education is integral to the mission of the Church to proclaim the Good News. First and foremost every Catholic educational institution is a place to encounter the living God who in Jesus Christ reveals his transforming love and truth (cf. Spe Salvi, 4). This relationship elicits a desire to grow in the knowledge and understanding of Christ and his teaching. In this way those who meet him are drawn by the very power of the Gospel to lead a new life characterised by all that is beautiful, good, and true; a life of Christian witness nurtured and strengthened within the community of our Lord's disciples, the Church.

(Pope Benedict XVI, Address to Catholic Educators, April 17, 2008)

And in an address to Catholic teachers during his visit to England in 2010, His Holiness stated:

As you know, the task of a teacher is not simply to impart information or to provide training in skills intended to deliver some economic benefit to society; education is not and must never be considered as purely utilitarian. It is about forming the human person, equipping him or her to live life to the full – in short it is about imparting wisdom.

...

It means that the life of faith needs to be the driving force behind every activity in the school, so that the Church's mission may be served effectively, and the young people may discover the joy of entering into Christ's "being for others".

(Pope Benedict XVI, Address to Catholic Teachers, September 17, 2008)

This philosophy of Catholic education, expressed in a growing number of documents and policy statements, guides the Catholic school in its functioning. Whilst it is accountable to the general community for the provision of quality education to young citizens, it is also accountable to the Church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The Catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees – they minister in the name of the Church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they:

- (a) accept the Catholic educational philosophy of the school;
- (b) develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- (c) by their teaching and other work, and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- (d) avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- (e) in relation to teachers, comply with the Accreditation Policy of the Catholic Education Commission of Victoria (CECV) to teach in a Catholic school, and other CECV policies;
- (f) be committed to regular ongoing professional development;
- (g) be qualified as required by state authorities.



Saint Ignatius College Geelong

Role Statement

Deputy Principal - Faith & Mission

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1450 students, our purpose is to form young people of competence, conscience and compassion.

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

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

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

Overview of the role

As a Deputy Principal you are responsible to the Principal.

The Deputy Principal (Faith and Mission), herein referred to as the 'DP', will be one of four Deputy Principals and a member of the College's Executive Leadership. As a member of the College's Executive Team, the position is responsible for overseeing the Catholic Identity and Community aspects of the College.

The DP works strategically with the College Executive Team to ensure the College community experiences very well organised, communicated, coherent, coordinated, collegial and competent leadership and management.

The DP supports the College's Executive Team in establishing the desired faith, teaching and learning environment in the College. This environment ensures the success of our College vision, mission and strategic objectives.

The DP is a member of the College Executive and has responsibility for the Catholic identity of the College and spiritual and faith leadership within the College Community, informed by the charism of Saint Ignatius of Loyola as an expression of the Gospel message of Jesus. The DP articulates the mission, ethos and educational goals of the College, and gives witness to the distinctive educational, moral and social purpose of the College within the evangelising Mission of the Church. The DP actively supports the Principal and other Deputy Principals in contributing to all key strategic, policy and management decisions taken by the College Executive in their strategic leadership of the College.

The DP oversees the development and management of the College's implementation of the Catholic Schools Youth Ministry (CSYMI), Youth Ministers and Peer to Peer Ministry Programs.

The DP actively contributes to the re-visioning of the College as a centre for the New Evangelisation and shares and promotes this vision within the College and parish communities.

The DP is responsible for all aspects of the MACS School Improvement Framework Religious Dimension and School Community Spheres in alignment with the College's philosophy and objectives as well as MACS and government requirements. The DP is responsible for Religious leadership, Praying and Celebrating, Witness for Mission, Learning, Belonging, Welcoming and Positive Relationships, Catholic Mission, Parents as Partners and Community Partnerships.

The DP will seek to develop our College community's engagement in the Ignatian way.

The broad areas of responsibility for this position are:

- Promotion of the College philosophy, in particular, the charism of St Ignatius of Loyola
- Overall responsibility for the Catholic ethos and identity at the College
- Oversee, coordinate and participate in the staff formation program
- Ensure the Catholic ethos and identity permeates all aspects of the College, such as Wellbeing, Curriculum, Co- curriculum and College Activities/Events
- Ensure the school leaders actively and collaboratively promote, maintain and enhance the Catholic identity of the College
- Promote informed understanding of Church teaching and Catholic traditions and communicate this understanding to others in the College community
- Promote knowledge of the rich traditions of the Catholic Church and the Jesuit/Ignatian charism
- Oversee and support where needed all SICG retreats, Masses and liturgies
- Oversee and support where needed all activities under the auspices of the Ethos and Identity Team, that is,
- Justice, Community Service and Environment activities
- Induction of new staff regarding the College's ethos and identity in collaboration with Deputy Principal (Operations and Co-curriculum)
- In conjunction with the HR Manager and other Deputy Principals provide pastoral support to College community members as required
- Occupational Health & Safety
- Oversee and coordinate participation in Immersion programs, Ignis programs and Student Retreat programs
- Ensure the implementation of the fundraising policy reflects the College Mission
- Oversee and manage accreditation for teaching in Catholic school's policy and processes
- Work with the Religious Education LAL to ensure that the Ignatian/Jesuit story is reflected in the curriculum and the curriculum is based on the Archdiocesan guidelines.
- Oversee and coordinate activities to acknowledge Feast Day, Anzac Day, Sorry Day and Remembrance Day
- College Fundraising activities
- Coordinate the involvement of the Parish Priests and Jesuits in the life of the College Community
- Develop and support the College's involvement with the Jesuits and the local Parishes
- Manage, develop and support the College's Catholic Youth Ministry Programs
- Provide opportunities for staff and students to participate in Jesuit and Companion Schools Australasia (JACSA) network activities
- Liaise and support the Parents and Friends Association of the College
- Ensure all co-curricular programs (Camps, Immersions, Retreats, etc.) include faith development.

Direct reports to the DP

- Director of Ignatian Ethos and Identity

Committee/Teams

- Chair & convene Ethos and Identity Team
- Member of College Operations Team
- Member of the Staffing & Timetable Team
- Member of College Executive Team
- Member of College Leadership Team
- Member of the School Advisory Council
- Member of the Intercultural Perspectives Committee
- Member of the JACSA PLC
- Others as needed

Religious Education

- Religious Education Learning Area Leader management and development of the College Religious Education Curriculum
- Oversee the Religious Education Leaders to ensure the Religious Education teaching programs at all year levels are educationally rigorous, clearly documented and cover all essential learning of Religious Education in a Catholic school
- Delegate responsibility for Religious Education curriculum development to relevant staff
- Meet with Parish clergy to organise relevant involvement in the College Religious Education Programs
- Ensure that the Catholic Identity of the College is appropriately identifiable through signs, symbols and artifacts around the College
- Liaise with and support the Student Leaders and in particular, the Ministry Captain and Ministry Mentor.

Liturgy and Prayer

- Support Religious Education teachers with class Mass preparation and delegate responsibilities
- Support Mentor teachers with Morning Prayer options and delegate responsibilities
- Provide prayer options for staff meetings
- Promote the use of 'The Examen'
- Oversee the organisation of Retreats and Reflection days
- Organise Masses or Liturgies for Feast Day, Staff, Year 12 Valete Mass, House Liturgies, whole school Liturgies/Masses and special ceremonies as they arise
- Meet with Parish clergy to organise Masses
- Liaise with Music/Choir teachers for provision of liturgical singing and music
- Ensure and oversee the development and facilitation of the training of liturgical ministers e.g. Altar Servers and Extraordinary Eucharistic Ministers.

Faith Development

- Provide opportunities for faith development of students through faith in action activities and retreats
- Liaise with key organisers to provide Immersion opportunities, WYD involvement, and other local Diocesan or province youth ministry initiatives
- Organise service and social justice initiatives, eg. project compassion, winter sleep out, outreach tutoring/reading/homework programs and other relevant Service activities
- Provide Staff development, especially in faith and knowledge.

Catholic Schools Youth Ministry

- Oversee the development, implementation and sustainability of the CSYMI program
- Oversee and manage the staff involved in the Youth Ministry Program
- Collaborate with other CSYMI schools and the CSYMI office
- Lead the establishment of the College as a centre for the New Evangelisation.

Staff community

- Monitor, promote and support staff wellbeing
- Executive liaison to Staff Social Club

College Administration Duties

- Coordinate agendas and the chairing of College assemblies
- Coordinate Executive member attendance at College events
- Organise and promote the annual College theme
- Promote Catholic Education Week at the College
- Oversee that appropriate photographs are taken and managed for College records and publications
- Meet regularly with the College Principal in relation to tasks being undertaken
- Ensure that all College signage is appropriate and up to date
- Oversee all student fundraising activities in accordance with the College Fundraising and Social Justice Policies.

Organisation of College Events in consultation with Deputy Principal (Operations and Co-curriculum) and Daily Organiser

- Coordinating the organisation of the College Feast day program and liaising with other organisers for events for the day
- Coordinating the organisation of the College's special events and liaising with other organisers for events for the day
- Master of Ceremonies at College events where required
- Organisation of Opening & Blessing ceremonies
- Collaborate with the Deputy Principal - Learning and Teaching and DCED to organise the Annual Student Awards process and Annual Awards Evening
- Organise other College events as they arise.

College publications

- Contribute to the fortnightly College Newsletter
- Contribute to the Student planner
- Parent and Student handbooks
- Contribute to the College Yearbook - The "Magis"
- Ensure the College website information is appropriate and up to date for the relevant areas.

Review of College Policies

- Ensure that the relevant College policies and procedures are up to date
- Oversee the development of new College policies as required.

College Reviews as required by Government Agencies and MACS

- Organise and oversee aspects of the College Review process as required by Government agencies and MACS in collaboration with the Principal
- Complete and ensure the College meets the requirements of the Government School Compliance for the relevant areas
- Contribute to the Annual Action Plan
- Contribute to the Annual Report to the College Community.
- Manage the annual MACS School Improvement Survey Program
- Manage the MACS requirements for staff accreditation to teach in a Catholic School and to teach Religious Education in a Catholic School.

Special Projects:

- Take on particular portfolios or projects at the request of the Principal. These projects may be short-term or ongoing, depending on the nature of the assignment.

Provision of assistance to the College Principal:

- Assist the Principal in his role as Executive Officer of the School Advisory Council
- Be involved with the Annual Review meetings of all staff
- Work with the Principal in relation to College Strategic planning and implementation of the College Strategic Plan and Master Plan
- Represent the Principal, where required, particularly at Community Events.
- Assist the Principal with new staffing appointments
- Advise the Principal on Catholic ethos and identity matters
- Prepare an Annual College magazine report
- Contribute to the College's Annual Report
- Prepare newsletter and other articles
- Prepare communications to support the execution of the role
- Be available to assist the Principal with grounds, buildings and security matters
- Delegate for the Principal when required.

Other:

- The Deputy Principal - Faith and Mission may be required to attend planning meetings during holidays or work for short periods on weekends.
- Attendance at major College events and activities, some of these may occur in the evening
- Perform other such duties as required by the Principal.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviours when engaging with children
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding Children and Young People - 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

- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values
- Implement strategies which promote a healthy and positive learning environment
- Attend all school assemblies
- Attend school liturgical celebrations
- Attend school organised activities relevant to house or year level, as required
- Responsibility for the behaviour of all students
- Responsibility for the appearance of all students and to model appropriate dress by adhering to the dress code policy as published in the staff handbook
- Professional Development
- 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
- Co-Curricular Involvement
- 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
- Shares responsibility with DP Students to 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
- Consider participation in social justice activities/retreats/spiritual programs.

General and Professional Responsibilities

- 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, VCALand/or VETiS requirements
- Fulfill 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 Safework 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

General and School Community Administrative Duties

- Contribute to a healthy and safe work environment for yourself and others and comply with all safework 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 organisation
- 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

Time Allocation:

Deputy Principal will undertake appropriate teaching duties as negotiated with the Principal.

Period of Appointment:

Five years (2025-2029)

Remuneration:

Category A or B Level according to experience

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. The Position Description 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.



Saint Ignatius College Geelong

Role Statement

Deputy Principal - Operations & Co-curriculum

Context

Saint Ignatius College, Geelong is a co-educational school located in a beautiful rural Bellarine landscape. It is proud of its unique position in the Geelong region where young men and women can work together in a vibrant learning community. A Jesuit Companion School of over 1400 students, our purpose is to form young people of competence, conscience and compassion.

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

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

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

Overview of the role

As a Deputy Principal you are responsible to the Principal.

The Deputy Principal (Operations and Co-curriculum), herein referred to as the 'DP', will be one of four Deputy Principals and a member of the College's Executive Leadership. As a member of the College's Executive Team, the position is responsible for overseeing all operational requirements and co-curricular programs across the College.

The DP works strategically with the College Executive Team to ensure the College community experiences very well organised, communicated, coherent, coordinated, collegial and competent leadership and management.

The DP supports the College's Executive Team in establishing the desired learning and teaching environment in the College. This environment ensures the success of our College vision, mission and strategic objectives.

The DP is responsible for all aspects of the day-to-day operation of the College, including staffing, scheduling, planning and approval of all activities. The position is responsible for ensuring that these activities are safe, well-timed, efficient and in alignment with the College's philosophy and objectives as well as MACS and government requirements. The DP is responsible for providing staff feedback about and approval of teaching staff leave. The DP is responsible for the development and management of the Co-curricular program.

The DP will seek to develop excellence in the delivery of administrative and organisational practices across the College.

The broad areas of responsibility for this position are:

- Promotion of the College philosophy, in particular, the charism of St Ignatius of Loyola
- Coordination and administration of College operations
- Staffing
- Events
- Incursions
- Excursions, camps, retreats, immersions
- Overseeing the scheduling of excursions, camps and immersions (overseas and interstate)
- Calendar
- Meeting schedule
- Rosters
- Facilitation of the college timetable in conjunction with the DP Learning and Teaching
- The daily program
- Ensuring all off-site activities documentation is completed prior to approval
- Ensuring safe, efficient and effective implementation of activities, events, etc.
- Industrial relations in conjunction with the College Executive
- Development, documentation and communication of relevant policies, processes and procedures
- Staff handbook
- Professional and general staff wellbeing
- Review and management of Positions of Leadership Structure
- Occupational Health & Safety
- Chair & convene the Consultative Committee
- Oversee and develop the College's Co-curriculum program
- Staff meetings and briefings
- Effective and efficient communication of information
- Colleges online information systems
- Provision of assistance to the College Principal
- Oversee compliance regarding registration of Teachers/Coaches, Provisional and Renewal
- Special projects
- Teaching duties

Direct reports to the DP

- Daily Organiser
- Off-Campus Activities Coordinator
- Human Resources Manager
- Head of Sports
- Head of Performances
- Staff involved in co-curricular programs
- Debating Coordinators

Committee/Teams

- Chair & convene Consultative Committee
- Chair & convene College Operations Team
- Member of the Staffing & Timetable Team

- Member of College Executive Team
- Member of College Leadership Team
- Member of Emergency Planning Committee (Chief Warden)
- Member of the School Advisory Council
- Others as needed

College Organisation:

- Provide advice to the Deputy Principal - Learning and Teaching about the allocation of individual teacher's total school load (inc. Co-Curriculum, yard duties, etc.)
- Oversee the allocation of co-curricular activities, yard duties and additional duties to each individual teacher
- Manage applications for leave and oversee the maintenance of staff leave arrangements/records
- Oversee the management the staff grievances procedure/policy
- Induct new and beginning teachers in consultation with the Learning Mentor Coordinator and Director of Teacher Development
- Allocate Mentors for new staff in consultation with the Learning Mentor Coordinator and Director of Teacher Development
- Oversee the allocation of extras/underloads/replacements
- Implementation and management of the "30 + 8 model" and "Time-in-lieu" as per the 'Agreement.'
- Oversee the daily running of the College
- Oversee the College Operations Team
- Overall responsibility for the College Calendar
- Manage and communicate the College schedule of events
- Oversee the staffing for camps, excursions and immersions etc.
- In collaboration with the other Deputy Principals, construct the various staff meetings schedule
- Oversee the approval and scheduling of events, incursions, excursions, retreats, camps & trips
- Organise and facilitate the agenda for Teaching Staff Meetings in conjunction with the College Executive
- In collaboration with the other Deputy Principals, compile, co-ordinate and circulate the College meeting schedule
- Oversee appointment of Emergency Teachers and Exam Supervisors
- Oversee special College programs as needed
- Oversee the management of staff short-term replacements, new staffing requirements and variations to existing contracts.
- Oversee the scheduling and staffing of College activities and events, including logistic support (e.g. examinations, redemptions, activities, photos (official staff & student photos)
- ensure efficient booking systems are in place
- Development and maintenance of the Intranet and online management systems
- Liaise with outside agencies on scheduling matters (e.g. School closure implications such as school events, school crossing, and bus cancellation)
- Monitor and manage staff attendance
- In-conjunction with the other Deputy Principals, oversee assemblies, including seating arrangements for all events
- Monitor Working with Children Check process and procedures in consultation with the Human Resources Manager
- Chair the College Operations Team
- Oversee the time in lieu process

- Liaise with the DP Students for the implementation and management of the time in lieu process
- Oversee and coordinate induction of all new and returning staff in conjunction with the Human Resources Manager.

Responsibility for the Co-curricular programs:

- Overall responsibility for the co-curricular program at the College and oversight of all staff involved in the co- curricular programs
- Oversee and manage staff recruitment to the co-curricular programs
- Actively work with staff responsible for particular areas of the co-curricular program to ensure that staff recruitment is an effective process
- Monitor and appraise the various co-curricular programs offered
- Oversee co-curricular budgets in all areas and liaise with the Finance Team and Business Manager in this process.
- Monitor the co-curricular responsibilities of all staff
- Ensure necessary qualifications and Child Safe requirements are held by staff and volunteers involved in the co- curricular programs
- Organise appropriate professional development of staff in the co-curricular program to provide opportunities for staff to enhance and develop their skills further
- Contribute to whole school strategic planning and, in particular, promote the co-curricular activities within the school community
- Develop plans and policies in relation to the co-curricular programs
- Keep the Executive aware of co-curricular matters with regard to the progress of this area of the school
- Oversee the school planning of staffing and resources for the co-curricular programs and manage the Time in Lieu process for these programs
- Coordinate co-curricular staff remuneration within approved budgets and liaise closely with the Finance Team and Principal in this process
- Efficiently manage the Co-curricular budgets
- Manage the sport and co-curricular calendar in consultation with the Deputy Principal - Students
- Oversight of the Co-curricular Student awards system
- Manage co-curricular school photographic sessions
- Support the Head of Sport with the organisation needed for the annual sporting carnivals and inter-house events
- Maintain and develop positive community relationships
- Responsible for the overall planning of all sporting and other co-curricular excursions
- Monitor co-curricular costs and charges to parents, the duty of care implications of co-curricular activities and the impact of the co-curricular program on the academic program.
- Responsible for the management of the risk assessment of co-curricular activities to ensure the duty of care to students on any excursions and activities outside the College.

Staff Management and Leadership Responsibilities:

- Promote and encourage staff wellbeing the performance of their professional duties, e.g., punctuality, professional dress, office locations, quality teaching
- Support staff to deal constructively/positively with changing College/educational demands
- Promote collegiality
- Facilitate the staff selection process
- Conduct prospective staff interviews with the Principal or other staff as required

- Foster and promote professional dialogue among teachers
- Review policies relating to staffing matters, e.g., equal opportunity, code of conduct/ethics
- Conduct Staff reviews in consultation with members of the Executive
- Assist in the monitoring and management Occupational Health and Safety issues
- Continue to build leadership capacity and assist the facilitation of a College Leadership Professional Learning program.

Provision of assistance to the College Principal:

- Assist the Principal in his role as Executive Officer of the College Board
- Assist the Principal with new staffing appointments
- Be involved with the Annual Review meetings of Staff
- Support the Principal with industrial matters as required
- Work with the Principal in relation to College strategic planning and implementation of the College strategic plan
- Prepare an Annual College magazine report
- Contribute to the College's Annual Report
- Prepare newsletter articles
- Prepare communications to support the execution of the role.

Special Projects:

- Take on particular portfolios or projects at the request of the Principal. These projects may be short-term or ongoing, depending on the nature of the assignment.

Other:

- The Deputy Principal - Operations and Co-curriculum may be required to attend planning meetings during holidays or work for short periods on weekends.
- Attendance at major College events and activities, some of these may occur in the evening.
- Perform other such duties as required by the College Principal.

Commitment to Child Safety

Victorian Catholic Schools are child safe environments. Saint Ignatius College Geelong actively promotes the safety and wellbeing of all students, and all staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations including child safe standards. The Saint Ignatius College Geelong Child Safety and Wellbeing Policy and Child Safe Code of Conduct are available on the College website.

Staff must

- Have a demonstrated understanding of Victoria's 11 Child Safety Standards
- Have a demonstrated understanding of appropriate behaviour when engaging with children
- Be familiar with legal obligations relating to child safety, including Mandatory reporting and other obligations.
- Be a suitable person to engage in child-connected work.

Child Safety and Pastoral Care

- Provide students with a child-safe environment
- Be familiar with and comply with the College's Commitment to Child Safety, Child Safety Policy, Safeguarding
- Children and Young People - 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
- Be an active participant in the College's pastoral care system and in a manner, which reflects Ignatian values
- as published in the staff handbook
- Professional Development
- 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
- Co-Curricular Involvement
- 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
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Remuneration:

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