

1. POSITION IDENTIFICATION

POSITION TITLE	Deputy Principal (Teaching & Learning)
REPORTS TO:	Principal
AWARD:	Congregation of the Missionary Oblates of the Most Holy and Immaculate Virgin Mary Teachers' Enterprise Bargaining Agreement 2015 <ul style="list-style-type: none"> Category 6, Level 6

2. THE ROLE

The Deputy Principal for Teaching and Learning is a key Senior Leadership Position in the College. As a member of the College Leadership Team, this person is a key stakeholder in the development and implementation of the strategic vision of the College.

As a member of the College Leadership Team, all Deputy Principals are responsible for the faith, pastoral and learning leadership of the College. Deputy Principals may be called upon to deputise for the Principal in their absence.

3. SPECIFIC DUTIES

Learning

- Lead the implementation and ongoing review of the College Vision for Learning (in development).
- Lead the development, implementation and improvement of whole-school pedagogical practices.
- lead the ongoing development of contemporary teaching, learning and curriculum processes, including the effective use of school data from external assessments and diagnostic testing.
- Liaise with and manage the legislated requirements with regard to National and State educational authorities concerning Curriculum, Assessment and Reporting.
- Work with senior and middle leaders to systematically analyse data on student performance, including academic, attendance, behavioural and wellbeing data.
- Analyse whole school data and lead the capacity building of data literacy among teachers in the College.
- Oversee the data processes to outside agencies (e.g. SCSA, CEWA).
- Oversee academic reporting throughout the College.

College Planning

- Work directly with the Principal and in collaboration with the College Leadership Team (CLT) in the management and strategic operation of the College.
- Work as part of the CLT to develop, implement and review the College Strategic Plan, School Improvement Plan and other plans.
- Work with the Timetable Committee to oversee the development and review of the College Timetable.
- Collaborate with the Finance Director and the Maintenance Team to oversee the refurbishment of learning spaces.

Building Capacity of Staff and Leaders:

- Lead the implementation, review and ongoing development of the Teacher Development Program to sustain a culture of reflective practice characterised by robust, evidence-based professional dialogue
- Lead the Academic Leadership Team facilitate measures to achieve best practice in relation to pedagogical practices and curriculum processes.
- Adopt strategies to develop the leadership capacity of self and others to meet the learning needs of the College and its community.
- Promote teacher professionalism and encourage positive staff morale by contributing to, and initiating, team building processes and recognition and the celebration of excellence.
- Lead the development of the College Professional Learning Calendar.

Innovation and Change

- Drive improvement in the capacity of the Academic Leadership Team to generate new ideas, think and plan strategically and create a culture of continual improvement, transformation and sustainability with a focus on learning gains for all students
- Work strategically by distributing leadership to support effective improvement and change.
- Demonstrate a personal commitment to continuous improvement using problem solving and creative thinking strategies to promote a solutions-focused approach.
- Promote and sustain school improvement, ensuring the development of appropriate quality assurance and review strategies.
- Motivate and work with others to foster creativity, innovation and the use of appropriate technologies in order to achieve excellence.
- Contribute to the leadership and development of the College Strategic Plan and relevant aspects of the School Improvement Plan and Annual Report.
- Anticipate changes in post-secondary school pathways and the future of work and make recommendations to the Principal to enhance the School's educational offerings in anticipation of these.

Student Pathways and Academic Recognition

- Lead and oversee the process of monitoring student academic progress in direct consultation with the respective Heads of Learning as well as the Dean of Students and Pastoral Leadership Team.
- Work with the Careers Team to develop the College MyPath pathways strategy.
- Work in collaboration with the Careers Team, the Senior School Academic Advisor and the relevant Heads of Year to lead major curriculum and course selection processes as well as lead Parent seminars and Information Evenings held for various year groups.
- Lead the review and development of new course offerings, including the publication of Curriculum and Elective Handbooks.
- Track academic progress and lead academic recognition processes, including awards, scholarships and events such as the "High Achievers" lunch.

Other Duties

- Be a steward of the College Code of Conduct, ensuring that child-safety is maintained in the College.
- Provide reports to the College Leadership Team, College Board and the College Community.
- Deputise for the Principal when required.
- Other duties as directed by the Principal

This role description forms the framework for professional review and development. The College reserves the right to modify this role description, from time to time, to meet the operational needs of the School.

4. Key Relationships

The following role report directly to the Deputy Principal (Teaching & Learning)

- Assistant Deputy Principal (Pedagogy & Practice)
- Heads of Learning
- Industry & Enterprise Coordinator
- The MyPath (Careers) Team – VET Coordinator and Careers Information Officer.

The Deputy Principal (Teaching & Learning) has the following key relationships:

- Provide leadership to the Assistant Deputy Principal (Pedagogy and Practice) to provide for the diverse needs of learners and to drive the improvement agenda for classroom practice
- Lead the Academic Leadership Team
- Lead the MyPath (Careers) Team
- Work with the Director of Information Technology to ensure that college digital technologies meet the learning needs of the College.
- Work with the timetable coordinator as part of the Timetable & Reporting Committee to develop and review the College timetable.
- Work as the SEQTA School Education Contact.

5. SELECTION CRITERIA

The Deputy Principal (Teaching & Learning) shall possess:

- A well-informed understanding of contemporary learning and teaching practices, research and pedagogy
- Evidence of leadership of educational innovation and development of curriculum and assessment
- A track record of success in building effective teams within and across departments/sections and functions of a school.
- Demonstrated critical analysis and problem-solving skills, experience and commitment to collaborative leadership within a team environment
- Demonstrated skills, experience and success in educational leadership, administration and organisation with the ability to manage time and competing priorities
- Experience in leading cultural change and community development within a school environment
- An appreciation of the dynamics associated with building and sustaining enrolments in a highly competitive educational environment
- Up to date knowledge of relevant compliance requirements and regulations and a full awareness of WHS and industrial relations issues, procedures and compliance
- Excellent communication skills (written and oral)
- Team leadership skills, including approachability; listening skills; conflict resolution; exercising sound judgement; and showing initiative
- Hold or be working towards Accreditation to Lead
- have a current Working with Children Check