

Deputy Principal

Role Description

TITLE	Deputy Principal
CLASSIFICATION	Deputy Principal - Category A - CEMEA 2022
TIME ALLOWANCE	The Deputy Principal is expected to carry a teaching load of usually two classes which will be determined in consultation with the Principal.
DIRECT REPORTS	<p>MRC Learning Team:</p> <ul style="list-style-type: none"> • Director of Learning & Teaching • Learning Leader - Senior Pathways • Learning Leader - Middle School • Learning Leader - O'Keeffe • Learning Leader/s - Learning Diversity <p>Other professional liaisons:</p> <p>Assistant Principals - Wellbeing and O'Keeffe Campus</p> <p>Library Resource Manager & Assistant</p> <p>Administrative Support – Senior Years Team</p> <p>VASS Administrator</p> <p>Learning Diversity and Inclusion Leader</p> <p>Learning Area Leaders</p> <p>Careers and Pathways Leader</p>
REPORTS TO	Principal
TEAM MEMBERSHIP	<p>The Deputy Principal is a senior leader within the College and as such is part of the Executive alongside the Principal and Business Manager (ELT). The Deputy Principal is also a member of the College Leadership Team (CLT).</p> <p>The Deputy Principal is a nominee of the Principal on the Consultative Committee.</p>

Position Summary

Mercy Regional College is a Catholic co-educational college that services the four parishes of Camperdown, Terang, Mortlake and Simpson/Timboon. The school has a population of approximately 375 students on two campuses with Year 7 & 8 students at the O'Keeffe Campus, Noorat (6 km north of Terang) and Year 9 – 12 students at the McAuley Campus, Camperdown.

The Deputy Principal is expected to be fully supportive of, and give exemplary witness to, the values and faith tradition of the College community. Mercy Regional College celebrates twin charisms strongly connected to its four founding parishes while recognising the rich heritage and contributions of the Sisters of Mercy in our development and that of our local Hampden Catholic Schools Network (HCSN) parish primary schools.

The Deputy Principal supports the Principal in the daily leadership and management of all aspects of College life. The Deputy Principal will have a strong focus on leading, developing and managing learning and teaching throughout the College.

The role is instrumental in the development of all student learning and works to inspire students and staff to continually enhance learning practices and learning outcomes. They will directly oversee and work collaboratively with the Mercy Regional College Learning Team to accomplish the vision and strategic school improvement direction of Mercy Regional College.

The Deputy Principal is a member of the College's Executive, College Leadership Team and leads the Learning and Teaching Team and as such assists and supports the Principal in all aspects of College leadership.

Special Requirements

Variable Duties/Hours:

The nature of the position is such that the Deputy Principal is required to be available when required outside "normal" College hours and to participate fully in the total life of the College. Attendance on site is required for a portion of all term breaks in collaboration with the Principal. There is no Time in Lieu (TIL) applicable to this position for work out of College hours (CEMEA2022).

The Deputy Principal has designated deputising authority for the Principal and is therefore required to attend and lead meetings, events and presentations whenever necessary, and to represent the Principal on occasions.

The Deputy Principal is required to display the highest level of ethical behaviour, particularly in maintaining the confidentiality of information and respect for all members of the school community.

Position Characteristics

SIGNIFICANT INTERNAL/EXTERNAL RELATIONSHIPS	Internal <ul style="list-style-type: none">• Principal• Business Manager• Assistant Principals – Wellbeing and O’Keeffe Campus• Learning Leaders (4)• Learning Area Leaders• Careers and Pathways Leader• Learning Diversity and Inclusion Leader• Library Resource Manager and Assistant External <ul style="list-style-type: none">• Diocese of Ballarat Catholic Education Limited• Catholic Education Ballarat• VCAA and VRAQ
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Key Responsibilities and Outcomes

All leadership positions at Mercy Regional College are based on the Christian exemplar of service, Jesus Christ. The Deputy Principal derives their authority from the Principal and is expected to articulate and model the core College values of Community, Inclusiveness, Respect and Excellence.

CATHOLIC IDENTITY

- Enhance the Catholic Identity of staff and students by providing and supporting spiritual and religious leadership for the school community.
- Encourage and support the growth of a school culture which reflects being a Catholic school in the Mercy tradition, including rituals, liturgy, prayer and practice.
- Foster intercultural knowledge, understanding and skills in students, staff and the wider

- community.
- Promote a child safe culture and environment in accordance with the requirements of the DOBCEL Child Safeguarding Standards and Ministerial Order 1359 and its associated Victorian Child Safe Standards.
- Support the Principal, Director of Catholic Identity and Culture and Mission Team and College Leadership Team to foster the development of Mercy Regional College as a Catholic school with the twin heritage of local parishes and the Sisters of Mercy.
- Lead, support and encourage times of reflection and prayer for staff, students and the broader school community.
- Be accredited to teach in a Catholic school and remain accredited to lead in a Catholic school.
- Attend as required student retreats and faith days.
- Support the development of the Enhancing Catholic School Identity project across the College community.
- Maintain and enhance connections with local community, parish and diocesan groups as part of the College Leadership team.

LEARNING AND INNOVATION

- Assume overall responsibility for the learning and teaching program and school improvement priorities at the College.
- Fulfil the role of a highly competent classroom practitioner committed to professional growth and improved holistic student learning outcomes.
- Develop a learning culture across the College that is engaging, meaningful, rigorous, inclusive and innovative and where each student and teacher is challenged to aspire to achieve personal excellence.
- Develop a student-centred learning environment including the development of contemporary learning spaces, high impact teaching strategies and virtual classrooms.
- Lead the design and development of a broader suite of assessment tools that recognise and define the broader meaning of success for students which add to and complement current measures of academic success.
- Develop a strategic approach to improvement in learning and teaching across the College.
- Oversee the design, development, implementation and evaluation of the College's learning and teaching program to ensure it is informed by current educational innovation and research, data and practice, and reflects the needs of individual students while holistically preparing them for contemporary society.
- Develop and implement data collection mechanisms and analysis in order to identify, measure and drive improvement and development.
- Lead development in all areas of the curriculum with particular emphasis on Literacy and Numeracy.
- Lead development of a shared community understanding of and the embedding of the competencies of collaboration, communication, critical thinking, creativity, citizenship and character into student learning programs.
- Lead development of inclusive learning practices and processes in collaboration with the Learning Diversity and Inclusion leader.
- Support an inclusive curriculum to establish strong links with the Student Wellbeing Team.
- Embed teaching, measurement and assessment of Victorian Curriculum Learning Capabilities and Cross Curriculum Priorities across the curriculum in Years 7 to 10.
- Develop, review and implement policies related to learning and teaching to ensure that the school complies with VRQA requirements for registration and VCAA and Victorian Curriculum requirements are understood and implemented across the College.
- Lead the Learning Team and Learning Area Leaders to affect curriculum change and development as well as enhancing the development of effective, engaging and challenging pedagogical practices.
- Oversee the implementation of NAPLAN, PISA, ACER and any other educational testing or learning data collection.
- Plan, lead and facilitate where appropriate the professional learning program and meeting/collaboration schedule for teachers and education support staff.

ADMINISTRATIVE LEADERSHIP & MANAGEMENT

- Represent the Principal and, in the Principal's absence, assume those responsibilities which belong to the Principal.
- Assist the Principal in the processes and procedures for the recruitment and selection of staff and provide induction and mentoring organisation for teaching staff new to the College.
- Together with the Principal and Business Manager, explore innovative recruitment of new teachers and support initiatives adopted by the College.
- Oversee the ongoing professional development of staff, both teaching and non-teaching.
- Together with the Principal and Timetable & SIMON Administrator, assume responsibility for all aspects of staff engagement and development including the processes for the annual allocation of teaching allotments.
- Provide structure and support for teaching staff in issues of wellbeing and performance management.
- With the Principal, oversee major school functions and processes including Subject and Pathways Information, Parent/Teacher/Student conferences and other school events, celebrations and ceremonies.
- Oversee the financial expenditure of the Learning and Teaching and other relevant budgets.
- In liaison with the College Organiser, oversee the day to day organisation and management of the College through the creation of an effective and efficient school calendar, scheduling of events and communication, with particular attention to the approval of excursions, camps, meetings, and other activities
- Ensure communication with staff, students and the broader community in an effective and timely manner regarding all aspects of school organisation.
- Liaise with the College Marketing, Communications and Community Engagement officer/s in developing all promotional material relating to learning, teaching and innovation and other relevant events and activities.
- Work collaboratively with Catholic Education Ballarat on programs and initiatives.
- Demonstrate a commitment to and awareness of matters relating to Occupational Health and Safety.
- With the Principal, ensure strict and timely adherence to all the DOBCEL Child Safeguarding Standards and the Victorian state legislative requirements and obligations regarding reportable conduct and mandatory reporting.

SCHOOL IMPROVEMENT LEADERSHIP

- Work as part of the Executive and College Leadership Teams to nourish the mission and vision of Mercy Regional College and provide strong leadership for the implementation and ongoing review of the School Improvement Plan and Annual Action Plans which drive the realisation of this mission.
- Embed high expectations, aspiration and the pursuit of excellence as pervasive aspects of school culture.
- Model the importance of high quality teaching in the classroom and in collegial partnerships and collaboration with peers across learning areas.
- Be committed to life-long learning through ongoing updating of educational and leadership knowledge and qualifications.
- Be accredited to teach in a Catholic school and remain accredited to lead in a Catholic school.
- Support the Principal and Leadership Team in nurturing, supporting and challenging for improvement when required, the students and staff across the College as necessary.

COMMUNITY LEADERSHIP

- Exercise a high level of visibility as a leader of the College community across the region.
- Be a visible and engaged presence at College events and promotional activities.
- Promote and enhance strategies that connect families with learning and with the College.

- Contribute to the enrolment processes for registration of new students to the College in support of the College Registrar and Assistant Principals.
- Attend community events and activities in collaboration with the Principal and in support of the College and wider community.
- Contribute to the College Newsletter and other publications.
- Maintain active support for and participation in the local parish/s.
- Safeguarding exemplary child safe standards and practices in accordance with the DOBCEL Child Safeguarding Standards and the Victorian state legislation.

Other duties as assigned by the Principal.

As Mercy Regional College is a two-campus school, the Deputy Principal would be expected to demonstrate leadership across both campuses, ideally with at least one day per week spent at the O’Keeffe campus.

Key Selection Criteria

- Demonstrated capacity to lead and give witness to the development of Catholic Identity and faith life at Mercy Regional College as a parish school in the Mercy tradition.
- Demonstrated capacity to lead the ongoing improvement of Mercy Regional College in its mission to provide holistic education and growth for all students.
- Demonstrated understanding of and capacity to lead ongoing improvement in learning and teaching outcomes.
- Demonstrated knowledge and understanding of current curriculum developments and innovative pedagogical practices.
- Demonstrated knowledge and understanding of the Victorian Curriculum, VCE, VCE VET, VCE VM and SBATs.
- Demonstrated outstanding of contemporary teaching practices and an ability to enhance teaching and learning experiences.
- Demonstrated experience in effective organisational change.
- Demonstrated capacity to develop self and others.
- Significant experience in creating and leading effective teams.
- Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of people and competing tasks.
- Demonstrated ability in understanding the needs and wellbeing of young people and staff.
- Demonstrated capacity to work within and engage our local communities.

Key Performance Indicators

- Evidence of professional learning communities being established within all learning areas.
- A documented and coordinated whole school professional learning program which is aligned to the School Improvement Plan and Annual Action Plan.
- A process for feedback to staff and the development of a professional learning community where good practices are shared.
- Feedback from surveys and forums showing improvement in student engagement and aspiration in their learning.
- Improved student learning outcomes: incremental improvement in results across all areas of the curriculum inclusive of literacy and numeracy.
- Evidence of purposeful teaching and stimulating, contemporary pedagogical practices which reflect personalised learning.

Terms and Conditions of Appointment

Whilst the primary responsibilities of the position are articulated, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, playing an ambassadorial role as a senior representative of Mercy Regional College community.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the College.

The Deputy Principal will be appointed for an initial contract period of 5 years with a formative review conducted in the third year and summative review in the fifth year. Subject to a satisfactory performance review in year five, a further contract of up to five years will be offered.