

Role Description

Updated July 2024

DEPUTY PRINCIPAL - LEARNING & TEACHING

Reports to	Main working relationships with	Duration of Role	Recognition
Principal	Principal, Deputy Principal Wellbeing, Leadership Team, Teachers, LSO's and Administration	2025-2027 School Years	Full Time Deputy Principal

DEPUTY PRINCIPAL

Overall Role	Key Areas of Responsibility	Specific Tasks
<p>Principal and Deputy Principal work as a team where each complements each other as they strive to lead and empower the Staff.</p> <p>The Deputy Principal is a member of the Leadership Team and is a person who assists the Principal in leadership of faith, education, human relations and administration.</p>	<p>Primary Objectives</p>	<ul style="list-style-type: none"> ● Promote School goals and policies in line with Annual Action Plan ● Provide leadership and professional support for the staff through the general coordination of curriculum and other educational services. (Some areas will have staff with specific responsibilities). ● Provide professional and pastoral support to all members of staff. ● Promote Teaching and Learning skills to all members of staff. ● Use opportunities to be involved in possible planning/projects/activities that may be valuable for the good of all the St Paul's Community.
	<p>Spiritual Leader</p>	<ul style="list-style-type: none"> ● Be a person of faith and witness ● Be always conscious of the centrality of Christ within the school ● Create, maintain and extend a welcoming & supportive atmosphere ● Principal support person ● Accountable to the Principal and DOBCEL ● Assume the role in the Principal's absence as required ● Member of the school Leadership Team. ● Member of the School Advisory Council ● Conducts staff meetings in the absence of the Principal

DEPUTY PRINCIPAL - LEARNING & TEACHING (Continued)

Overall Role	Key Areas of Responsibility	Specific Tasks
<p>Principal and Deputy Principal work as a team where each complements each other as they strive to lead and empower the Staff.</p> <p>The Deputy Principal is a member of the Leadership Team and is a person who assists the Principal in leadership of faith, education, human relations and administration.</p>	Staff	<ul style="list-style-type: none"> ● Work with the Principal, Leadership Team and School Advisory Council in the selection and employment of staff ● Maintain a close working relationship with the Principal ● Support all staff in their roles as teachers and support staff ● Encourage, advise and support staff with regard to appropriate professional development ● Maintain clear, effective and acceptable communication and organisational strategies (meetings, rosters, etc...) ● School Leadership team member ● Organise and promote in-services in consultation with the leadership team ● Oversee VIT registration for Graduate teachers
	Learning & Teaching	<ul style="list-style-type: none"> ● Ensure the development, maintenance and delivery of an appropriate school curriculum, in keeping with the school's Mission and Vision statements and in accordance with the School's Improvement Plan ● Lead the ongoing implementation of Professional Learning Communities (PLC), Response to Intervention (RtI) frameworks within the school ● Attend and support weekly PLT meetings from Foundation to Year 6. ● Promote and share the professional learning of all staff members ● Ensure appropriate assessment and reporting arrangements ● Work with teachers in the area of program documentation and record keeping, including work programs and student folders ● Promote and support the partnerships of family and school, parent and teacher ● Support Diocesan and Regional initiatives ● Manage, input and monitor data through such platforms as: Clear Track and SIMON ● Support Leaders (RE, English, Learning & Teaching). ● Oversee all aspects of school curriculum development in line with national and state curriculum requirements. ● Teach where allocated
	Administration	<ul style="list-style-type: none"> ● Manage Casual Relief Teachers ● Assist the Principal to maintain VQRA documents and all school policies. ● Assist the Principal with compliance documentation including Annual Report and Self-Reflection Reports.

	<ul style="list-style-type: none"> ● Maintain and publish timelines for assessment and reporting in collaboration with Admin Team
<p>Pastoral Care and Child Safety</p>	<ul style="list-style-type: none"> ● 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 ● Proactively monitor and support student wellbeing ● Exercise pastoral care in a manner which reflects school values ● Implement strategies which promote a healthy and positive learning environment ● Attend year level meetings as scheduled ● Attend school liturgical celebrations, as required ● Attend school organised activities relevant to year level, as required ● Undertake and participate in annual Child Safety training including Mandatory Reporting, DDA and DSE Modules.