

# Role Description

Updated July 2024

## DEPUTY PRINCIPAL - WELLBEING / LEARNING DIVERSITY

Reports to	Main working relationships with	Duration of Role	Recognition
Principal	Principal, Deputy Principal – Learning & Teaching, L & T Leaders, 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><b>Primary Objectives</b></p>	<ul style="list-style-type: none"> <li>● Promote <b>School goals and policies.</b></li> <li>● Provide <b>leadership and professional support for the staff</b> through the general coordination of curriculum and other <b>educational services.</b> (Some areas will have staff with specific responsibilities).</li> <li>● Provide <b>professional and pastoral support</b> to all members of <b>staff.</b></li> <li>● <b>Promote Teaching and Learning skills</b> to all members of staff.</li> <li>● Use opportunities to be involved in possible planning/projects/activities that may be valuable for the good of all the St Paul's Community.</li> </ul>
	<p><b>Spiritual Leader</b></p>	<ul style="list-style-type: none"> <li>● Be a person of faith and witness</li> <li>● Be always conscious of the centrality of Christ within the school</li> <li>● Create, maintain and extend a welcoming &amp; supportive atmosphere</li> <li>● Principal support person</li> <li>● Accountable to the Principal and DOBCEL</li> <li>● Assume the role in the Principal's absence as required</li> <li>● Member of the school Leadership Team.</li> <li>● Conducts staff meetings in the absence of the Principal</li> </ul>

## DEPUTY PRINCIPAL - WELLBEING / LEARNING DIVERSITY (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>	<p><b>Staff</b></p>	<ul style="list-style-type: none"> <li>● Work with the Principal, Leadership Team and School Advisory Council in the selection and employment of staff</li> <li>● Maintain a close working relationship with the Principal</li> <li>● Support all staff in their roles as teachers and support staff</li> <li>● Encourage, advise and support staff with regard to appropriate professional development</li> <li>● Maintain clear, effective and acceptable communication and organisational strategies (meetings, rosters, etc)</li> <li>● School Leadership team member</li> <li>● Organise and promote in-services in consultation with the leadership team</li> </ul>
	<p><b>Learning &amp; Teaching</b></p>	<ul style="list-style-type: none"> <li>● 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</li> <li>● Promote and share the professional learning of all staff members</li> <li>● Ensure appropriate assessment and reporting arrangements</li> <li>● Work with teachers in the area of program documentation and record keeping, including work programs and student folders</li> <li>● Promote and support the partnerships of family and school, parent and teacher</li> <li>● Support Diocesan and Regional initiatives</li> <li>● Classroom Support as required.</li> </ul>
	<p><b>Pastoral Care and Child Safety</b></p>	<ul style="list-style-type: none"> <li>● Provide students with a child-safe environment</li> <li>● 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</li> <li>● Proactively monitor and support student wellbeing</li> <li>● Exercise pastoral care in a manner which reflects school values</li> <li>● Implement strategies which promote a healthy and positive learning environment</li> <li>● Attend year level meetings as scheduled</li> <li>● Attend school liturgical celebrations, as required</li> <li>● Attend school organised activities relevant to year level, as required</li> <li>● Undertake and participate in annual Child Safety training including Mandatory Reporting, DDA and DSE Modules.</li> </ul>

## DEPUTY PRINCIPAL - WELLBEING / LEARNING DIVERSITY (Continued)

Overall Role	Key Areas of Responsibility	Specific Tasks
<p><b>Wellbeing</b> Enhance and maintain the wellbeing of St Paul's School community</p>	<p><b>Students</b></p>	<ul style="list-style-type: none"> <li>● Oversee the implementation of wellbeing related programs to meet expressed needs. (W)</li> <li>● Lead restorative conversations with students where necessary.(W)</li> <li>● Administer or arrange for assessment/screening of student referrals. (LD)</li> <li>● Screen children who have been referred using the CELF 4 and K BIT screening tools and use this data to ascertain further investigation and referral. (LD)</li> <li>● Write NCCD submissions for new students. (LD)</li> <li>● Coordinate transitions for additional needs students. (LD)</li> <li>● Teach where allocated</li> </ul>
<p><b>Learning Diversity</b> To support students and their parents for whom special consideration is needed</p>	<p><b>Parents</b></p>	<ul style="list-style-type: none"> <li>● Conduct and facilitate Student Support Group meetings for all students with additional needs (LD)</li> <li>● Conduct and facilitate Student Welfare Support Meetings as necessary.(W)</li> <li>● Inform parents of referral and of the results of the screening. (LD)</li> </ul>
	<p><b>Teachers</b></p>	<ul style="list-style-type: none"> <li>● Support staff to write &amp; implement individual Learning Plans (Behaviour).(W)</li> <li>● Provide information, guidance and support to teachers in respect to Wellbeing.(W)</li> <li>● Support staff in Student Support Group meetings for Behaviour management.(W)</li> <li>● Coordinate in-school workshops and Professional learning opportunities for Wellbeing.(W)(LD)</li> <li>● Co-ordinate/Chair Program Support Group (PSG) Meetings between all stakeholders.(LD)</li> <li>● Inform regarding assessment/referral results and follow up action. (LD)</li> <li>● Support teachers in the writing and implementation of Individual Learning Plans (ILP). (LD)</li> <li>● Coordinate and oversee NCCD submissions. (LD)</li> <li>● Provide information, guidance and support to teachers with regard to students with additional needs. (LD)</li> <li>● Coordinate Learning Support Officers and Family Support Officer (LD) (W)</li> </ul>

## WELLBEING / SPECIAL NEEDS LEADER (continued)

Overall Role	Key Areas of Responsibility	Specific Tasks
<p><b>Wellbeing</b> Enhance and maintain the wellbeing of St Paul's School community</p>	<p><b>Administration</b></p>	<ul style="list-style-type: none"> <li>● Attend Networking Days and Professional Learning as appropriate.(W)(LD)</li> <li>● Maintain records, including interactions, follow ups, referrals etc., as appropriate.(W)</li> <li>● Maintain a database of all students who have accessed Wellbeing/Learning Diversity Needs support.(W)(LD)</li> <li>● Oversee the Wellbeing/Learning Support Budget.(W)(LD)</li> <li>● Audit &amp; maintain Wellbeing resources in consultation with Librarian as appropriate.(W)</li> <li>● Co-ordinate and liaise with Learning Support Officers, and meet with them regularly.(LD)</li> <li>● Provide information, guidance and support to enable best practice. (LD)</li> <li>● Set timetables for LSO/Intervention (LD)</li> <li>● Coordinate in-school workshops and Professional learning opportunities. (W)(LD)</li> <li>● Liaise with Family Support Officer. (W)(LD)</li> </ul>
<p><b>Special Needs</b> To support students and their parents for whom special consideration is needed</p>	<p><b>CEB</b></p>	<ul style="list-style-type: none"> <li>● Liaise with DOBCEL Student Services Staff, regarding appointments, assessments and further action.(W)(LD)</li> <li>● Liaise with other professional staff (i.e. Family School Support, psychologist, speech pathologist, occupational therapist, NDIS) regarding action and implementation of appropriate Programs.(W)(LD)</li> <li>● Compile referral forms in collaboration with class teacher, parent and other relevant staff. Forward completed forms to DOBCEL.(LD)</li> </ul>
	<p><b>External Agencies</b></p>	<ul style="list-style-type: none"> <li>● Liaise with community agencies and their services i.e. Sunraysia Community Health, SMECC, Child First, Click on wellbeing etc.(W)(LD)</li> <li>● Write referrals to outside support agencies (W)</li> </ul>