



ROLE DESCRIPTION: DEPUTY PRINCIPAL

Introduction

The position of Deputy Principal at St Brigid's College requires a dynamic and innovative educator to positively impact the lives of students, families and staff, and support the delivery of strategic goals across the school. The school is a Catholic, co-education College in regional Victoria and fosters improved learning outcomes for more than 200 students.

Located in the City of Horsham, St Brigid's College is a systemic school under the governance of Diocese of Ballarat Catholic Education Limited (DOBCCEL). It is strongly connected to the Parish of St Paul VI and recognises the rich heritage and contributions of the Sisters of St Brigid in the school's development and that of our local parish primary school.

The Role

The Deputy Principal is fully supportive of, and gives exemplary witness to, the values and faith tradition of the College community. The role is appointed by the Principal and:

- is directly responsible to the Principal for managing student programs and leading staff development;
- assists the Principal in the leadership and supervision of all aspects of the College, including school operations, and educational and administrative programs;
- works collaboratively with all other positions of leadership;
- as a member of the leadership team, contributes to the development of the strategic direction of the College.

The Deputy Principal is required to:

- commit to the College Mission and Vision Statement;
- support all staff, including members of the Leadership Team, and the broad College community;
- work with a common purpose and with regard for all staff's personal and professional well-being;
- demonstrate and model professional and ethical behaviour at all times both within the College and the community;
- demonstrate a commitment to Catholic education and to the safety and wellbeing of children;
- hold and maintain registration with the VIT.

Experience in the Faith Formation of a Catholic school, or in promoting spiritual development, is desirable, however, not essential.

Key Responsibilities

The Deputy Principal deputises for the Principal when appropriate. In the absence of the Principal from the College, all responsibilities of leadership required of the Principal will pass to the Deputy Principal. 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. The key responsibilities of the role include:

1. Leadership in School Culture:

- assist the Principal to provide leadership in promoting the mission of the school and the Brigidine ethos;
- as part of the College Leadership Team, develop a clear vision for the future of the College and provide strong leadership in implementing this vision through the strategic plan;
- embed high expectations and the pursuit of excellence as pervasive aspects of the school culture;
- share with the Principal in being a presence in the school and wider community;
- model one's own commitment to spiritual life, self-care and professional improvement, expressed through engagement in formation opportunities, professional learning and leadership development;
- support individuals to deal constructively with change and monitor and evaluate the effectiveness of change;
- promote the College's Trademark – 'We are a team that acts with Strength and Gentleness';
- develop authentic relationships with staff, promoting collegiality and open dialogue;
- share with other members of the College Leadership Team, duties related to overall management of the College.

2. Strategic Leadership:

- assist the Principal in the development and implementation of the College's strategic plan;
- support the implementation of school improvement processes, and assist the Principal in ensuring compliance with annual government and DOBCEL reporting requirements;
- assist the Principal in College organisation, preparation and coordination, as required.

3. Educational Leadership:

- in conjunction with the Student Wellbeing Coordinator, provide broad leadership in the coordination, development and implementation of College policies in relation to the management and wellbeing of students in the context of the strategic plan and mission;
- provide leadership in the development of a school-based curriculum which promotes the holistic development of young people;
- demonstrate an understanding of contemporary educational research and its application within a school setting;
- facilitate the provision of community building and leadership development opportunities for students and staff;

- implement effective practices and procedures to ensure appropriate and diverse opportunities for effective learning.

4. Child Safety:

- provide leadership in child safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate DOBCEL policies that are consistent with Ministerial Order 1359 and the Victorian Child Safe Standards;
- ensure compliance with the DOBCEL Child Safeguarding requirements and all relevant state legislation;
- assist with the development of policies that enhance student wellbeing and recognise the connectedness of wellbeing to positive outcomes in student learning;
- ensure that the voice of young people informs the daily actions of the school.

5. Administration Leadership:

- ensure currency of administrative information to staff via the Staff Knowledge Bank on SIMON;
- oversee the review, design and implementation, including procurement, of school uniform for students, and work with the Parent Reference Group and College Leadership Team to update the uniform policy;
- manage staff teaching loads with the Principal, Learning and Teaching Team and Timetabling Coordinator;
- assist the Principal in the recruitment, induction and appraisal/annual review process for all staff;
- act as Secretary for the College Leadership Team;
- facilitate planning and operation of major events, such as assemblies;
- maintain the Staff Handbook and other similar documentation;
- assist with student interviews and enrolments;
- organise the College meeting schedule;
- coordinate the production of the Calendar;
- facilitate the student-teacher program.

Other Information:

The Deputy Principal will undertake all other duties as designated by the Principal and understands that additional hours will be required from time to time to fully participate in the life of the College.

Reports to:	Principal
Tenure:	5 years (2024-2028) or an earlier commencement by negotiation
Teaching Load:	Maximum teaching load of 0.3 FTE
Appraisals:	Annual review as a minimum

The successful applicant will demonstrate where they have lived the agreed 'Behaviours' as constructed by the St Brigid's staff through the Leading Teams program. The College's Trademark is 'We are a **TEAM** that acts with Strength and Gentleness'.

The 'Behaviours' are:

- We embrace genuine conversations **transparently**, respectfully and honestly.
- We fully **engage** in college life – we are present; we demonstrate passion and enthusiasm; we actively contribute.
- We are **accountable** – we support and challenge each other; we use language of inquiry.
- We are **motivated** to improve – we take initiative; we take responsibility.

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