



Position Description

Deputy Principal – Catholic Identity and Mission

Purpose of position	The Deputy Principal – Catholic Identity and Mission is a member of the College Leadership Team and supports the Principal with realising the College’s Catholic ethos, Mission, values and strategic intent. They are entrusted with the responsibility to lead the animation of the College’s Catholic identity and mission.
Staff Team	College Leadership Team
Reporting to	Principal
Location	Marymede Catholic College and ELC: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
Classification	Deputy Principal, Category B, Level 7
Salary and benefits	<ul style="list-style-type: none"> • Salary as per Victorian Catholic Education Multi Enterprise Agreement 2018 • Significant opportunities for professional learning
Commencement date	January 2023
Employment conditions	<ul style="list-style-type: none"> • Full-time • Contract tenure of 4 years for the position of Deputy Principal, with the possibility of appointment to a second term following a positive performance review • Ongoing appointment to the College as a teacher <p>The successful applicant will:</p> <ul style="list-style-type: none"> • be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018 • be required to be registered as a teacher with the Victorian Institute of Teaching <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>

Qualifications and experience

An appropriate qualification in education is required.

Accreditation to Teach Religious Education is required.

A postgraduate qualification in theology or religious education and/or educational leadership is highly desirable.

Demonstrated successful experience in educational leadership in Catholic identity and mission or religious education is highly desirable.

A current Victorian driver's licence and access to a vehicle.

Marymede Catholic College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.

Key duties and responsibilities

- Actively support the Catholic identity and mission of the College
- Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching
- Energetically contribute to the realisation of the strategic intent of the College
- Foster a culture of collaboration and curiosity
- Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory
- Be a contributing member of the College Leadership Team and College Policy, Risk and Resources Team
- Lead the College Catholic Identity and Mission Strategy Team
- Lead the Catholic Identity and Mission Implementation Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the animation of the College's Catholic identity and mission regularly reviewing progress using data informed methods
- Lead the development of the College's Marian charism in connection with foundational statements of intent for the College
- Lead the design of the professional learning and faith formation program for staff in relation to Catholic identity and mission
- Support staff with gaining Accreditation to Teach in a Catholic School, and Accreditation to Teach Religious Education
- Assist staff with leading prayer
- Lead the development and implementation of the religious education curriculum including course planning and documentation, pedagogical practice and assessment and reporting
- Lead the planning and implementation of liturgies, sacramental programs and retreats with the

support of the Catholic Identity Implementation Team

- Lead the development and implementation of the College's strategy relating to:
 - social justice
 - care for the environment and sustainable living
 - identity and growth
 - our relationship with Aboriginal and Torres Strait Islander people and culture
- Support parents with matters relating to the Catholic identity and mission of the College
- Foster positive relationships with the Parishes of St Francis of Assisi and Christ the Light and the broader church community
- Contribute to the recruitment process for positions of leadership and teaching positions relating to Catholic identity and mission
- Oversee policies and procedures related to Catholic identity and mission
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy
- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets and contributing to the development of the College calendar
- Other duties as outlined by the Principal consistent with the skills and experience required for this position

Key selection criteria

- Possess the skills, experience and qualifications to perform the duties and responsibilities of the position
- Proven experience in leading teams, building capacity in others, and working as part of team
- Ability to strategically lead the animation of Catholic identity and mission across the College
- Ability to lead the development and implementation of the religious education learning program
- Ability to lead staff professional learning and formation
- Ability to prepare and lead liturgy
- Ability to prepare and lead retreats
- Ability to prepare and lead sacramental programs
- Excellent interpersonal, communication and negotiation skills
- Ability to handle sensitive and confidential information appropriately
- Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition
- Ability to contribute to the broad strategic intent of the College
- Ability to set and monitor high standards
- Ability to use digital technology effectively
- Commitment to supporting the Catholic identity and mission of the College
- Commitment to and understanding of child protection and child safety issues in schools
- Commitment to safe work practices
- Commitment to professional learning and development
- Commitment to the implementation of College policies and procedures

Child Safety Requirements

Marymede Catholic College is committed to developing a culture to maintain the safety of each student in our care. At Marymede Catholic College we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance, and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at Marymede Catholic College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.

**Position description
updated:**

July 2022