



Position Description

Deputy Principal – Head of Secondary Campus, Doreen

Purpose of position	The Deputy Principal – Head of Campus 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 day-to-day operation of the Campus
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.

A postgraduate qualification in educational leadership or another area of education is highly desirable.

Demonstrated successful experience in educational leadership is highly desirable.

Accreditation to Teach Religious Education is 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, College Catholic Identity and Mission Strategy Team, College Educational Practice Strategy Team and College Student Wellbeing Strategy Team
- Lead the Campus Leadership Team
- Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment
- Ambitiously lead the realisation of the College's strategic intent through leading the day-to-day operations of the Campus regularly reviewing progress using data informed methods
- Support the implementation of policies and practices at the Campus
- Ensure the smooth running of Campus operations through leadership of daily organisation, and applications for excursions, incursions, guest speakers and professional learning and addressing elements of staff leave applications
- Support the animation of the College's Catholic identity and mission most broadly across the Campus
- Support the implementation of an ambitious, purposeful, highly differentiated and evidence informed learning program through effective educational practice
- Support the monitoring of student progress and pathways across the Campus
- Lead the coordination of student transition
- Support the coordination of the extra-curricular program across the Campus

- Support the Student Enrolment Coordinator and Principal with enrolment applications and exits
- Support the implementation of the College's Student Wellbeing Strategy including matters relating to student affirmation, student behaviour and pastoral care
- Support the implementation of the Professional Standards Strategy including matters relating to student attendance monitoring, student supervision and Child Safety
- Lead the planning and implementation of Campus Assemblies
- Lead the planning and implementation of the Year 12 Graduation
- Support the implementation of a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions
- Support the professional learning and development of staff at the campus through leading the implementation of individual and group professional learning programs, annual review practices, sharing of practice, and coordinating the mentoring of staff
- Monitoring and supporting staff wellbeing
- Contribute to the recruitment process for positions of leadership, teaching positions and other staff positions for the Campus
- Assigning staff mentors and workstations
- Lead in a consultative manner and be a Principal's Nominee on the Consultative Committee
- Lead the campus staff briefing and ensure the campus staff meeting and professional learning programs are effective
- Lead the implementation of Emergency Management at the Campus including taking on the responsibility of Chief Warden
- Liaise with Facilities Team to address proactive ideas and responsive requirements relating to OHS and facilities matters
- Foster the culture of Child Safety at the College
- Support the College Community Engagement Strategy including facilitating campus tours for prospective parents
- 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
- As the Doreen Campus will open for Year 7 in 2024, the Deputy Principal – Head of Secondary Campus, Doreen will in 2023 support the Principal with the following:
 - VRQA registration of the new campus
 - recruitment of staff
 - community engagement including with the Year 7 2024 students and their families
 - matters relating to facility development
 - planning for resourcing the new campus
 - other transitional matters

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 support the animation of Catholic identity and mission
- Ability to support student learning and growth through the implementation of the College's Educational Practice Strategy
- Ability to support the implementation of the College's Student Wellbeing Strategy
- Ability to support the implementation of the College's Professional Standard's Strategy
- Ability to effectively coordinate and lead events
- Ability to manage time and competing priorities
- 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