



## Position Description

# Deputy Principal – Student Wellbeing

<b>Purpose of position</b>	The Deputy Principal – Student Wellbeing 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 student wellbeing strategy of the College.
<b>Staff Team</b>	College Leadership Team
<b>Reporting to</b>	Principal
<b>Location</b>	Marymede Catholic College and ELC: - 60 Williamsons Road, South Morang - Cookes Road, Doreen (as of 2023)
<b>Classification</b>	Deputy Principal, Category B, Level 7
<b>Salary and benefits</b>	<ul style="list-style-type: none"> <li>Salary as per Victorian Catholic Education Multi Enterprise Agreement 2018</li> <li>Significant opportunities for professional learning</li> </ul>
<b>Commencement date</b>	January 2023
<b>Employment conditions</b>	<ul style="list-style-type: none"> <li>Full-time</li> <li>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</li> <li>Ongoing appointment to the College as a teacher</li> </ul> <p>The successful applicant will:</p> <ul style="list-style-type: none"> <li>be employed under the Victorian Catholic Education Multi Enterprise Agreement 2018</li> <li>be required to be registered as a teacher with the Victorian Institute of Teaching</li> </ul> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>

<b>Qualifications and experience</b>	<p>An appropriate qualification in education is required.</p> <p>A postgraduate qualification in student wellbeing and/or educational leadership is highly desirable.</p> <p>Demonstrated successful experience in educational leadership in student wellbeing is highly desirable.</p> <p>Accreditation to Teach Religious Education is desirable.</p> <p>A current Victorian driver's licence and access to a vehicle.</p> <p>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.</p>
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<b>Key duties and responsibilities</b>
<ul style="list-style-type: none"> <li>• Actively support the Catholic identity and mission of the College</li> <li>• Lead in a manner consistent with the College's Catholic identity; humbly, kindly, ethically, inclusively and inspired by Christ's teaching</li> <li>• Energetically contribute to the realisation of the strategic intent of the College</li> <li>• Foster a culture of collaboration and curiosity</li> <li>• Set and monitor high standards for and of students, staff and all community members and challenge conduct which is unsatisfactory</li> <li>• Be a contributing member of the College Leadership Team and College Policy, Risk and Resources Team</li> <li>• Lead the College Student Wellbeing Strategy Team</li> <li>• Lead the Student Wellbeing Implementation Team</li> <li>• Foster the learning and growth of the whole person through the provision of a hope-filled student-centred learning environment</li> <li>• Ambitiously lead the development and implementation of the College's student wellbeing strategy including realising a student culture which fosters: <ul style="list-style-type: none"> <li>○ positive emotions</li> <li>○ positive relationships and a sense of connection and belonging</li> <li>○ self-awareness, purpose and direction</li> <li>○ acknowledgement of accomplishments</li> <li>○ the promotion of physical health</li> </ul> </li> <li>• Regularly review the College's student wellbeing strategy using data informed methods</li> <li>• Promote the principles of Positive Psychology</li> <li>• Lead the design of the professional learning program for staff in relation to student wellbeing</li> <li>• Lead the development and implementation of the social and emotional learning program including assessment and reporting</li> <li>• Lead the College's implementation of Positive Behaviour for Learning</li> </ul>

- Foster a culture of positive relationships where students are taught the skills of wellbeing through a wide range of differentiated evidence-based interventions
- Lead the fostering of student voice and agency including student leadership
- Provide direct support for the Director of Counselling
- Manage complex cases of student wellbeing
- Lead the development and realisation of the College Affirmation Policy and Program
- Lead the planning and implementation of whole College assemblies
- Lead the planning and implementation of Marymede Catholic College Day
- Oversee the purposeful realisation of House functionality within the College
- Contribute to the recruitment process for positions of leadership relating to student wellbeing
- Oversee policies and procedures related to student wellbeing including Pastoral Care Policy, Student Behaviour Policy, Out of Home Care practices and documenting relevant student information
- 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 functions of student wellbeing across the College
- 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