



MacKillop College

W e r r i b e e

Deputy Principal

Position Description

The Deputy Principals:

- Catholic Identity
- Student Wellbeing
- Learning and Teaching
- Learning and Innovation

assist the Principal in exercising leadership, management and responsibility for the College.

They will possess postgraduate qualifications in:

- Education
- Wellbeing
- Religious Education / Theology
- Learning and Teaching
- Administration / Leadership

and have significant experience and proven knowledge of educational issues and development. The Deputy Principals will be outstanding educators with a demonstrated ability in leadership roles in Catholic education, excellent communication and organisational skills and an ability to lead and work collaboratively. These leaders support and develop a school climate that reflects both the Catholic ethos and the charism of Saint Mary of the Cross MacKillop.

In this capacity, the responsibilities of the Deputy Principals are to:

- Promote and foster the implementation of the College Vision and Mission Statements and the Educational Goals through development of policies, structures and programs which create a climate in the school permeated by the Spirit of the Gospel and the Josephite tradition
- Develop, implement and maintain appropriate channels of communication between staff, parents/guardians, students and the local community
- Lead the College in establishing effective organisational processes and procedures which are consistent with established policies
- Work collaboratively with the Principal and Leadership Team to develop strategies that guide us in the direction of our Educational Goals
- Support the Principal in providing a leadership model which embodies critical reflection, commitment to continual personal and professional development, and life-long learning
- Exhibit comprehensive knowledge and understanding of current educational practices; local, national and international educational trends; issues, policies and directions
- Deputise for the Principal as required
- Provide feedback to the Principal on the achievement of the School Improvement Framework
- Provide an exemplary standard of pastoral care to staff, students and parents
- Oversee staff meetings and the setting of agenda
- Liaise with specified external authorities (eg CEO, VCAA, VRQA) as appropriate
- Assist the Principal in ensuring that the College is appropriately staffed. This includes recruitment, induction, annual review meetings and professional development
- Provide advice to the Principal on administrative, staff and student issues
- Plan and provide safe, contemporary and effective learning environments, where students are engaged in their learning
- Oversee the College environment ensuring cleanliness of the property

- Oversee major publications and promotional material within the College
- Ensure compliance with regulatory and statutory requirements
- Attend College functions and meetings as required
- Oversee the preparation and organisation of College functions
- Be supportive of the co-curricular programs of the College
- Assist the Principal in student enrolments and interviews
- Maintain loyalty to the Principal and Leadership Team
- Undertake other duties as required by the Principal

Deputy Principal – Student Wellbeing

The Deputy Principal – Student Wellbeing will:

- Oversee the development of a whole school approach to student wellbeing and discipline which supports all students
- Lead the development, implementation, monitoring and review of research and evidence based wellbeing policies and practices that reflect Catholic teaching and respond to the diverse and evolving needs of young people
- Explicitly articulate the theological underpinnings of the College’s approach to wellbeing
- Work with staff, students and parents to embed a safe, inclusive, respectful and enabling environment through a whole school approach to student wellbeing and restorative practices
- Initiate and facilitate programs and projects that mobilise teachers, students and parents to build nurturing, collaborative and authentic relationships
- Cultivate safe physical, social, emotional and online environments that are positive, predictable, structured and familiar, through College policies, practices, pedagogy and curriculum
- Be familiar and comply with the MacKillop’s Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety
- Ensure all staff are familiar with appropriate wellbeing policy documents and their implementation
- In conjunction with the Directors of Student Wellbeing, ensure the Mandatory Reporting Register is up-to-date in line with actions as outlined in Ministerial Order 870 so as to ensure the college meets its duty of care in relation to the Child Safe Standards
- Coordinate the development, implementation and evaluation of the Child Safe Standards and Wellbeing Programs initiated by the College
- Ensure clear classroom structures with consistent expectations for teachers and students regarding participation, behaviour, performance and feedback are maintained. These are based on agreed policies, structures, a common language and that are known and understood by all members of the college community
- Work collaboratively with the Principal and Leadership Team to ensure that appropriate standards of behaviour, in accordance with the General Expectations of the College are maintained and promoted
- Develop and communicate information to staff and parents on matters such as child safe practices, transition program, procedures for behavioural management, restorative practices and uniform expectations
- Oversee and monitor procedures related to student management and pastoral care
- Collaborate with the Year Level Leaders and Directors of Student Wellbeing in the overview of pastoral care
- Develop and oversee the transition program for incoming Year 7 students, exiting Year 12 students and transition of students at all other year levels
- Facilitate the student networks which incorporates Wellbeing, Counsellors and Family Support
- Oversee the provision of school-based and external student support services to meet the particular spiritual, education, emotional, social and physical needs of students
- Initiate and organise parenting programs that foster relationships and help parents to support their sons/daughters
- Work collaboratively with Principal and Leadership Team to ensure that all student wellbeing issues are managed in accordance with all published College policies and procedures

- Supervise the keeping of attendance registers as required by the responsible authority and as directed by the Principal
- Interview perspective families and students seeking a place at the College as directed by the Principal
- Take responsibility for the implementation of the Emergency Management Plan and evacuations

This role description will be developed further to utilise the individual strengths and initiatives of the person appointed to the position in negotiation with the Principal.