

Executive Deputy Principal (Learning and Operations)



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| Classification: | Deputy Principal Category A Level 5 |
| Salary: | As per VCEMA 2018 |
| Time Allowance: | 28.5 x 64 periods per cycle |
| Teaching Position | Ongoing |
| Leadership Position Tenure: | 5 years |
| Appraisal | A performance appraisal to be conducted in years 3 and 5 of appointment. Upon successful completion of the summative appraisal, the Executive Deputy Principal will be provided with an option of an additional second contract of up to 5 years. |

Primary Purpose of the Position

The role of Executive Deputy Principal is to oversee learning and the day-to-day operations of the College, leading the improvement agenda for learning and supporting the principal in the overall leadership and management of the College. Together they ensure the vision for the strategic direction of the College is implemented. The Executive Deputy Principal deputises for the Principal in their absence.

The Executive Deputy Principal will also be responsible for overseeing the effective organisation and planning of college life with respect to events, staff teaching loads and operations.

The Executive Deputy Principal works collaboratively with the Assistant Principal (Community and Growth) and the Assistant Principal (Students and Engagement) to ensure learning success for every student; that is driven through leadership excellence, effective teacher practice, staff collaboration and the provision of high-quality programs that are evidence based. The incumbent will ensure that the educational aims of the College through the area they oversee are achieved and are inclusive of our Catholic Tradition, Franciscan heritage and charism.

Leadership at Ave Maria College

Leadership at Ave Maria College is Christ centred and grounded in the Gospels and our Franciscan Tradition. We believe that by recognising the dignity of each person and creating the conditions that foster a strong sense of belonging and inclusion, staff and students can actively engage as a community of learners so that each person grows. It is through a Franciscan education that is personal, communal, transformative, engages the heart, develops servant leaders (Matt 20: 25-28) and pursues wisdom that we believe this can be achieved.

As stewards of this College, our leaders have an important responsibility to foster a culture of professional learning and growth, where expertise is developed and shared, creating the best conditions for all staff and students to flourish and thrive. Leaders at Ave Maria College have the capacity to articulate the College's vision for the future, inspiring others to follow, while recognising that leadership is both complex and dynamic.

Leaders at Ave Maria College will through the enactment of their leadership:

- Be committed to their own personal, spiritual and professional growth.
- Enable and engage in the formation of self and others.
- Embrace and enable a diverse and inclusive community.
- Strive towards improvement, innovation and change.
- Enable the growth and progress of our students.
- Be a steward of the College, facilitating responsible and sustainable resourcing.

Child Safety

Ave Maria College is committed to the safety and wellbeing of our students. The College is committed to the protection of all children from all forms of child abuse. In this context, the College has implemented a comprehensive child safety program and processes which apply to all community members.

All staff appointed to the College are expected to take an active role in maintaining children's safety and have a demonstrated understanding of appropriate behaviours when engaging with children. They must therefore be a suitable person to engage in child connected work while holding a current registration with the Victorian Institute of Teaching (VIT). Staff are also required to have a sound knowledge of their legal obligations relating to child safety under Ministerial Order No. 1359 Child Safe Standards.

Key Responsibilities

| Faith Leadership |
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| <ul style="list-style-type: none">• Be committed to the Catholic mission and vision of the College, along with our Franciscan heritage and charism, with an ability to articulate, promote, model and celebrate these.• Be an active leader in the religious and spiritual life of the College• Work in collaboration with the Director of Catholic Identity and Mission and the Domain Leader – Religious Education to provide opportunities for religious instruction, faith formation and social justice initiatives through active engagement in the prayer, liturgical, curricular and co-curricular life of the College so that staff and students can growth in their faith.• Support the Director of Catholic Identity and Mission in planning the Staff Faith Formation Program and days.• Support the Director of Catholic Identity and Mission in the implementation of the ESCI survey instrument.• Ensure that the values and beliefs of our Catholic Tradition and Franciscan heritage and charism are embedded in all College celebrations, liturgies and activities. |
| Educational Leadership |
| <ul style="list-style-type: none">• Work in collaboration with the principal to establish the College vision for learning and teaching and lead the strategic planning process to develop and implement the annual action plan for learning and teaching.• Strategically lead the College in the provision of an exemplary learning environment where students are known, nurtured, engaged and extended in their learning.• Provide effective and progressive leadership that enables strategic improvement across the College.• Design and deliver learning and teaching programs ensuring that curriculum offerings and approaches to learning and teaching are purposeful, future-focussed, innovative, contemporary, engaging, challenging, grounded in sound pedagogical practice and facilitate the learning and pathways needs of students.• Review and reflect on evidence and efforts to improve and quality of teaching a learning from Year 7 through to Year 12.• Ensure that the skills, attributes and principles from the AMC Charter for Education are embedded within the curriculum and academic programs of the College.• Ensure effective planning and high-level organisation of whole school operations and staffing.• Be cognisant of current and emerging educational trends related to learning and wellbeing, by keeping abreast of reading material and educational research relevant to a girl's education setting.• Contribute to the effective strategic thinking and planning of the Senior Leadership Team (SLT) to ensure that key issues are identified, analysed, discussed and resolved appropriately and in a timely manner.• Foster and maintain effective and productive relationships with stakeholders, including facilitating professional and respectful dialogue, cohesion, clear communication and being an active presence within the College – students, staff, parents and community.• Foster a culture of professional transparency, trust, empowerment, clear expectations, learning, growth, accountability and excellence.• Foster the engagement of parents and families in the educational life of the College.• Strategically lead, participate in and implement change-management processes across the College that are informed by research and data.• Work in collaboration with the Human Resources and Compliance Manager, SLT and other relevant stakeholders in the review and renewal of College policies.• Represent the College at external forums and network meetings.• Participate in ongoing professional learning activities and conferences relevant to the leadership position.• Provide loyalty and support to the Principal and SLT, including maintaining strict confidentiality• Prepare and deliver, as appropriate, presentations to the College and broader educational community on learning and teaching matters. |
| Learning and Teaching Leadership |
| <ul style="list-style-type: none">• Establish and lead the process for the design, implementation and review of the College's learning programs. This includes:<ul style="list-style-type: none">◦ Ensuring that learning programs are continuous and regularly monitored and reviewed.◦ Finalising recommendations for whole school learning programs and subject offering variations, following review by the Innovation and Growth team;◦ Consultation with teaching staff about proposed learning program variations as appropriate;◦ Work with the Principal and the SLT to facilitate decision-making about proposed program variations.• Oversee the design, creation, review and renewal of learning and teaching documentation including:<ul style="list-style-type: none">◦ Production of the curriculum handbooks, scope and sequence documentation and learning and teaching quick guides;◦ Subject-level course documentation, including, in collaboration with the Director of Learning and Pathways;◦ Assessment instruments and schedules;◦ Lesson planning on the College LMS.• Working with the Assistant Principal (Community and Growth) develop a whole school instructional model.• Support the Director of Learning and Pathways in leading and working with Domain Leaders in the review, implementation and evaluation of all learning programs within the Domain.• Oversee digital learning throughout the college and the integration of ICT across the curriculum, including the effective use of the College LMS.• Oversee the provision of formal assessment and reporting processes, including<ul style="list-style-type: none">◦ Leading the strategic direction and implementation of formative and summative assessment◦ Leading the organisation and timelines for internal and external examinations. |

- o Managing formative and summative reporting, proof reading and parent teacher interview processes
 - o Supporting for the Digital Learning Leader to deliver interim semester reports to parents;
 - o Ensuring compliance with regulatory bodies and College requirements.
- Review and respond appropriately to feedback from parent/student/staff surveys, including external data on school performance.
- Work in collaboration with the Assistant Principal (Community and Growth) and Data Literacy for Learning Leader on the collation and analysis of data relating to student achievement. This can include, though not exclusively, NAPLAN, PAT testing, school testing on entry, VCE results, semester and end-of-year report results. This is with a view to informing College Strategic Planning, setting targets for improving performance and to assist teachers to use data to inform planning and pedagogical practice.
- Support the Director of Learning and Pathways in preparing school Resource Lists each year.
- Provide advice, as required, to the Principal and Business Manager regarding the setting and management of Domain budgets.

Operational Leadership

- Lead, oversee and review College daily operations ensuring a common approach to organisational procedures across the College, including:
 - o Leading the development and management of the Major Events and Meeting Schedule (MEMS) following consultation with the Principal, SLT and Consultative Committee;
 - o Ensuring all College events are well planned, implemented and effectively communicated to all stakeholders.
 - o Ensuring there are clear and documented procedures for the approval of excursions, incursions, camps, events, professional learning, including overseeing communication with families and confirming risk minimisation and compliance documentation is completed and meets compliance requirements.
 - o Providing approval for all excursions and incursions.
 - o Allocating staff to all excursions and incursions.
 - o Ensuring that the minimum staffing ratios are met for all internal and external student activities.
 - o Supporting the Assistant Principal (Community and Growth) and the Assistant Principal (Students and Engagement) in the organisation of their events as required.
- Lead the subject selection, staffing allocations and timetable construction processes including:
 - o Overseeing the subject selection process and timeline
 - o Working in cooperation with the principal in determining the pattern of provision (classes running) for the following year.
 - o Ensure staffing levels are within budget based on expected student enrolments and as per the current Multi-enterprise Agreement.
 - o Provide advice to the principal and Human Resource and Compliance Manager regarding teacher requirements.
 - o Prepare draft teaching allocations for approval by the principal.
 - o Support the College Organiser in constructing the semester timetable.
- Support the work of the College Organiser to ensure absent staff are replaced and classes are adequately covered with students supervised.
- In collaboration with the SLT, ensure the College is COVID safe and compliant with all appropriate Victorian Government and MACS requirements.
- Work in collaboration with the Business Manager to develop and monitor the Emergency Management procedures.
- Support the Principal in leading the College critical incident response.

People and Culture Leadership

- Support the principal in leading, managing and supporting staff, including the Middle Leaders Leadership Development Program.
- Assist the Principal in following up staff performance concerns.
- Oversee and lead the preparation and publishing of the end and start of year staff programs.
- Support the Assistant Principal (Community and Growth) in planning for and implementing the College growth and coaching framework.
- Oversee the Middle Leaders appraisal process by liaising with the external consultant to prepare timelines, process, templates and supporting documentation, and allocating staff to interview panels.
- Assist the principal and the Human Resources and Compliance Manager with recruitment of new staff including the shortlisting, interviewing and appointment of new staff.
- Ensure that Ave Maria College continues to be an employer of choice and that staff are motivated and inspired.
- Support the Human Resources and Compliance Manager with the new staff induction program.
- Be responsible for preparing, attaining and distributing resources for this leadership area, in accordance with the overall budget and financial processes of the College.

Other Duties

- Assist the principal in leading school tours.
- Ensure that learning at Ave is promoted throughout the College with displays of student work, activities and presentations was the relevant leaders.
- Submit articles for College Newsletter, Ave Belong, social media posts and an annual report for the Vidian.
- Assist with enrolment interviews for incoming Year 7 students.

- The position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- The list of duties may be further developed and modified to utilise the individual strengths and initiatives of the incumbent.
- Other duties as required by and negotiated with the principal.

Reporting Relationships

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| Position Reports to: | Principal |
| Direct Reports | Director of Catholic Identity and Mission Director of Learning & Pathways Careers Education Leader Learning Diversity Team Leader College Organiser Library Team Leader Personal Assistant (Curriculum and Growth) IT Team (shared responsibility with BM) |
| Committees: | Senior Leadership Team Principal & Deputy Team School Advisory Council (in attendance) Consultative Committee (on rotation) ICT Future Directions (Chair) Innovation & Growth Team IT Operations Learning Curriculum Team Operations Team (Chair) |
| Other Key Contacts: | Assistant Principal (Community and Growth) Assistant Principal (Students and Engagement) Human Resources and Compliance Manager Business Manager SLT members. College staff and members of the school community. Melbourne Archdiocese Catholic Schools (MACS) |

Qualifications

1. Master of Education degree (on or near completion).
2. Accredited to Teach in a Catholic School.
3. Accredited to Teach Religious Education and/or Lead in a Catholic School (advantageous).

Selection Criteria

1. A commitment to the Catholic mission and vision of the College, and an ability to articulate, promote and model this as faith leader to the Ave Maria College Community.
 2. A proven capacity to provide outstanding leadership that is characterised by a commitment to agile and strategic thinking structures; draws on leading research, theory and practice; and, builds on existing knowledge, skills and expertise.
 3. A demonstrated ability to articulate a compelling vision of excellence in education which reflects high expectations and outcomes.
 4. A demonstrated knowledge and understanding of contemporary practices and policies related to student learning, wellbeing and programs in a girls' educational environment.
 5. A demonstrated ability to monitor and assess data at the individual, cohort and whole school level.
 6. A proven capacity to lead large scale change and improvement initiatives which are characterised by innovation, continual improvement and cultural change.
 7. Has outstanding communication and interpersonal skills, including a demonstrated commitment to nurturing effective and productive relationships and partnerships amongst students, staff, families and the broader community.
 8. A strong commitment to the professional growth of self and others.
 9. A proven ability to work in a collaborative decision-making environment, where teamwork, open communication, confidentiality, integrity, and loyalty are valued and modelled.
 10. Demonstrated effective and efficient time management, organisation and strategic planning skills, including addressing issues of concern.
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