



CATHOLIC REGIONAL COLLEGE CAROLINE SPRINGS

Title	Deputy Principal Learning & Teaching
Classification	Full Time
Position of Leadership	Deputy Principal Category B
Time Allowance	24 x 70 minute periods per 10 day cycle
Length of Appointment	1 year
Report	Principal Vice Principal Strategic Development
Award	Catholic Education Multi Enterprise Agreement 2022
Membership	College Executive Team Learning & Teaching Leadership Team (Chair) Curriculum Leadership Team VCE/VM/VPC Team Technology Advisory Group (Chair) School Improvement Team
Direct Reports	Director of Curriculum Innovation & Pedagogy Director of Data Analytics & Digital Innovation Director of Student Pathways Learning Diversity Leader

Role Description

The Deputy Principal Learning & Teaching is responsible to the Vice Principal Strategic Development for the duties outlined below, consistent with College policies and procedures. The role of the Deputy Principal Learning & Teaching, consistent with the College Mission Statement and in consultation with the Vice Principal Strategic Development, is to provide a vision for and leadership in the provision of a quality educational program, consistent with a culture of transformation and innovation.

The responsibility of the Deputy Principal Learning & Teaching includes strengthening the performance and development culture of the College by promoting an enriching, supportive and motivating environment for staff, which encourages a sharing of skills, knowledge and ideas. The role of the Deputy Principal Learning & Teaching is centred around staff development and the creation of programs, which build on the AITSL standards: professional knowledge, professional practice and professional engagement.

This role includes supervising, supporting and guiding the direct reports and other key personnel to ensure that the College's educational programs are innovative, data-driven, and aligned with the College's mission and values. The Deputy Principal Learning & Teaching will foster a culture of excellence, collaboration, and continuous improvement in teaching and learning practice.

In conjunction with the College Executive Leadership Team and in accordance with the AITSL national teaching standards, the Deputy Principal Learning & Teaching will be integral to the development and subsequent implementation of the College Strategic Plan and Annual Action Plan, to facilitate year-to-year school improvement. The Deputy Principal Learning & Teaching will actively participate in the implementation of the College Vision and Mission Statement and be guided by the College motto of *Live Fully Act Justly*.

Curriculum Leadership:

- Oversee the development, implementation, and continuous improvement of the school's curriculum, ensuring alignment with Australian and Victorian Curriculum capabilities.
- Lead curriculum mapping initiatives to ensure coherence and progression across year levels and subject areas.
- Manage course auditing processes to maintain curriculum standards and ensure compliance with educational regulations.

Educational Programs and Initiatives:

- Supervise examination planning and logistics for Years 8-12, including scheduling and administration.
- Facilitate student recognition and awards programs to celebrate academic and extracurricular achievements.
- Oversee the planning and coordination of student-led conferences (SPTI) and subject selection processes.

Technology and Innovation:

- Support the Director of Data Analytics & Digital Innovation in leading the MacBook rollout and support the integration of technology into teaching and learning practice.
- Explore and implement AI in education and data analysis platforms to enhance instructional practice and student outcomes.
- Ensure the effective use of SEQTA and other digital platforms for curriculum management and communication.
- Lead initiatives to develop staff capacity in ICT, ensuring that technology use is effective and pedagogically sound.
- Model best practice in digital learning and support the integration of technology in the classroom.
- Foster a culture of innovation and excellence in teaching by supporting the integration of ICT and digital technologies in the curriculum.
- Lead initiatives to develop staff capacity in using technology effectively in the classroom.

Student Support and Development:

- Coordinate NAPLAN, PAT M, and PAT R testing and ensure effective use of assessment data to inform teaching practice.
- Support career guidance initiatives and collaborate with staff to provide comprehensive career education and planning for students.
- Develop and implement strategies to support diverse learning needs and enhance student engagement and achievement.
- Collaborate with Deputy Principal Student Wellbeing and Director of Faith & Mission to support staff to ensure students' social, emotional, spiritual and academic needs are met.
- Promote a culture of high expectations and personal responsibility among students.

Student Learning and Wellbeing:

- Develop and implement strategies to support diverse learning needs and enhance student engagement and achievement.
- Collaborate with Deputy Principal Student Wellbeing and Director of Faith & Mission support staff to ensure students' social, emotional, spiritual and academic needs are met.
- Promote a culture of high expectations and personal responsibility among students.

Professional Development:

- Lead and facilitate professional development programs for teaching staff to enhance their skills and knowledge.
- Encourage and support staff in pursuing professional learning opportunities aligned with their career goals and the school's objectives.
- Stay informed about current trends and developments in education and leadership to provide informed guidance to the direct reports.
- Promote and support ongoing professional development for staff, particularly in the areas of data use, digital technologies, and instructional practice.
- Ensure that professional learning programs are aligned with AITSL standards and address identified needs within the College.

Strategic Oversight and Support:

- Provide strategic direction and oversight to the Director of Curriculum Innovation & Pedagogy, Director of Data Analytics & Digital Innovation, Director of Student Pathways and the Learning Diversity Leader to ensure alignment with the College's Vision and Mission Statement.
- Provide strategic direction and leadership in the development and implementation of the College's educational programs and teaching strategies.

Policy/Program Review and Compliance:

- Ensure that all processes related to VCE, VET, VM and VASS compliance are being managed effectively and in accordance with VCAA requirements.
- Review and monitor the implementation of policies and procedures related to student assessments, subject selection, and awards.
- Ensure compliance with all relevant educational standards and testing requirements, including NAPLAN, PAT testing, and VCAA regulations.
- Oversee the accurate management and reporting of assessment data, ensuring it is effectively utilised to inform teaching and learning strategies.
- Ensure that all processes related to student pathways are consistently reviewed and updated as needed to reflect best practice and educational standards.
- Contribute to the development, review, and implementation of educational policies and procedures.
- Ensure that policies reflect best practice and are aligned with current educational research and MACS requirements.
- Oversee the evaluation and enhancement of the Careers curriculum program and other student pathways initiatives.
- Collaborate with the Director of Student Pathways to review and improve the effectiveness of career development services, student counselling, and subject selection processes.

Assessment and Reporting Compliance:

- Collaborate with the Director of Curriculum & Pedagogy to oversee Assessment & Reporting compliance and priorities.
- Ensure the effective implementation of a consistent College-wide curriculum mapping and auditing initiative, including courses of study, assessment tasks, rubrics, and communication.
- Oversee the development and implementation of assessment and feedback practice that enhance student learning and achievement.
- Coordinate semester and interim reporting, ensuring timely and accurate communication of student progress to parents and carers.

Policy and Process Review:

- Ensure that all processes related to student pathways are consistently reviewed and updated as needed to reflect best practice and educational standards.
- Contribute to the development, review, and implementation of educational policies and procedures.
- Ensure that policies reflect best practice and are aligned with current educational research and MACS requirements.

Collaborative Leadership:

- Work closely with other members of the School Improvement Team to ensure cohesive and effective management of College initiatives.
- Contribute to the overall strategic planning and decision-making processes within the College.
- Serve as a member of the Curriculum Leadership Team, contributing to strategic planning and decision-making.
- Participate as a member of the School Advisory Committee (SAC) to support governance and school development initiatives.

Educational Excellence and Innovation:

- Foster a culture of transformation and innovation in teaching and learning, promoting evidence-based practice and data-informed decision-making.
- Oversee the implementation and evaluation of digital learning initiatives and technology integration, ensuring they address educational research standards and support student achievement.

Community and Stakeholder Engagement:

- Engage with the School Advisory Council and other stakeholders to provide insights and recommendations on educational programs and initiatives.
- Facilitate communication and collaboration among staff, students, and parents to support the effective implementation of College programs and strategies.
- Engage with staff, students, and parents to support curriculum implementation and gather feedback on teaching practice and learning programs.
- Contribute to the College transition process including transition assemblies, course advisor's workshops, course advice days and parent information nights.
- Engage with parents, carers, and the wider community to build strong relationships and foster a supportive educational environment.
- Represent the College in external forums and collaborate with other schools and educational bodies to share best practice and resources.

Curriculum and Program Development:

- Oversee the development and review of the College's curriculum, ensuring it is based on data analysis, best practice and current educational research.
- Ensure that curriculum and assessment practice is comprehensive, rigorous, and reflective of the *Horizons of Hope framework*, *MACS' Strategic Curriculum Directions*, and Victorian Curriculum requirements.
- Lead curriculum development and review processes, making recommendations based on analysis of data and best practice.

Performance Management and Staff Development:

- Conduct regular performance reviews (Annual Review Meetings) offering constructive feedback and support for professional development.
- Assist teachers, drawing from the appraisal processes, with classroom teaching practice, including the use of an appropriate repertoire of learning and teaching strategies, with a focus on continual improvement in student learning outcomes.
- Promote and facilitate professional development opportunities for staff to enhance their teaching practice aligning with AITSL standards and the College's School Improvement Plan.
- Ensure that the direct reports are effectively managing their portfolio responsibilities and achieving set objectives.

Curriculum Resources and Materials:

- Oversee the development of the College Curriculum Handbook and approve ACE submissions on EMS360.
- Manage the College booklist and ensure resources are available and aligned with curriculum requirements.

Qualifications and Experience:

- A degree in Education or a related field, with a relevant postgraduate qualification preferred.
- Demonstrated experience in a leadership role within a secondary school setting, including expertise in curriculum development and instructional practice.
- Strong understanding of Australian and Victorian Curriculum capabilities, VCE/VM/VPC/VASS, and current educational standards.
- Proficiency with data analysis platforms, educational technologies, and digital tools such as SEQTA.
- Experience in policy development, reporting, and strategic planning.
- Commitment to fostering an inclusive and supportive educational environment.
- Demonstrated expertise in curriculum development and teaching and learning strategies.
- A commitment to the Catholic ethos and values. Experience in a Catholic educational environment is highly desirable.
- Strong interpersonal and communication skills, with the ability to inspire and motivate staff and students.
- Strong understanding of data analytics, digital innovation, and their impact on teaching and learning.
- Proven ability to lead, mentor, and support staff in achieving professional and educational goals.

Child Safety

All members of staff share in the responsibility for the prevention and detection of child abuse, and must:

- Have a clear understanding of Ministerial Order 870 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Provide students with a child-safe environment
- Uphold a zero-tolerance attitude towards child abuse
- Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds
- Provide a safe and accessible environment for children with a disability
- Implement strategies that promote a healthy and positive learning environment

Final Statement

The purpose of the position description is to provide an overview of the major tasks and responsibilities of the position. It is not intended to represent the entirety of the position. The incumbent may be requested to perform other tasks, not specifically stated, and the College may modify the position description in consultation with the incumbent from time to time, depending on the operational needs and requirements of the College.