

## DEPUTY PRINCIPAL STAFF & OPERATIONS

Title	Deputy Principal Staff and Operations
Classification	Full-time ongoing
Position of Leadership	Deputy Principal Category B
Time Allowance	39 periods per 10-day cycle
Length of Appointment	3 years (with a possible further three years upon performance appraisal)
Report	Principal
Conditions	Victorian Catholic Education Multi Enterprise Agreement 2018
Membership	College Executive Leadership Team College Operations Team (Chair) Occupational Health and Safety Committee (Chair) Consultative Committee (Chair) College Master Planning Committee Live Fully Act Justly Day Committee Maintenance and Grounds Committee (Chair)
Direct Reports	Daily Organiser Performing Arts Centre Manager/Events Coordinator Head of Music Performance Sport/Camp Coordinator Sport/Camp Assistant Coordinator Cultural Immersion and Exchange Coordinator Administration and Support Staff Maintenance and Grounds

### Purpose of the Position

The Deputy Principal Staff and Operations is responsible to the Principal for the duties outlined below in accordance with College policies and procedures. The role of the Deputy Principal Staff and Operations, consistent with the College Mission Statement is to provide a vision for and leadership in all areas of College operations. It will have a focus on improving staff professional and leadership competencies through role clarity and contemporary research, consistent with a culture of transformation.

In conjunction with the College Executive Leadership Team and in accordance with the AITSL national teaching standards, the Deputy Principal Staff and Operations will be integral to the development of the College Strategic Plan and Annual Action Plan, to achieve the above.

The responsibility of the Deputy Principal Staff and Operations 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 Deputy Principal Staff and Operations will focus on staff development and the creation of programs, which build on the VIT standards: professional knowledge, professional practice and professional engagement.

The Deputy Principal Staff and Operations is responsible for the construction of the timetable to meet the staffing and curriculum objectives of the College, as well as overseeing the general day-to-day organisation.

## Key Roles and Tasks

**The Deputy Principal Staff and Operations is directly responsible to the Principal and as a senior leader of the College:**

- is a member of the College Executive Leadership Team and other College committees and teams as required by the Principal
- works closely with the Principal and staff to develop processes, programs and policies that support the mission and values of the College
- chairs the College Operations Team, Occupational Health and Safety Committee and Consultative Committee
- is responsible for the effective planning and high-level organisation of the College staffing systems and whole school operations
- will work the College Executive Leadership Team in the implementation of the College's Strategic Plan.

## Education in Faith

- Collaborate with the Head of Faith and Mission and the RE Staff.
- Promote the religious dimension of the College and support the Religious Education and Faith Development programs.
- Actively encourage and support student and staff participation in prayer and liturgy within the College.
- Participate in professional learning and encourage the professional learning of others in the area of Religious Education and Faith.
- Build and articulate the Catholic Identity of the College.

## Leadership and Management

- Oversee the general daily organisational tasks, including staffing, timetable, daily organisation and effective operation of the College.
- Oversee and develop the College processes for the hiring of all teaching, administration and support staff.
- Develop and implement systems for the monitoring of teacher compliance and accountabilities, including VIT registration.
- Oversee the roles of the administration, maintenance and support staff.
- Liaise with and manage the Maintenance Team to ensure all College facilities are fit for purpose.
- Conduct regular appraisal meetings, including an annual review meeting, for support staff with a view to enabling professional growth and development, as outlined in Professional Learning Plans.
- Oversee arrangements for staff office location.
- Manage the room-booking systems and protocols.
- In collaboration with the Deputy Principal Learning and Teaching and the Daily Organiser, oversee the processes for the development of staff and student timetables.
- Work in cooperation with the Executive Leadership Team in overseeing the development and maintenance of the College Calendar.
- Work in cooperation with the Deputy Principal Learning and Teaching and the Daily Organiser in overseeing the development of the yearly meeting schedule.
- Monitor staff workload in cooperation with the Deputy Principal Learning & Teaching and Daily Organiser.

- Provide information and guidance to teaching staff regarding professional learning opportunities, taking into account Professional Learning Plans and College priorities.
- Ensure the College complies with the current enterprise agreement and act on industrial issues in conjunction with the Principal.
- Oversee the induction and mentoring program of new staff to the College and review the program on an annual basis.
- Work in cooperation with the College Executive Leadership Team to develop staff appraisal processes, ensuring performance measures contribute to student and school improvement and are aligned to personal professional development goals.
- To oversee and keep records of the yearly process of staff allocations including:
  - allotments
  - leave
  - Positions of Leadership and Responsibility.
- Oversee support arrangements for pre-service teachers, including liaison with Universities and arrangements for supervision.
- Oversee the provisionally registered teacher mentoring program, including providing regular meetings, and attending to all administrative requirements and recommendations for registration to the Principal.
- Oversee the implementation of all EMS360 modules including Leave and Absence, Professional Learning, Activities Camps and Excursions and Annual Reviews.
- Contribute to the organisation and implementation of professional learning programs taking into account College priorities, VIT requirements including PRTs, and initiatives arising from the CEMSIS data.
- Facilitate the organisation and implementation of CEMSIS.
- In consultation with the Principal, ensure that staff are informed of their legal and professional obligations.

## College Events

The Deputy Principal Staff and Operations, in conjunction with the College Executive Leadership Team, will share responsibility for the coordination and organisation of major public events at the College, including:

- Liturgical Celebrations
- Tours and Open Days
- Feast Days
- Presentation Evening: A Celebration of Excellence
- Year 10 Graduation Ceremony
- Student Leadership Investiture Ceremony
- Whole school and year level assemblies
- Student-Parent-Teacher interviews
- Community conversations
- Parent programs and information evenings
- Official opening of College facilities
- Immunisations
- Other College events as required.

## Occupational Health and Safety

In conjunction with the CRC Federation Compliance Officer and the Occupational Health and Safety Committee, oversee compliance, management, coordination and implementation of the following:

- Evacuation Plan and Emergency Management Plan
- Occupational Health and Safety Policies and Procedures

- Internal audit programs.

## Records Management

To oversee consistent arrangements of data management for staff and students including:

- staff files, in cooperation with the Office of the Principal
- student files, in cooperation with the Registrar
- staff attendance data
- staff daily organisation data
- student reports

## Policy and Program Development

- Oversee the development, coordination, planning and implementation of relevant College policies, programs and procedures.
- Oversee the development, coordination, planning, implementation and review of relevant position descriptions for administration, maintenance and support staff.
- Review and evaluate the College's compliance policies, programs and procedures, including the use of CompliSpace.
- In conjunction with the College Executive Leadership team, review the annual enrolment processes, policies and procedures.
- Lead the planning, development, implementation and review process of a comprehensive emergency evacuation and lock down set of guidelines and procedures, in consultation with an external provider.
- In conjunction with the Sport/Camp Leader, be responsible for the development, coordination, planning and implementation of camps.
- Be responsible for the staff component of the College Learning Management System (SEQTA).
- In conjunction with the Principal, lead the implementation of the School Improvement Plan in the area of Leadership and Management.

## Membership of the College Executive Leadership Team

- Promote the Catholic ethos of the College.
- Be visibly supportive of the leadership of the College.
- Work in an honest, open, flexible, creative manner that contributes positively to the operation of the team.
- Work actively in the College community to implement the vision, direction and decisions of the College Executive Leadership Team.
- Model a leadership style and approach that reflects and supports the vision of leadership as articulated by the College Executive Leadership Team philosophy.
- Coordinate and conduct the Annual Review Meetings with staff.
- Deputise for the Principal when requested.
- Perform other duties as assigned by the Principal.

## Child Safety

1. 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.
2. 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.
3. Provide students with a child-safe environment.
4. Uphold a zero tolerance attitude towards child abuse.
5. Ensure cultural safety for Aboriginal children and children from culturally and/or linguistically diverse backgrounds.
6. Provide a safe and accessible environment for children with a disability.
7. Implement strategies that promote a healthy and positive learning environment.

## Criteria

Applicants to the position should demonstrate:

1. An understanding and full support of the Catholic Regional College Caroline Springs Vision and Mission Statement and the values that underpin it
2. The capacity to provide leadership that is characterised by a commitment to the Catholic Faith and our College motto *Live Fully Act Justly*
3. A proven capacity to provide leadership that is characterised by a strong desire for continuous improvement, lateral thinking and innovation
4. A clear vision for the development of a challenging curriculum for a contemporary Catholic College
5. A clear vision for the professional development of teachers
6. Competence in the use of ICT in an educational setting
7. Excellent leadership, organisational and administrative skills
8. Highly developed interpersonal and communication skills
9. An ability to work collaboratively and facilitate dynamic teamwork
10. Proven success as an exemplary teacher
11. Expertise in the use of timetabling software and student information systems
12. Appropriate qualifications and educational experience.