

# Cooloola Christian College

## Position Description – Deputy Principal



### APPOINTMENT

This is an Executive level position and will be appointed on a five-year contract.

### STATEMENT OF RESPONSIBILITY

The Deputy Principal has the role of deputising for and assisting the Principal in the leadership and management of all aspects of the School, consistent with the Mission and Vision of the College, its policies and directives including the College's Articles and Memorandum of Association. The Deputy Principal will be responsible for the ongoing Pastoral Care and Wellbeing of all students, working with Year Coordinators and Teachers as required. The Deputy Principal's chief responsibility will be the oversight of the daily running of the school.

### TEACHING RESPONSIBILITY

The Deputy Principal will have a 0.2 teaching load, as negotiated with the Principal.

### ROLE OVERVIEW

#### Staff leadership:

- Collaboration with the Principal and Director of Teaching and Learning regarding all levels of the High Reliability Schools Framework
  - o Direct responsibility for Level 1: A safe and collaborative Learning Environment
- In collaboration with the Director of Teaching and Learning:
  - o Development and implementation of strategies to promote the quality of teaching and learning in the school, particularly with reference to the Australian Teacher Performance and Development Framework and the Australian Professional Standards for Teachers
  - o The evaluation, formation and improvement of the learning culture of the School.
- Maintaining and sharing knowledge of current educational direction and developments gained through professional reading, seminars and conferences to advance the school's strategic goals.
- Oversight of teaching staff, including:
  - o Providing direction, support, mentoring and guidance as needed.
  - o Delegating responsibility and monitoring performance
- Liaison with Principal on selection, appointment and induction of teaching staff.
- Deputising for the Principal as and when required.

#### P-12 responsibilities:

- Oversight of all matters to do with the organisation and management of the School calendar.
- Development and management of the whole school timetable
- Ongoing implementation of TASS
- Oversight and promotion of co-curricular activities, particularly Music, Sport and STEM
- The establishment and maintenance of a positive school culture amongst staff and students, including:
  - o High expectations of behaviour, dress, work ethic and personal interaction.
  - o Ensuring that effective systems to support behaviour management and good order are implemented and supported.

- Leadership and management of all teaching staff, fostering a Christian, collaborative and professional culture focussed on learning and wellbeing outcomes for students, by ensuring:
  - o Appropriate policies, guidance and support to enable all teachers to fulfil their roles and meet expectations.
  - o Implementing performance management processes with individual staff as necessary.
- Ensuring the smooth operation of the School, including appropriate policies, procedures, guidance and operations for:
  - o The academic reporting process.
  - o Parent/teacher events, parent information evenings and other events in the life of the School.
  - o Collecting, recording and monitoring student attendance data.
  - o Excursions, incursions and other variations to normal routines, including risk assessment and management.
- Oversight of teaching staff allocations and related responsibilities.
- Ensuring that parental concerns and queries with reference to the School are managed and monitored.
- Other duties as may be allocated by the Principal from time to time.

#### Leadership Team Responsibilities:

- Reports to the Principal.
  - o Provide critical feedback to Principal on his/her performance
  - o Provide critical feedback to members of the Executive Leadership Team
  - o Provide critical feedback to Principal about performance of Executive Leadership Team
- Supported by an Academic Assistant.
- This position supervises:
  - o Year Coordinators (P-6, 7-8, 9-10, 11-12)
  - o IT Teacher Leader
  - o Sport Coordinators
- Chairs the Student Outcomes Team Meetings
- Reflect and represent the views of the Principal to the School community.
- Support, promote and contribute to the School's Strategic Plan in the relevant contexts.
- Attend School functions and activities with a generosity of spirit, modelling support for the school.
- Represent the School and the Leadership Team in a professional manner.
- Provide innovative, Christian, effective and ethical leadership in their key areas of responsibility.
- Ensure that the Principal is fully briefed of significant developments relating to their key areas of responsibility.
- Be well read in the Bible and Christian thinking in their key areas of responsibility.
- Be aware of contemporary thinking and developments in their key areas of responsibility.
- Ensure good relationships with all past, present and potential members of the School community.