

SECONDARY DEPUTY PRINCIPAL ROLE DESCRIPTION August 2021



Catholic Education
Diocese of Rockhampton

PURPOSE OF THE POSITION

The primary role of the Deputy Principal is pastoral along with specific areas of responsibility within the school. The Deputy Principal acts in place of the Principal during periods of the Principal's absence.

STATEMENT OF RESPONSIBILITY

The Principal provides leadership and exercises prudential stewardship of the Catholic School. The Deputy Principal, as a member of the Leadership Team, has a leadership role within the school community.

The Deputy Principal acts in place of the Principal during periods of the Principal's absence and provides general leadership in support of the Principal in the achievement of the acknowledged mission and goals of the school community. Additionally, the Deputy Principal provides specific leadership in those areas delegated by the Principal as designated in the Deputy's duty statement.

The leadership and direction provided by the Deputy Principal will be consistent with:

- The message of Jesus and the Gospels;
- Catholic church teachings, principles and values;
- CEDR¹ policies and directives;
- The Catholic Education Diocese of Rockhampton Charter;
- Catholic Education Mission Statement;
- Catholic Education policies and practices; and
- Catholic Education Strategic Directions.

LEADERSHIP REQUIREMENTS²

VISION AND VIRTUES

The Deputy Principal assists in the development of the vision for the school which is based on a clear moral purpose and is committed to the learning and growth of young people and adults. Within the Catholic School, 'the theological virtues of Faith, Hope and Love provide the foundation and energising force of this moral purpose and give life to the cardinal virtues of Prudence, Justice, Fortitude and Temperance'³ so necessary in Christian leadership.

KNOWLEDGE AND UNDERSTANDING

The Deputy Principal keeps abreast of the latest research and developments in pedagogy, curriculum, assessment and student wellbeing. They also understand the practice and theory of contemporary leadership and apply that knowledge in assisting with school improvement.

SOCIAL AND INTERPERSONAL SKILLS

The Deputy Principal aims to build trust across the school community and create a positive learning atmosphere for students and staff. They regularly review their practice and implement change in their leadership and management approaches to suit the situation as is required.

¹ Catholic Education Diocese of Rockhampton (referred to as CEDR in this document)

² Australian Professional Standard for Principals, AITSL (Australian Institute for Teaching and School Leadership, July 2011)

³ Compendium of the Catechism of the Catholic Church, 384

PROFESSIONAL PRACTICES⁴

Under each of the following areas is a range of activities in which the Deputy Principal might engage while assisting the Principal. The list is neither prescriptive nor exhaustive. The degree to which the Deputy engages in these activities and others delegated by the Principal will depend on the size and nature of the school and the release time allocated for the position. An individual Duty Statement will accompany this Role Description and provide more specific direction.

PROMOTING CATHOLIC ETHOS

- Foster the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning
- Make an appropriate contribution as a member of the wider CEDR education community
- Nurture partnerships with Parish, Deanery, Diocesan communities and Church agencies
- Witness to and be active in a parish
- Implement CEDR guidelines, policies and directives
- Develop right relationships based on Christian values
- Promote preferential options for the poor and marginalised
- Support opportunities for Christian community service and social justice
- Support staff spiritual and theological formation
- Contribute to leadership in religious education

LEADING TEACHING AND LEARNING

- Support and promote a contemporary Catholic educational vision with a focus on the student as a learner and person
- Support and promote collective responsibility and accountability for student achievement and wellbeing
- Facilitate effective pedagogy
- Support the development of a contemporary, holistic, high quality curriculum
- Support high expectations and standards and the systematic monitoring of student learning
- Support appropriate assessment, reporting and evaluation processes

DEVELOPING SELF AND OTHERS

- Work in close collaboration with other leadership team members to form an effective team
- Contribute to a culture of reflection, self-review and improvement
- Support and foster effective employee relations
- Provide pastoral support to students and staff
- Engage in effective staff developmental learning and performance management, including monitoring, review and appraisal
- Support appropriate learning programs for staff to affirm good practice and address needs
- Communicate expectations to staff and provide support and guidance when necessary

⁴ Australian Professional Standard for Principals, AITSL (Australian Institute for Teaching and School Leadership, July 2011)

LEADING IMPROVEMENT, INNOVATION AND CHANGE

- Work with the Principal and Leadership Team in establishing, implementing and reviewing the School's strategic directions
- Support quality change processes
- Promote and market the school in the community
- Use relevant data to review and renew systems within the school in response to changing needs and contexts
- Accept responsibility for specific tasks associated with school review and improvement processes

LEADING THE MANAGEMENT OF THE SCHOOL

- Assist the Principal to develop and maintain processes to manage physical, human and financial resources in order to deliver effective education programs within the school
- Ensure compliance with relevant policy and legislative requirements
- Facilitate the alignment of policies, processes and activities with the school strategic plan
- Exercise a significant role in effective communication within the school
- Facilitate the effective and efficient operation of the school
- Provide appropriate risk management
- Coordinate efficient systems of data and records management and retention
- Assist in the enrolment process in line with appropriate policy and resources
- Advocate for effective human, financial and material resourcing within the school

ENGAGING AND WORKING WITH THE COMMUNITY

- Maintain a presence at school occasions and functions
- Engage in processes to build community
- Develop partnerships with parents
- Develop partnerships and ensure appropriate communication with parents
- Communicate effectively and resolve issues in a positive manner
- Support pastoral care and behaviour support programs which build a positive culture within the school community

AUTHORITY LIMITS

Full authority to act within the role and enact the duties as outlined above is delegated by the Principal.

REPORTING AND OTHER RELATIONSHIPS

The Deputy Principal is responsible to the Director through the Principal. Significant relationships also exist with relevant Assistant Directors and other senior staff of the Catholic Education Office.