

DEPUTY PRINCIPAL - Staff Development and Culture

The Deputy Principal - Staff Development and Culture, plays a pivotal role in fostering a positive and dynamic culture within the College, focusing on the growth and wellbeing of staff and students. This role is instrumental in upholding and advancing the College's Catholic identity and mission, ensuring the development of a collaborative, inclusive, and high-performing educational environment. The tenure for this position is three years, with a teaching component included.

Classification: Deputy Principal, Category B

Commencement: January 2025

Employment Status: Ongoing teaching position

Tenure: Deputy Principal (Staff Development and Culture) 3 years
(2025 – 2027)

Reports to: Principal

Employment Terms: Employment is in accordance with terms and conditions as outlined in the Catholic Education and Multi- Employer Agreement (CEMEA 2022)

KEY RESPONSIBILITIES

- **Faith Leadership:** As a faith leader at the College, the Deputy Principal | Staff Development and Culture is responsible for fostering an environment where Catholic values and the school's mission are integral to the culture and operations. They work in collaboration with Religious Education Coordinator and the Executive Team to provide opportunities for religious instruction, faith formation, and social justice initiatives.
- **Child Safety:** Is responsible for leading the provision of a child-safe environment for students. This includes ensuring compliance with the College's child-safe policy, code of conduct, and other relevant procedures, while demonstrating a strong duty of care to students regarding their physical and mental wellbeing.
- **Vision and Values:** Ensure that the strategic vision and values of the College are embedded in all aspects of College life. Set and monitor high standards for students, staff and the wider community, addressing conduct that falls short of these expectations.
- **Leadership and Management:** Support the Principal in the day-to-day leadership of the College, and assisting in the effective organisation, planning, and operation of College life. Be a key agent in developing and sustaining a positive environment and promoting distributed leadership.
- **Strategic Implementation:** Contribute to shaping and driving of the strategic directions of the College, ensuring that staff and student learning improvements are achieved.
- **Operational Oversight:** Assist in the organisation and planning of events and general operations within the College.
- **Collaboration:** Work collaboratively with the Executive Deputy Principal (Strategy and Operations) through the Director of Curriculum, Pedagogy and Data and the Directors of Students to promote learning success for every student through leadership excellence, effective teaching practices, staff collaboration, and high-quality, evidence-based programs.

SPECIFIC RESPONSIBILITIES**Leadership and Culture Development**

- Foster a culture of collaboration, curiosity, and continuous improvement across the College.
- Support staff with their professional practice by designing strategic learning programs and initiatives to cultivate a culture of collaboration, professionalism and excellence within a vocational mindset.
- Support and motivate staff through appraisal, performance monitoring, capability development, and mentoring.
- Collaborate with the College Leadership Team to lead, promote, and support the MACS Vision for Instruction.
- Work closely with Directors of Students, Assistant Directors, and Homeroom Teachers to develop and implement student wellbeing and learning strategies.

Staff and Professional Development

- Develop and implement a whole-College approach to staff professional development, including individual Professional Development Plans.
- Investigate and research best practices in pedagogy, leading the adoption of evidence-based practices to enhance classroom experiences.
- Develop professional development programs that complement innovative approaches to learning, cross-curricular programs, and contemporary pedagogical methods.
- Support staff through Instructional Leadership, providing guidance on classroom practice and pedagogy through professional conversations and classroom visits.
- Identify teacher learning needs and facilitate their participation in Professional Development opportunities.
- Facilitate regular staff meetings to discuss professional learning and its impact on curriculum and program implementation.
- Oversee and motivate staff performance through constructive appraisal, monitoring of professional performance, capability development, and mentoring.

Student Learning

In partnership with the Executive Deputy Principal (Strategy and Operations) and Director of Curriculum

- Ensure that learning programs are continuous and regularly monitored and reviewed.
- Finalise recommendations for whole school learning programs and subject offering variations.
- Consult with the Director of Curriculum and other teaching staff about proposed learning program variations as appropriate.
- Assist with the production of curriculum handbooks and scope and sequence documentation.
- Develop assessment instruments and schedules under the assistance of the Executive Deputy Principal | Strategy and Operations in the strategic direction and implementation of formative and summative assessment.
- Assist with the organisation and timelines for internal and external examinations.

Student Wellbeing

- Promote and facilitate the professional development of teaching staff in classroom management and positive behaviour strategies.
- Provide pastoral care for staff and students, offering support, encouragement, and constructive feedback to foster a nurturing environment.
- Lead the development and implementation of the College's Pastoral Care Program in collaboration with Directors of Students, Assistant Directors, and Homeroom Teachers, while also leading initiatives to promote positive behaviour.
- Support the Directors of Students in maintaining a positive and productive learning environment.

Teaching Responsibilities

- Undertake a teaching component as part of the role, delivering high-quality instruction in assigned subject areas.

SIMONDS CATHOLIC COLLEGE – Role Description

- Serve as a role model for effective teaching practices, demonstrating strong classroom management and student engagement strategies.

Other Duties

- Assist the Principal in leading school tours.
- Submit articles for the College Newsletter, social media posts, and the annual report.
- Assist with enrolment interviews for incoming students.
- Other duties as reasonably required by the Principal.

SELECTION CRITERIA

A demonstrated commitment to working in a Catholic Education environment and supporting the College's mission.

Proven experience in leading and developing a positive culture within an educational setting.

Strong pedagogical knowledge with the ability to lead and embed best practices in teaching and learning.

Excellent interpersonal and communication skills, with the ability to collaborate effectively with staff, students, and the broader College community.

Experience in supporting the professional development of teachers and fostering a collaborative learning environment.

Ability to manage complex operational tasks, including event coordination and compliance with safety and wellbeing policies.

A passion for student wellbeing and the holistic development of young people within a Catholic context.

This role requires a dynamic leader who is passionate about education, committed to making a positive difference, and skilled in fostering a culture of excellence and care.

Deputy Principal, Category B

Tenure: 2025 - 2027