



Position Description

TITLE: **DEPUTY PRINCIPAL – PROFESSIONAL PRACTICE AND STAFF WELLBEING CROSS CAMPUS**

Report to: Principal

Position of Leadership Allowance: Deputy Principal

Time Allowance: 26 periods per cycle

Tenure: Three years

The Deputy Principal – Professional Practice and Staff Wellbeing is expected to commit to the vision and values of St Francis Catholic College (the College) and carry out the role in a manner that reflects the vision and values articulated in the College Mission Statement in accordance with the School Implementation Framework (SIF) and the College Annual Action Plan (AAP).

It is vital that the Deputy Principal – Professional Practice and Staff Wellbeing liaise closely with College executive members to promote in voice and action our philosophy of dual campus, one College.

STATEMENT OF DUTIES

Commitment to Catholic Education

- Lead the College in an understanding of the ethos of a Catholic school, in particular, the Franciscan Charism.
- Lead the College in an understanding of Church teachings and a Leader's role in the mission of the Church.
- Capacity to lead the integration of Church's teachings into all aspects of the curriculum.
- Strive to help students understand and appreciate Catholic teachings through personal example.
- Compliance with Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrate a commitment to Franciscan education formed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing

- Be familiar with and comply with the College Child Safety Policy and Code of Conduct, and any other policies or procedures relating to child safety.
- Assist in the provision of a child safe environment for students.

STATEMENT OF DUTIES

	<ul style="list-style-type: none">• Actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College.• Demonstrate ability to provide duty of care for students in relation to their physical and mental Wellbeing.• Maintain currency with legal obligations in relation to child safety - mandatory reporting and reportable conduct.
Leadership Duties and Responsibilities	<ul style="list-style-type: none">• Be aware of MACS schools Flourishing Learners position statement – <i>Vision for Instruction</i>.• Implementation of explicit instructional practice.• Develop and maintain coherent College evidence based best practise models for building staff wellbeing knowledge, strengths, and capabilities, enabling staff to cultivate positive workplace cultures and daily practices to support physical and mental health.• Develop and maintain College structures that encourages all staff to show profound respect for the human dignity of each person.• Develop and maintain structures that encourage nurturing relationships based on faith, hope, and love in the light of Jesus Christ.• Build and maintain structures that builds knowledge and understanding of mental health disorders and their risk factors.• Build and maintain structures for staff under stress to engage in/promote help seeking behaviour, increasing capacity to identify and respond to psychosocial hazards - as well as reduce stigma in the workplace.• Develop and maintain coherent structures that allow easy access to mental health services, to navigate psychological, social, cultural, and physical resources to sustain wellbeing, and supportive return to work practices.• Actively communicate an explicit improvement direction to align the College around a shared direction of staff wellbeing.• Make strategic evidence informed investments in the allocation of time, expertise, and resources to enable progress in stated improvement priorities.• Assist the Principal in the implementation and contribute to the AAP and SIF.• Design and deliver whole staff Professional learning including Respect at work training and Code of Conduct.• Promote and participate in teacher professional learning and development aligned with the College SIF.• Encourage a culture of continuous improvement and lifelong learning.• Guide the Director of Professional Practice to ensure support and encouragement of staff at every stage of their career.• Manage all Reportable Conduct Investigations.• Manage all Workcover and WorkSafe Investigations.

STATEMENT OF DUTIES

- Support the Principal in aspects relating to Government compliance. Ensure MAC's policies and procedures are developed, implemented, and systematically reviewed in relation to Staff Wellbeing.
- Develop and maintain coherent College structures for matters relating to reportable conduct.
- Meet regularly with the Deputy Principals to ensure consistent practices.
- Develop, implement, and maintain appropriate channels of communication between staff, parents/carers, students, and the local community.
- Attend Leadership meetings.
- Publicly support the leadership of the College.
- Provide an article each year for the College annual.
- Demonstrate leadership that models professional and collegiate relationships with staff.
- Be an active member of a relevant professional association as duties permit and participate in the staff appraisal process via ARM.
- Attend all College assemblies and Liturgical celebrations, out of hours functions and relevant activities organised by the College.
- Support the current community connections and look for further opportunities to connect with the broader community.
- Represent and promote the College in external forums.
- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Maintain currency of first aid, mandatory reporting, asthma, diabetes, and anaphylaxis training.
- Other duties requested by the Principal.

SELECTION CRITERIA

Commitment to Catholic Education

- Demonstrated capacity to model the ethos of a Catholic school and its mission, in particular, the Franciscan Charism.
- Demonstrated understanding of Church teachings and the staff members role in the mission of the Church.
- Demonstrated capacity to integrate Church teachings into all aspects of curriculum.
- Demonstrated ability to help students understand and appreciate Catholic teachings through personal example.
- Compliance with the Accreditation Policy of the Victorian Catholic Education Authority (VCEA).
- Demonstrated commitment to Franciscan education informed by the Franciscan Schools Australia Framework.

Commitment to Child Safety and Wellbeing	<ul style="list-style-type: none"> • Demonstrated understanding of child safety. • Experience working with children, demonstrating understanding of appropriate behaviours when engaging with children. • Ability to actively promote development and maintenance of a rigorous and vigilant culture of child safety at the College. • Familiarity with legal obligations relating to child safety including mandatory reporting and reportable conduct. • Demonstrated capacity to provide a duty of care for students in relation to their physical and mental wellbeing.
Leadership Skills and Experience	<ul style="list-style-type: none"> • Demonstrated ability to lead a team with vision and energy. • Demonstrated ability to work as part of a team – highly relational. • Demonstrated outstanding oral and written communication skills, including the ability to communicate with students, parents/carers, and the wider College community. • Demonstrated capacity to lead effective change management processes. • Demonstrated interpersonal skills to enable individuals to sense and respond to the needs of others (social awareness), cultivate positive relationships (social facility), and enable psychosocial safety. • Demonstrated ability to recognise and respond to the need of oneself and others in times of challenge. Encouraging and engaging in help seeking behaviour. • Exemplify self-motivation and confidence with an ability to build capacity in others. • Demonstrated ability and willingness to accept policy directives. • Demonstrated capacity to contribute to the strategic thinking, planning, delivery of the SIF. • Demonstrated commitment to your teaching vocation, goal focussed, personal meaningfulness and a focus on impacting the world “beyond the self.” • Demonstrated passion for learning and ability to share this with others. • Demonstrated experience in leading best practice in the management of people and resources. • Demonstrated ability to lead change. • Demonstrated understanding of Restorative Practice. • Demonstrated experience in the use of ICT. <p>Essential:</p> <ul style="list-style-type: none"> • Masters or Post Graduate Studies in the area of Wellbeing, Leadership, Religious Education or Theology (or working towards). • Accreditation to teach Religious Education. • Accreditation to lead in a Catholic school. • Current Victorian Institute of Teaching (VIT) registration. • CPR qualifications (training provided).

