

POSITION DESCRIPTION

Deputy Principal



The Deputy Principal is accountable to the Principal and holds a pivotal leadership role within the College Leadership Team. The position will be tailored to suit the successful candidate and will include aspects of the responsibilities listed below.

Leadership Framework

Educational Leaders at Kolbe Catholic College work within a transformational framework:

- Supporting and promoting the Catholic ethos of the College
- Publicly supporting the Leadership of the College
- Building trust, acting with integrity, coaching people, inspiring others, encouraging innovative thinking

And within the guiding conceptions of the Leadership In Catholic Schools Framework: Leadership Action - in the following five key areas:

- The Faith Community
- A Vision for the Whole School
- Teaching and Learning
- People and Resources
- Community

CHILD SAFETY:

Every person employed or volunteering at Kolbe Catholic College has a responsibility to understand the importance and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make.

Such responsibility requires employees to:

- Providing a child-safe environment.
- Being familiar with and complying with the school's child-safe policy and code of conduct, along with other child safety-related policies.
- Proactively monitoring and supporting student wellbeing.
- Exercising pastoral care reflecting school values.
- Implementing strategies to promote a healthy and positive learning environment.

Location

The primary place of work is at St Clare campus. However, at the Principal's discretion the Deputy Principal may be required to manage a whole school perspective of the operations of Kolbe Catholic College.

RESPONSIBILITIES (may include some or all the following):

Catholic Identity

- Actively promote, uphold, and give witness to the Catholic identity, mission, and ethos of Kolbe Catholic College in alignment with MACS policy and direction.
- Lead and model faith-filled, ethical, inclusive, and compassionate leadership inspired by Christ's teachings.
- Support the animation of the Catholic mission through liturgical, social justice, and religious education initiatives across the campus.
- Foster a culture that reflects Gospel values and supports the spiritual formation of students and staff.

Leadership for Learning

- Support the implementation of MACS curriculum and learning policies, ensuring high-quality, evidence-informed teaching and learning practice across the campus.
- Promote a culture of high expectations, collaborative practice, professional inquiry, and continuous improvement in line with the MACS vision for engagement.
- Contribute to staff development through coaching, mentoring, feedback, and leadership of professional learning and annual review processes.
- Support monitoring and analysis of student learning data to inform enhanced practice and improved student outcomes.
- Promote a learning environment that is ambitious, purposeful, inclusive, and differentiated to meet diverse student needs.

Leading Wellbeing & Pastoral Care

- Provide leadership for the Campus Wellbeing Team and ensure alignment of wellbeing practices with MACS Student Wellbeing and Child Safety frameworks.
- Oversee pastoral care, behaviour expectations, attendance monitoring, student supervision, and the implementation of evidence-based wellbeing programs.
- Promote respectful relationships and positive school culture consistent with MACS vision for engagement.
- Ensure all staff understand and enact their duty of care, Child Safe obligations, and MACS Professional Standards.
- Lead student transition programs, including Year 6–7 transition and intra-year progression.
- Monitor student progress, pathways, and engagement to support individual success and connectedness to school.

Community Engagement

- Support the College's Community Engagement Strategy in line with MACS principles of partnership with families and local communities.
- Build respectful and positive relationships with students, staff, families, parish partners, and external agencies.

- Facilitate campus tours and contribute to enrolment processes for prospective families.
- Lead the planning and implementation of significant College events such as Year 12 Graduation and community ceremonies.
- Promote and support participation in extra-curricular, cultural, social justice, and community initiatives across the College.

Strategic, Organisational & Operational Leadership

- Contribute to the strategic direction of the College through active participation in the College Leadership Team and implementation of MACS school improvement priorities.
- Ensure the effective day-to-day management of campus operations including excursions, incursions, events, staff organisation, and logistical planning.
- Support recruitment and selection processes for teaching and leadership staff in line with MACS policy.
- Manage relevant budgets, resources, compliance processes, and contribute to strategic planning including the College calendar.
- Ensure College policies and procedures are implemented, monitored, and reviewed in accordance with MACS requirements.
- Promote staff wellbeing and contribute to the development of a professional, supportive, and high-performing workplace culture.
- Uphold MACS principles of stewardship, accountability, and continuous improvement in all facets of campus leadership.

POSITION CLASSIFICATION:

- Position: Deputy Principal
- Remuneration: CEMEA2022
- Tenure: 2026-2030
- Review Annual Reviews will be conducted throughout the tenure based on self and peer appraisal as well as goal setting.

KEY SELECTION CRITERIA

Professional Requirements

- Full registration (or eligibility for registration) with the Victorian Institute of Teaching (VIT).
- Accreditation to Teach Religious Education in a Catholic School or willingness to obtain accreditation within required timeframes.
- Relevant postgraduate qualifications in educational leadership (preferred) or willingness to undertake further leadership studies.

Faith Leadership

- Committed to the values and ethos of Catholic education

Educational Leadership

- Successful teaching experience
- Demonstrated the capacity to initiate improvement in teaching, learning and classroom practice
- Details of recent post graduate study and/or immediate intentions for future study

Relational Leadership

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community
- Demonstrated ability to work collaboratively and cohesively with teams within the school

Organisational Leadership

- Demonstrated ability to plan and manage resources effectively and equitably to support the education programs of the school.

Through addressing the above criteria, applicants should be able to demonstrate capabilities in areas such as:

- Possess the skills, experience, and qualifications to perform the duties and responsibilities of the position.
- Proven experience in leading teams, building capacity in others, and working as part of a team.
- Ability to support the animation of Catholic identity and mission.
- Ability to support student learning and growth through the implementation of the College's educational practice initiatives.
- Ability to support the implementation of the college's student wellbeing initiative.
- Ability to support the implementation of the College's Professional Standard Strategy.
- Ability to effectively coordinate and lead events.
- Ability to manage time and competing priorities effectively.
- Excellent interpersonal, communication, and negotiation skills.
- Ability to handle sensitive and confidential information appropriately.
- Ability to have a positive influence on the culture of the College through an innovative, collaborative, and curious disposition.
- Ability to contribute to the broad strategic intent of the College.
- Ability to set and monitor high standards.