

Chairo Christian School

ABN 12 451 824 370

CHAIRO PARENT GOVERNED CHRISTIAN EDUCATION LTD. ACN 659 952 299

~ Position Description – Deputy Principal ~

Title	Deputy Principal
Appointed by	The Executive Principal
Responsible to	Principal
Tenure	Position of Responsibility – 3 years (see Transition period)

Transition period

During 2027, the Deputy Principal will work across the entire campus, supporting the Principal and the Heads of Junior, Middle and Senior Schools while playing a key role in leading and supporting significant organisational growth. As the campus continues to develop, the Deputy Principal role is expected to evolve in response to the school's changing needs and opportunities.

Role in Management Structure (2027)

- The Executive Principal has responsibility, by delegation of the Board, for all the operations of Chairo Christian School, including the effectiveness of the educational practice and programs;
- The Principal (Drouin), Principal (Pakenham), Principal (Leongatha) and Principal (Traralgon) assist the Executive Principal in his/her role as part of the Executive Leadership Team (ELT);
- The **Deputy Principal** has specific responsibility of working with the Principal to oversee and lead the regular day-to-day activities of their campus;
- In conjunction with the Principal, the **Deputy Principal** works to ensure the Campus is well administered and smoothly operated within the guidelines and policies set by the Board and Executive Leadership Team (ELT);
- The **Deputy Principal** both assists & answers directly to the relevant Principal;
- The **Deputy Principal** attends regular campus and school leadership meetings at the direction of the relevant Principal.

Main Qualities and Objectives

The **Deputy Principal** is required to be:

- A senior leading teacher who is jointly responsible for the day-to-day management of the campus
- An experienced practitioner who leads by example;
- Well-informed of current educational practices and philosophies both within the Christian School movement and alternative education systems;
- Able to demonstrate a sound knowledge of teaching from a Christian Worldview (encompassing biblical foundations that are consistent with our Statement of Faith) and be able to effectively implement such teaching practices;
- Able to provide a Godly example to staff and students through their teaching practice, manner, relationships and general lifestyle;

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- Able to provide advice and ensure that appropriate and timely actions occur in relation to campus discipline and welfare issues in conjunction with relevant coordinators, Heads and Principal as appropriate.

General Responsibilities

The Deputy Principal is required to:

- Attend to the regular activities required to operate the Campus daily;
- Primarily assist the Principal;
- Be primarily responsible for the Campus in the absence of the Principal;
- Liaise and meet with other campus and school leaders as required;
- Be prepared to chair or support Heads to chair various campus or section staff meetings; ensuring timely compilation of agendas and that appropriate minutes are taken and distributed (Note: the relevant Principal, or Executive Principal may also attend and contribute to agendas at his/her discretion);
- Be a 'Leading Teacher' – a quality teacher for other staff to refer to;
- Be responsible for overseeing campus specific administrative duties, including accountability and compliance requirements.

Specific Areas of Responsibility

The following are the key areas of responsibility for the Deputy Principal and will form the basis of ongoing review.

General/Cultural

As a leading teacher, the Deputy Principal will assist in:

- Maintaining a God-honouring spiritual and emotional atmosphere and lines of communication amongst the staff, students, parents, and other management and executive staff;
- Ensuring established school philosophy, policies, goals and objectives are met;
- Providing advice to the Executive Leadership Team (ELT) when required regarding evaluation and improvement of Campus policies, programs and practices;
- Such other duties as required by the Executive Principal or Principal.

Management

Assist the relevant Principal to manage all aspects of the Campus's day-to-day operations by:

- Acting as the Principal's representative in the campus as required;
- Developing and maintaining effective channels of communication with the Executive Principal (through the relevant Principal), other Heads of Schools/Deputies, Business Manager, administration staff and Level Coordinators;
- Working with the Timetabler/Daily Organiser to see that all related duties are carried out, ensuring the smooth day-to-day operation of the campus;
- Being primarily responsible for organising campus specific events (and whole school events when required) at the discretion of the Principal and in partnership with Heads of School, Level Coordinators, Daily Organiser etc. (for example, Information Evenings);

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- Ensuring Duty of Care responsibilities are upheld, other safety regulations and policies are adhered to, and that relevant safety items are “standing items” on staff meeting agendas;
- Ensuring general complaints or disputes are referred to relevant staff or management as appropriate, referring to dispute resolution policies as needed
- Assisting the Campus Principal in ensuring the effective delivery of curriculum across all year levels,
- Actively assisting in the alignment of campus curriculum and administrative processes with regard to all regulatory requirements
- Assisting in the appraisal and professional development of teachers to ensure consistency with school standards and regulatory expectations
- Planning and facilitating campus staff meetings, in consultation with the Principal;
- Reviewing and/or approving checklists and organisation of Heads and Level Coordinators in relation to camps/excursions in accordance with school process;
- Organising and managing the regular daily program, considering effects of camps and excursions, in conjunction with the Daily Organiser, to ensure that events are planned well in advance;
- Occasionally attending other meetings, where necessary, both during and after normal school hours or days;
- Giving advice to the Principal and/or Business Manager about budget issues or expenditure needs when required.

Staff

Assist the relevant Principal in the leadership and oversight of campus staff by:

- Providing educational leadership;
- Creating an environment that allows for individual initiative and open channels of communication;
- Liaising between staff and the Principal;
- Attending staff interviews;
- Being a mentor and advisor for staff;
- Upholding the dignity and authority of the position before staff, students, parents and the community;
- Being involved in forward planning of staffing requirements;
- Assisting the Principal with appraisal processes and advising of any issues;
- Assisting the Principal with ‘Pathways’ Personal Growth and Development Program and advising of any issues.
- Working in conjunction with the Principal and HR Manager to ensure the satisfactory induction and mentoring of all new staff;
- In consultation with the Principal, ensuring campus staff carry out their responsibilities and duties.
- Assisting the Principal in the change management process with staff as the campus transitions from 3 sub-schools (Junior, Middle and Senior) to 2 sub-schools (Primary and Secondary).

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Students

Support, encourage and nurture students by:

- Giving advice and support to relevant campus staff (including Heads of School) and referring issues of student discipline, pastoral care and welfare up to the relevant Principal or down to Heads of School, Level Coordinators or Home Group/Core/Grade Teachers (as appropriate for the relevant Campus);
- Consulting with, or referring to, the Wellbeing staff and/or Learning Support staff as appropriate in relation to student needs;
- Conducting enrolment interviews with prospective students and families as required;
- Being responsible, in conjunction with relevant campus staff, for the administration of all new student inductions, as directed by the relevant Principal, including ensuring appropriate and timely information is given to teaching staff;
- In conjunction with the Principal, managing the logistics of Orientation Days in partnership with relevant campus staff.
- Assisting the Principal in the change management process with students as the campus transitions from 3 sub-schools (Junior, Middle and Senior) to 2 sub-schools (Primary and Secondary).

Community Partnerships

As a senior staff member, the Deputy Principal will be required to develop “community” in line with the School’s vision by assisting with:

- Fostering healthy school/parent and school/community relationships;
- Communication between school and parents and school and community;
- School marketing activities and events, including campus preparation for and attendance at Discover Chairo days;
- Understanding and promoting concept of Parent Governed Education;
- Parent Partnership meetings and interviews as required;
- Developing a positive image of the School within the Chairo community;
- Preparation and distribution of Campus material in newsletters and local press;
- Receiving and promptly responding to incoming correspondence and telephone calls.
- Assisting with planning and undertaking the change management process including community consultation, collaboration and communication relating to the change of structure from 3 sub-schools (Junior, Middle, Senior) to 2 sub-schools (Primary and Secondary).

Child Safety Responsibilities

All staff members are required to be familiar with the contents of our Child Safety and Wellbeing Policy and with their legal obligations with respect to the reporting of child abuse. It is each individual’s responsibility to be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the school’s Child Protection Officers.

Child Safety specific experience, qualifications and attributes

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- Display a high level of integrity and trust
- Ability to role model the school's values
- Experience in working with children
- An understanding of appropriate behaviours when working with children.

Standards of Performance

Performance will be measured using the Areas of Responsibility and will be determined against evidence of the following particular standards:

- Achievement in relation to the duties outlined in the Position Responsibilities (above)
- Contribution towards the development of distinctively Christ-centred workplace culture
- Maintaining appropriate confidentiality and professionalism in carrying out the role;
- Upholding the dignity of the position.

An annual Pathways process will be conducted to facilitate feedback, professional development and guide training opportunities.

Authority

The Deputy Principal is granted authority by the Executive Principal and relevant Principal to:

- Act as delegate to the Principal in the Principal's absence;
- Direct staff and students to meet all requirements of regulations and policy and to implement curriculum, policy and procedures as established by the Board and Executive Leadership Team (ELT);
- Refer matters of non-compliance and other concerns or recommendations to the appropriate Principal.

Accountability

The Deputy Principal is directly responsible to the Principal and as such will be accountable through:

- Both written and oral means to the Principal and in writing, via the Principal, to the Executive Principal;
- Annual submission of specific goals for the coming year.

Teaching Allotment

A teaching component is an expected part of the role. The teaching load will be approximately 0.4 FTE, subject to annual review by the Principal and Business Manager

POR Allowance

As a POR, this position will receive a POR Allowance, to be determined by the Business Manager, whilst performing the duties and responsibilities required of this position.