

Deputy Principal – Students

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The College operates over two campuses in Vermont South and Burwood, the latter hosting a designated Year 9 program Y9@E. All staff at Emmaus may be required to work at either or both campuses.

Our school motto: To Know Christ

College Vision: To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus

College Mission: Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future-ready. Our mission as a Christ-centered community provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to creating and maintaining a child-safe school environment. Students' care, safety, and welfare are embedded in policies and procedures that ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work according to child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal-opportunity employer.

Teachers at Emmaus College

Teachers at Emmaus College work together in a spirit of cooperation with the best interests of all students at the forefront and within the confines of College policies and procedures to achieve the goals of the College.

Principles of Leadership

This role is a senior leadership role. Emmaus College strives to create an enriching, positive and excellent learning community for both staff and students. Teachers are encouraged in the pursuit of knowledge and skills to enhance their classroom teaching practices and their ability to be effective leaders and managers in the school community. The approach to leadership and management valued by the school community is characterised by consultation, collaboration, purpose, professionalism, empowerment, communication, authenticity, knowledge, flexibility and growth.

As a member of the College Leadership Team, the Deputy Principal – Students has a responsibility to:

- reflect and nurture the vision and mission of the College
- provide strategic leadership and management
- enthuse staff, students, and parents by fostering quality relationships and community development
- use consultative and collaborative approaches to provide opportunities for staff contribution to the growth of the school as a learning community
- provide effective role modelling to the staff using appropriate conflict resolution and negotiation skills
- promote and foster the effectiveness of the Leadership Team
- maintain confidentiality and support the Principal, and other members of the Leadership Team, by word and deed
- maintain professional competence and current knowledge in educational trends

- maintain a relationship centred approach to all aspects of their work
- attend, and at times, leads College evening or weekend events as negotiated each term
- represents the College leadership in forums external to the College, maintaining a professional representation

The Role

The Deputy Principal – Students is a member of the Emmaus College Leadership Team. Deputy Principal – Students is responsible for overseeing student wellbeing, management, and the Pastoral Care Curriculum. The Deputy Principal – Students ensures that Emmaus College supports all students in its care.

The Deputy Principal – Students reports to the Principal and works collaboratively with other members of the College Leadership Team. The Deputy Principal – Students also works closely with the Director of Students and leads the Student Wellbeing Team and the House Leaders Team. Together they ensure the implementation of College pastoral care and wellbeing policies and liaise with House Leaders and other staff to plan and coordinate appropriate responses to significant wellbeing and behaviour concerns and issues. At all times the Deputy Principal – Students aims to promote the wellbeing and management of individual students and the College community according to the policies and procedures of the College.

The role seeks to build upon programs already operating effectively within the College and introduce key initiatives within the College Strategy Plan that will positively impact learning and educational outcomes.

Key Responsibilities and Duties

- fostering a safe, supportive, and stimulating learning environment characterized by realistic, achievable expectations
- lead the implementation of a Child Safe environment ensuring the College implements all Child Safe Standards
- lead and chair the Child Safe Committee
- working proactively to facilitate the achievement of Student Wellbeing Strategy and Goals
- in conjunction, with Pastoral Teachers, House Leaders, and the Director of Students, developing, implementing, and regularly reviewing the Pastoral Care Curriculum, and other student wellbeing programs and initiatives
- ensuring parents are welcomed and have their needs and concerns attended to, either directly or by referral to another appropriate member of staff
- attending Program Support Group (PSG) meetings as required
- holding regular, formal meetings with the Student Wellbeing Team, including setting an agenda, chairing, and arranging for minutes to be taken and distributed to each member of the team and the Principal
- holding regular, formal meetings with the House Leaders Team, including setting an agenda, chairing, and arranging for minutes to be taken and distributed to each member of the team and the Principal
- meeting regularly with the Principal to discuss the needs of the students and staff, including any problems which are evident, and forthcoming events
- working closely with House Leaders, advising, coaching, and counselling them as required, and meeting with each of them on a regular basis to discuss matters relevant to their House Group
- bringing relevant items discussed at Leadership, Student Wellbeing or House Leader meetings to the attention of staff
- modelling and implementing effective conflict management strategies
- overseeing the work of the College Psychologists ensuring the optimal provision of these services
- using a case management approach, working closely with the Director of Learning Diversity to meet the wellbeing and learning needs of students
- working with the Director of Students and House Leaders to ensure that counselling and other special assistance is available for students in need
- organising the Parent Forums, at least one a term, on topics relating to student learning and wellbeing

- together with House Leaders, taking particular care of, and interest in, new students and their transition into the Emmaus community
- monitoring, evaluating and continually improving the transition programs
- together with the Director of Education in Faith, House Leaders, and College Psychologists, taking particular care of students from Indigenous and non-English speaking backgrounds, to ensure that communication with their families is properly maintained and that they are included, respected and integrating well into the school community

Student management including

- ensuring, with the assistance of the Director of Students and House Leaders, the consistent monitoring of student expectations, across all year levels and Houses, with particular regard for respectful relationships, punctuality, the standard of the school uniform and presentation, the appearance and behaviour of the students, graffiti, respect for the school environment
- in consultation with House Leaders developing, and monitoring the effectiveness of, Behaviour Management Plans, for students with repeat breaches of student expectation policies
- managing issues relating to, or arising from, school bus travel and public transport, and/or other behaviour outside of school grounds while representing the school
- creating a supervision roster for afternoon detentions, ensuring equitable distribution of duties with Deputy Principal - Students, Director of Students and House Leaders
- supervising detention, as per the roster
- consulting with the Principal in the case of serious behaviour issues where a student may warrant suspension from school and supplying to the Principal any relevant information
- emphasizing the role of student management as a means of ensuring student growth and highlighting personal responsibilities, especially regarding concern for, and service to, others
- ensuring parents/guardians are contacted as soon as possible following a student issue, behaviour concern or incident

School Administration and Management including:

- providing assistance, support and advice to staff, most especially, House Leaders, Careers and Pathway Coordinators, Director of Learning Diversity, Learning Diversity Coordinator and the College Psychologists
- consulting with the Deputy Principal – Teaching and Operations and House Leaders to provide insight into potential student combinations, when Pastoral and class lists are compiled

Community Engagement including:

- chairing and organizing all Parents and Friends Committee meetings
- liaising with House Leaders to ensure that support is available to students and their families at times of need
- collaborate with the Principal to develop effective procedures for inclusion and participation of parents/guardians and the wider Emmaus Community
- promoting student wellbeing initiatives through the College Newsletters and other forums

Professional Learning including:

- acting as a mentor and coach for the Director of Students and House Leaders
- monitoring and supporting individual staff in the performance of their pastoral care duties
- ensuring familiarity with current research, and best practices, in the area of Student Wellbeing and other related areas

Communication including:

- establishing and maintaining effective communication with all members of the school and wider community

- contributing to a spirit of welcome and hospitality in the College
- approving and co-signing letters sent to parents for excursions, camps, and special events as needed. Any letter sent to an individual parent, by name, should be first sighted by the Principal.
- assisting in the proofreading of reports at the end of each semester, and maintaining high reporting standards with respect to content and tone

Student Leadership includes:

- in conjunction with the Principal assist in overseeing the nomination and election processes for all Student Leadership positions, ensuring transparency at every stage
- providing direction and support to the Student Representative Council and other students in leadership positions

Teams and Committees

The Deputy Principal – Students is a member of the following committees and/or teams and as such is required to attend any associated meetings and action the minutes accordingly:

- Leadership Team
- Student Wellbeing Team (chair)
- House Leaders Team (chair)
- Child Safe Committee (chair)
- Parents and Friends Committee (chair)

Essential Qualifications

- Full Registration with the [Victorian Institute of Teaching](#) including a current National Criminal Record Check
- Relevant tertiary qualifications
- [Accreditation to Teach Religious Education in a Catholic School](#) and/or [Accreditation to teach in a Catholic School](#)

Additional Qualifications, Accreditations and Memberships

In addition to teaching qualification, it is desirable for the Deputy Principal – Students to hold, or to be working towards:

- a post-graduate qualification in the field of Student Wellbeing, Adolescent Health, Positive Psychology or similar
- a relevant undergraduate qualification outside of the field of Education
- The Deputy Principal – Students should be an active member of her/his Parish.

Emmaus College provides the Deputy Principal – Students with membership of the Victorian Catholic Secondary Schools Deputy Principal Association.

Please note that in accordance with *Ministerial Order No. 870* both VIT Registration and relevant tertiary qualifications must be sighted by the school.

Conditions of Employment

This role is classified as a Deputy Principal Category B role. The appointee is appointed for a three-year period. The incumbent may be required to work after and before school hours to cater for student wellbeing needs. The successful applicant will be required to teach approximately 0.2 FTE. The College performs thorough assessments of potential and existing employees. The screening process includes but is not limited to Criminal Record Checks and Working with Children Checks.

Professional Review

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.