

Role Description



Deputy Principal Teaching & Learning

DEPARTMENT/FACULTY	Executive
REPORTS TO	Principal
LOCATION	Senior Campus
TYPE OF EMPLOYMENT	The position of the Deputy Principal Teaching & Learning is a full-time position and the successful applicant will be required to work 38 hours per week, Monday to Friday. The position is initially a three-year contract renewable on completion of a successful performance review.
INDUSTRIAL INSTRUMENT	Independent Schools NSW/ACT Standards Model (Teachers) Multi-Enterprise Agreement 2021
CLASSIFICATION BAND	Band 3

Saint Ignatius' College Riverview was established in 1880 as a Catholic school for boys in the Jesuit tradition. Located within Cammeragal Country, on Sydney's lower north shore, Riverview is a leading independent school, which delivers a holistic education to both day and boarding students from Years 5 to 12.

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ROLE PURPOSE

The Deputy Principal Teaching & Learning is the leader of the Teaching & Learning department. The Deputy Principal Teaching & Learning's role is to with leading the overall planning, implementation and evaluation of student-centred, intellectually challenging and wide-ranging curriculum across the College (Year 5 to 12).

ROLE RESPONSIBILITIES

People and Culture

- Lead a team consistent with the Ignatian Charism and the Jesuit tradition of the College, building and fostering a sense of collaboration among all staff to provide innovative solutions to the challenges of teaching and learning in the 21st century.
- Lead a strong team that take responsibility for implementing teaching and learning programs and structures that build a culture of continuous improvement setting high standards for students and faculties.
- Foster a learning culture for staff and students that promotes academic rigor combined with a lifelong openness to growth and a commitment to the service of others.

Strategic Leadership

- Be an outstanding leader with a vision for leading learning in a contemporary and innovative context and who models lifelong learning and engagement in research.
- Ensure the College is at the forefront of learning and innovation to enable the most effective teaching and learning to occur in the classroom.
- Oversee research initiatives in the College in line with the strategic direction of the College.
- Establish networks both within the Jesuit school community and broader educational community at the national and international level.

- Contribute to the formulation and implementation of College policy and advise the Principal on matters relating to teaching and learning.
- Plan, develop, implement and evaluate projects across the College designed to improve teaching and learning.
- Liaise regularly with the Association of Independent Schools and other relevant organisations for strategic information and advice related to teaching and learning.

Curriculum Leadership

- Ensure that teaching and learning at the College is underpinned by the Characteristics of Jesuit Education.
- Provide leadership to the teaching and learning enterprise of the College by developing and supporting a strong curriculum team with the Dean of Teaching & Learning, Heads of Faculty, the Head of Learning Enrichment, the Head of Information Services, and the Coordinator of the Special Education Inclusion Program (SEIP).
- Provide leadership in curriculum design to fulfil NSW Education Standards Authority (NESA) and Australian Curriculum, Assessment and Reporting Authority (ACARA) requirements and extend opportunities for depth and challenge.
- Provide advice and recommendations to the Executive team and school community on relevant curriculum trends and directives from NESA, ACARA and other relevant bodies to ensure best practice.
- Lead academic staff through the development and implementation of a wide range of assessment strategies and set clear expectations for academic staff to meet the individual learning needs of students, including those with special needs.
- Develop and maintain an effective system of reporting student academic progress to parents and significant stakeholders.
- Ensure appropriate student records are established and maintained, that central registers are up to date, and that the appropriate technology is in place to provide information as required.
- Ensure the school timetable is appropriately constructed and effective in the development of a school environment conducive to excellence in teaching and learning.
- Work in collaboration with the Principal and the Chief People Officer ensure that quality staff are selected for academic positions within the College.
- Ensure all academic staff engage in a program of regular performance review in line with College policy.

SELECTION CRITERIA

- Commitment to Catholic education in the Jesuit tradition and a willingness to contribute to the life of the College.
- Post-graduate qualifications in education, educational administration or educational leadership.
- Demonstrated experience in an executive leadership position.
- Ability to provide effective, collaborative, dynamic, innovative and strategic leadership in the area of teaching and learning.
- Extensive knowledge and expertise in current pedagogical philosophy and practice in the context of Australian curriculum.
- Knowledge of boys' secondary education, preferably with teaching experience.
- Superior interpersonal, oral and written communication skills and people management skills.
- Ability to empower staff to achieve their potential.
- Proven ability to plan and achieve strategic outcomes.
- Connectedness to the wider learning communities in schools.
- Budget management experience including managing risk.
- Commitment to ongoing professional learning including remaining current with global best practice.
- A history of high integrity including sound judgement and ethical professional conduct.

THE COLLEGE

Saint Ignatius' College aims to transform communities by empowering students and teachers to strive for excellence in all pursuits, underpinned by a deepening experience of faith in action.

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As a member of the College Community, you will endeavour to:

- Contribute to the building of positive relationships within the College community.
- Assist in developing effective communication links within the College community.
- Act with professionalism and respect in all activities and duties for the College.
- Contribute to the welcoming atmosphere to those who visit or contact the College.

- Maintain confidentiality in respect of all information relating to the College.
- Support initiatives to grow Christian values and the Jesuit tradition within the College community.
- Give personal witness to Christian values in carrying out daily duties.
- Get involved in the general life of the school and support it formally and informally within and beyond the school.

SAFEGUARDING CHILDREN AND YOUNG PEOPLE

Saint Ignatius' College Riverview takes child protection seriously, and as an employee of the College, you are required to meet the behaviour standards outlined in our Safeguarding code of conduct. You will receive a copy of these guidelines/ College's Code of Conduct as part of your induction. You can also access a copy of these guidelines on the College website.

Therefore, as a part of your duties and responsibilities, you are also required to:

- Provide a welcoming and safe environment for children and young people
- Promote the safety and wellbeing of children and young people to whom we provide services
- Ensure that your interactions with children and young people are positive and safe
- Provide adequate care and supervision of children and young people in your charge
- Act as a positive role model for children and young people
- Report any suspicions, concerns, allegations or disclosures of alleged abuse to management
- Participate in Child Protection training and education as appropriate
- Maintain valid 'working with children' documentation
- Undergo periodic 'national criminal history record' checks
- Report to management any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

WORK HEALTH AND SAFETY (WHS)

Actively support and contribute to the maintenance and development of a safe working environment by:

- Identifying and reporting incidents/hazards/injuries (and reacting appropriately to potential hazards).
- Participating in WHS training and education as appropriate.
- Engaging with College policies and procedures around WHS.
- Work safely and report any hazards in accordance with College procedures.
- Monitor and take full care of the health and safety of others.