



Marist-Sion College – Warragul

Position Description

Deputy Principal - Student Learning Culture and Growth

Marist-Sion College, Warragul, is a Catholic co-educational secondary school, inspired by the traditions of the Marist Brothers and the Sisters of Our Lady of Sion.

Our mission is to provide an **innovative education** which **integrates faith, learning** and **life** in a **welcoming community**.

Statement of Duties	
Position Summary	<p>The Deputy Principal - Student Learning Culture and Growth is appointed by the Diocese of Sale Catholic Education Limited (DOSCEL) and is responsible to the Principal.</p> <p>As a member of the Executive Team, the Deputy Principal - Student Learning Culture and Growth supports the Principal with realising the College’s Mission, values and strategic intent to support staff in the development and delivery of an innovative and engaging curriculum which meets the varied needs of the College’s students. The role has a strong focus on the development of the culture of teaching and learning, to maximise students’ learning outcomes and encourage personal excellence.</p> <p>FTE & Position Type: Full time and ongoing as a Teacher - fixed term as a Deputy Principal Commencement Date: Monday 20 January 2025 Employment Category: Secondary Deputy Principal Classification level: Level 2 (\$160,365 - \$169,971 as at January 2025) Time Release: 1800 minutes Tenure: 3 Years – Commencing Monday 20 January 2025 Campus Location: Warragul Agreement: Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022</p> <p><i>Visa sponsorship is not available for this position. All applicants require current and valid working rights for Australia.</i></p>
Organisational Relationships	<p>Reports to: Principal Direct Reports: Directors of Learning, Director of Learning Adjustment, Director of Digital Learning and Systems and Learning Leaders. Internal Liaisons: Executive Team, Students and College Staff. External Liaisons: Members of the College Community, DOSCEL schools, College Advisory Committee and General Public.</p>
Responsibilities	<p>Innovative Curriculum Design and Assessment</p> <ul style="list-style-type: none"> • Support a culture of achievement and excellence within an innovative and modern learning environment. • Lead a highly differentiated, active and purposeful learning program. • Oversee all co-curricular activities.

Statement of Duties

	<p>Effective Pedagogical Practices</p> <ul style="list-style-type: none"> • Ensure consistent application of all teaching and learning policies and procedures across the College. • Ensure consistent learning experiences and opportunities are offered to students across the College. • Create conditions in which expert teacher practice impacts improved student learning and life outcomes. <p>Using Data for Impact</p> <ul style="list-style-type: none"> • Champion data informed; evidence based practices across the College. • Ensure reliable data on student outcomes informs the College’s improvement agenda. • Monitor improvement and growth over time.
<p>Child Safety</p>	<ul style="list-style-type: none"> • Lead the provision of a child-safe environment for students. • Comply with the College's child-safe policy and code of conduct, and any other policies or procedures relating to child safety. • Demonstrate duty of care to students in relation to their physical and mental wellbeing.
<p>Professional Development</p>	<ul style="list-style-type: none"> • Be actively engaged in professional development in your area of work. • Be actively engaged in researching areas of interest relevant to directions provided in the College’s strategic plan. • Continue to develop ICT skills on platforms to support work.
<p>General Duties</p>	<p>Executive Leadership</p> <ul style="list-style-type: none"> • Actively support the Catholic identity and mission of the College. • Lead in a manner consistent with the College’s Catholic identity with truth, charity and constancy. • Energetically contribute to the realisation of the strategic intent of the College. • Foster a culture of collaboration, connection and belonging. • Set high standards for students and staff, and challenge conduct that is unsatisfactory. • Be a contributing member of the College Executive Team. • Model a leadership style and presence that reflects the vision of leadership articulated by the Principal and DOSCEL. <p>Duties Specific to the Role</p> <ul style="list-style-type: none"> • Strategically lead the College’s learning programs, supporting staff to embed them widely and promote opportunities to improve student learning growth. • Lead the Student Learning Strategic Leadership Team. • Foster and promote reflective practice, professional dialogue and a collaborative approach to enhancing learning and teaching, supporting teams and individuals to embrace change in professional practices. • Measure the impact of this work through the National Assessment Program Literacy and Numeracy (NAPLAN) data, Progressive Achievement Testing (PAT), Insight SRC data and other school devised tools • Provide expert input and leadership to ensure the effective design and use of learning spaces. • Collaborate with the Principal and Deputy Principal: Professional Culture and Growth to determine class allocations, ongoing staffing requirements and timetable construction.

Statement of Duties

- Support the implementation of the Digital Learning Program to enhance student achievement through innovation and access.

College Facilities and Master Planning

- Ensure the learning program is enhanced through the design of quality future focused learning facilities in all new capital projects.
- Monitor the development of educational facilities through each stage of construction to ensure the College Master Plan is being met appropriately.
- Ensure the learning program is enhanced through the implementation of quality furniture.

Administration

- Complete operational and administrative responsibilities including the preparation and monitoring of relevant budgets, and contribute to the development of the College calendar.
- Oversee the College assessment and reporting practices.

Compliance

- Contribute to a healthy and safe work environment for yourself and others and comply with all safe work policies and procedures.
- Attend staff meetings and after school services/assemblies, sporting events, Mass, community and faith days as required by the Principal.

Other

- The Deputy Principal - Student Learning Culture and Growth may be asked to attend meetings during the school holidays.
- Other duties as outlined by the Principal consistent with the skills and experience required for this position.

Skills/Attributes

- Ability to lead staff formation and professional learning.
- Ability to lead the development and implementation of the College Wellbeing Program.
- Excellent interpersonal, communication and negotiation skills.
- Ability to handle sensitive and confidential information appropriately.
- Ability to contribute to the broad strategic intent of the College.
- Ability to set and monitor high standards.
- Ability to use digital technology effectively.

Selection Criteria

Deputy Principal - Student Learning Culture and Growth

Selection Criteria	
<p>1. General</p>	<ul style="list-style-type: none"> • Possess the skills, experience and qualifications to perform the duties and responsibilities of the position. <ul style="list-style-type: none"> ○ Innovative Curriculum Design and Assessment ○ Effective Pedagogical Practices ○ Using Data for Impact • Ability to have a positive influence on the culture of the College through an innovative, collaborative and curious disposition. • Ability to strategically build effective partnerships beyond the College. • Proven experience in leading teams, building capacity in others, and working as part of a team. • Commitment to the implementation of College policies and procedures. • Ability to contribute to the broad strategic intent of the College. • Excellent interpersonal, communication and negotiation skills. • Ability to set and monitor high standards. • Commitment to safe work practices.
<p>2. Commitment to Catholic Education</p>	<ul style="list-style-type: none"> • A demonstrated understanding of the ethos of a Catholic school and its mission. • Commitment to supporting the Catholic identity and mission of the College.
<p>3. Commitment to Child Safety</p>	<ul style="list-style-type: none"> • Experience working with children. • Commitment to and understanding of child protection and child safety issues in schools. • Demonstrated understanding of appropriate behaviours when engaging with children. • Be a suitable person to engage in child-connected work. • Demonstrated understanding of Mandatory Reporting.
<p>4. Education and Experience</p>	<p>Essential:</p> <ul style="list-style-type: none"> • Victorian Teachers Registration (VIT). • An appropriate qualification in education. • Masters or Postgraduate qualification in Instructional Leadership, Evidence Based Teaching, educational leadership and/or educational management. • Demonstrated experience in educational leadership. • Accreditation to Teach Religious Education and Lead in a Catholic School. <p>Highly Desirable:</p> <ul style="list-style-type: none"> • A minimum of Certificate 2 in First aid (the College will provide this training if necessary). • A current Victorian driver’s licence and access to a vehicle.
<p>Last Updated</p>	<p>August 2024</p>