



Position Description



Position Title	Deputy Principal
Organisation	Catholic Education Sandhurst Limited (CES Ltd)
School	St. Luke's Catholic Primary School
Location	629 Goulburn Valley Hwy, Shepparton North 3631
Enterprise Agreement	Victorian Catholic Education Multi-Enterprise Agreement 2022
Position of Leadership	As per agreement for Deputy Principals
Time Release	1.0FTE
Status	Teaching Position Ongoing, Initial 3 year contract (2024-2026)
Reports to	Principal
Starting date	Monday 29th January 2024
Closing date for applications	Sunday 8th October 2023

Our Organisation

Catholic Education Sandhurst Limited (CES Ltd) is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3000 employees in 52 schools and 2 early childhood facilities. It also provides support to 4 secondary colleges owned and operated by Religious Institutes.

CES Ltd participates and cooperates in the work of the Catholic Education Commission of Victoria Ltd (CECV), which has key responsibilities for the allocation and distribution of government funding, facilitating cooperation across the four Victorian Dioceses, and in working and cooperating with government statutory authorities.

The Chief Executive Officer of Catholic Education Sandhurst is appointed by the Board of CES Ltd to support the administrative, organisational, and service matters to Catholic schools within the Diocese.

The Chief Executive Officer and all delegations via that position operate within the parameters of Canon Law and the Catholic Church structures and processes. CES Ltd is the employing authority for its schools and acknowledges and respects the role of Parish Priests within the Parish communities in which schools are located and supported.



Our Vision

The vision for CES Ltd is to provide, in partnership with our families, stimulating, enriching, liberating, and nurturing learning environments in each of the Catholic school communities within the Diocese. At the heart of this vision is our commitment to the ongoing duty of care that we have for the safety, wellbeing and inclusion of all children and young people.

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition.
- That a strong sense of community is dependent on the quality of our collegial relationships.
- That each person's potential is fostered through the dedicated ministry of Catholic Education.
- In leadership encompassing vision, innovation, and empowerment.

Our Values

CES Ltd Values underpin and reflect the behaviours we expect of our staff:

Principles of Catholic Social Teaching

The identity of the Sandhurst Catholic School reflects the principles of Catholic social teaching, grounded in the person of Jesus, and interpreted and enacted for the “common good” in response to the “signs of the times”.

These principles require that the dignity and potential of each person be fully respected within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Respect

Respect for the dignity and potential of each person within a climate that is conducive to peace, security, and development. This must find expression in the relationships, structures, curricula, planning, processes, and care in the everyday life of the school.

Partnerships

The Sandhurst Catholic Schools do not function in isolation. In attending to the religious dimension of education, the most fundamental partnerships are those with parents/guardians and with local Catholic faith communities. The school is part of the wider Church community.

Faith

The tasks of evangelisation, catechesis and religious education are shared by home, school and parish, with each having its own distinct contribution to make in a sense of genuine partnership.



School Summary

St. Luke's is situated in the north end of Shepparton on 48 acres. We share the land with Notre Dame College Year 9 (Emmaus Campus). Our school began in 2005. We have 16 NEW general learning areas, new auditorium, kitchen and amenities (May 2022). Our school has a number of indoor and outdoor play and learning area options, including a stadium. We are situated in a growth corridor of Shepparton with new housing estates surrounding the school. Shepparton offers many local attractions, restaurants, shopping and sporting/recreational facilities. Other major attractions include the Shepparton Arts Museum (SAM), Victoria Park Lake (centre of town), Aquamoves, wonderful local sporting facilities, Botanical gardens and a wonderful bike trail network along the Goulburn and Broken rivers.

We currently have 13 class groupings, 285 students. We offer four specialist curriculum areas- Creative and Performing Arts, PE and Language (Italian).

Position Summary

The role of the Deputy Principal is to support the Principal and leadership team in effectively and purposefully managing the planning, delivery, evaluation and improvement of the school. The incumbent works closely with the Principal in enacting the strategic direction of the school, including the strategic deployment of resources. We aim to support improved learning outcomes for all students with engaging faith education. The successful applicant will need to display experience in leading 'Learning Innovation' and actively living the 'Catholic Identity' of our school.

Effective school leadership uses a range of technologies to efficiently manage the resources and staffing of the school. High-impact leaders seek to build a successful school through effective collaboration with key stakeholders, including staff, parent groups and our local community.

In collaboration with the Principal, the Deputy Principal drives the leadership team in establishing an environment that provides opportunities for all staff to learn and improve together whilst applying their knowledge of leadership, management concepts and best practice. We strive to empower enthusiastic staff to be leaders in education.

Leadership Structure

We are currently reviewing our leadership structure as part of our strategic plan for 2024-2026. We are very excited about the collaboration amongst current staff as we map out the school's renewed vision for success. Please discuss this with the Principal as you work through your application.

Leadership Framework

This role will work within the CES Ltd Leadership Framework. The Framework sets out that Leadership in a Catholic School creates a vision for a community in which all may have life and have it in abundance (John 10:10) and where student flourishing is the core purpose. Leaders in Catholic schools are guided by religious, professional, ethical, and moral principles and pursue this vision in service of the community. Servant leadership is at the core of all levels of leadership in the Catholic school. The leadership vision is student centred with a growth mindset that is guided by a belief in the dignity and potential of the human person.

Leadership in a Catholic school includes seven professional practices that are valued as critical elements in leading a Catholic school. They are as follows:

- Leading the Catholic School
- Leading a Well Community
- Leading Learning and Teaching
- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and working with the Community



Key Responsibilities

<p>Catholic and Well Community</p>	<ul style="list-style-type: none"> - Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety - Lead the provision of a child-safe environment for students. - Demonstrate duty of care to students in relation to their physical and mental wellbeing. - Support a stimulating, enriching and liberating learning environment in which others are challenged to search for their personal identity in dialogue with the Catholic Tradition - Nurture staff through experiences with Catholic scripture and tradition - Proactively monitor and support student wellbeing
---	---

	<ul style="list-style-type: none"> - Exercise pastoral care in a manner which reflects school values - Drive strategies which promote a healthy and positive learning environment - Attend year level meetings as scheduled - Attend all school assemblies - Attend school liturgical celebrations - Attend relevant school organised activities, as required - Provide the leadership, structure, resources to improve safety across the whole school community - Lead team to comply with all school and Legislative health and safety policies and procedures - Assist the Principal in ensuring with the school's health and safety policies and procedures - Support a safety culture embracing, advocating and supporting OH&S initiatives by actively driving and promoting OH&S compliance requirements and improvements - Be responsible for own health and safety and for the health and safety of anyone else who may be affected by their acts or omissions at the workplace - Adhere to safe work procedures, instructions and rules at all times
<p>Learning Community</p>	<ul style="list-style-type: none"> - Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice - Work with teachers to apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities - Assist the Principal and leadership team to facilitate change aligned to school and strategic direction - To enhance and strengthen communication and collegiality between the school, home and wider communities - Support and be involved in the co-curricular program, as required - Proactively encourage students to participate in co-curricular activities - Act as a role model for participating students - Keep accurate records of student attendance and participation within the co-curricular activity - Create and maintain a safe environment in which students may enjoy their participation - Oversee the provision and care of relevant equipment materials and first aid requirements - Assist learning leaders in ensuring the variability of students learning needs are addressed - Understand state and national course requirements - Collaborate with teachers to assess and use evidence-based practise to improve student performance - Embrace the use of information and communications technologies to enhance learning - Engage in learning progress discussions

	<ul style="list-style-type: none"> - Leading staff in analysing and using data to identify and inform continuous improvement.
People-Focused Community	<ul style="list-style-type: none"> - To enhance and strengthen communication and collegiality between the school, home and wider communities - Support and be involved in the co-curricular program, as required - Proactively encourage students to participate in co-curricular activities - Act as a role model for participating students - Keep accurate records of student attendance and participation within the co-curricular activity - Create and maintain a safe environment in which students may enjoy their participation - Oversee the provision and care of relevant equipment materials and first aid requirements
Stewarding & Administration Community	<ul style="list-style-type: none"> - In liaison with the Principal organise and oversee the ordering and purchasing of equipment and supplies as required - In liaison with the Principal, organise mandatory staff training and update relevant documentation where appropriate - Maintain currency of first aid, mandatory reporting and anaphylaxis training - Demonstrate duty of care to students in relation to the physical and mental wellbeing - Participate in duty supervision as rostered and other supervision duties when required - Demonstrate professional and collegiate relationships with colleagues - Uphold the professional standards expected of a Deputy Principal - Be responsible for the leadership of the school in the absence of the Principal - Assist the principal in the daily management of students and staff - Maintain comprehensive communication of school arrangements through publishing timetables, rosters, bulletins, memos, calendars, meeting agendas and minutes of meetings - Organise Yard Duty rosters, ensuring all duties are covered - Co-ordinate with the Principal the induction program for new, beginning and returning teachers - When requested, represent the school and the Schools' Leadership Team at meetings - Collaborate with key stakeholders to assist in the development of work plan in alignment with the Annual Action Plan - Manage staff absences and the engagement of replacement teachers, including the induction of emergency staff - Liaise with the Administration Staff with regards to appropriate paperwork and maintain a staff absences log and Casual Relief Teacher (CRT) log, in consultation with the Principal and Administration Staff - Arrange and oversee CRT's for replacements as required

Carry out all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

Mandatory Responsibilities and Requirements

Compliance with CES Ltd Policies and Procedures

- All CES Ltd policies and procedures are available in either CompliSpace and/or the Staff Portal. It is expected that all employees of CES Ltd must ensure that they comply with policies, procedures and standard ways of work practices when carrying out their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

- All CES Ltd employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CES Ltd's OH&S Management System.
- All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.
- All employees who have responsibility to supervise /lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance.
- Depending on the role some employees will be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training prior to commencing employment with CES Ltd.

Compliance with Child Safety Legislation

- CES Ltd is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CES Ltd employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements and maintaining a valid working with children check or VIT registration. CES Ltd are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Key Selection Criteria

Essential	Qualifications and Registrations	<ul style="list-style-type: none"> • Tertiary Education, VIT (this includes a Police Check) • Accreditation to teach Religious Education or a Tertiary qualification in Religious Education
	Knowledge and Experience	<ul style="list-style-type: none"> • Collaboratively identify highly effective learning and teaching in ways that inspire colleagues to improve their own professional practice, for example: 'Science of Reading'
	Commitment to Catholic Education	<ul style="list-style-type: none"> • A capacity to integrate the Catholic church's teachings into all aspects of the St. Luke's community
	Commitment to Child Safety	<ul style="list-style-type: none"> • Lead the provision of a child-safe environment for students
	Skills and Attributes	<ul style="list-style-type: none"> • To enhance and strengthen communication and collegiality between the school, home and the community • Act as a role model for students and promote an enjoyable environment • Model qualities of a relational person and be open to new ideas and initiatives

