



# Mount St Benedict College

## Role Description

**Job Title:** Deputy Principal, Dean of Staff

**Reporting to:** The Deputy Principal is responsible to the Principal.

*The College values of Pax, Hospitality and Stewardship are to be maintained and supported by all Staff, and brought to life through relationships, actions and events within this College community.*

### Purpose of the position

The Deputy Principal works with and supports the Principal of the College with delegated responsibility for the day to day leadership and management of the College, including the areas of school administration and staff.

### Direct Reports

- Dean of Teaching and Learning
- Dean of Students
- Dean of Mission
- Leader of Innovation
- Leader of Staff Development and Professional Learning
- Administration Coordinator
- Representative and Co-curricular Sports Staff

### Role Accountability

#### 1. Team Leadership with the College Principal:

- 1.1 To exercise effective team leadership with the Principal in the development and support of an efficient College Executive Leadership Team, in line with the concept of Teams and Team Leadership that underpins the organisational structure of the College.
- 1.2 Ensure a coordinated systematic approach to teaching and learning, mission, student pastoral care, innovation, staff development and professional learning.
- 1.3 Supporting the Principal in preparation for and attendance at Board Meetings.
- 1.4 Developing and implementing the College communication and decision making system with the Principal.
- 1.5 Driving and resourcing the implementation of the College Strategic Plan.

#### 2. Supporting the Principal as the delegated Leader of Staff the Deputy Principal, Dean of Staff will:

- 2.1 Oversee and coordinate the resolution of difficult situations with students and parents.
- 2.2 Work with the Business Manager / HR Advisor /Leader of Staff Development and Professional Learning to ensure that the appropriate staff records are kept, privacy requirements are adhered to, and that all staff are aware of their responsibilities and their entitlements.
- 2.3 Develop and implement effective strategies to ensure that staff wellbeing, morale, cohesion and positive employment relationships are maintained at all times.
- 2.4 Work with the Executive Leadership Team to implement appropriate processes for the careful selection, of all staff.
- 2.5 Work with the Leader of Staff Development and Professional Learning to provide induction, appraisal and development of all staff in consultation with the Executive Leadership Team and Middle Leaders.

- 2.6 Work with the Leader of Innovation to develop innovative practices within the College that enhance student learning and outcomes.
- 2.7 Work the Executive Leadership team to enhance the use of student data to improve student outcomes.
- 2.8 Ensure appropriate delegation of tasks, duties and responsibilities.
- 2.9 Oversee and approve staff leave.
- 2.10 Ensure that effective procedures are established and maintained for:
  - The day to day operation of the College
  - Communication of administrative expectations and procedures
  - Health and safety of College staff and students
  - Meeting mandatory and legal requirements of all legislation relevant to the operation of the College

**3. Supporting the Principal as the delegated Spiritual/ Cultural Leader and with the Dean of Mission:**

- 3.1 Promote, develop and protect the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life.
- 3.2 Wholeheartedly support the Benedictine Spirituality and Good Samaritan Charism of the College.
- 3.3 Create a climate of care and hospitality for all branches of the College family.
- 3.4 Model Gospel values of justice, reconciliation and hope.
- 3.5 With the Dean of Mission encourage the development of social conscience which looks particularly to protecting the weak and marginalised in the community.
- 3.6 Ensure that College policy and practice are respectful of women, and nurture respect for difference in all its forms eg. gender, race, talent, religion, culture.
- 3.7 Give priority to faith education and its expression in prayer and liturgy.
- 3.8 With the Deans of Mission and Teaching and Learning ensure the provision of quality Religious Education programs for students.
- 3.9 Promote a sense of collaboration with and belonging to both the local (Parish and Diocesan) and international Catholic Church.

**4. Supporting the Principal, as the delegated Educational Leader, and with the Dean of Teaching and Learning:**

- 4.1 Provide oversight of the College curriculum with the Dean of Teaching and Learning ensuring that every student experiences teaching and learning opportunities at the highest possible standard.
- 4.3 Focus on the College's development as an academic institution with the necessary strategic planning with the Executive Leadership Team.
- 4.4 Develop and implement effective strategies to ensure that students experience a "seamless" transition through the learning stages of the College.
- 4.5 Oversee the Implementation of ongoing procedures to ensure that the College meets NSW Education Standards Authority Registration and Accreditation requirements.
- 4.6 Develop and implement strategies for making the best possible advantage of the nature of the College its plant and facilities.
- 4.7 Develop and implement effective strategies to ensure that there is positive and productive interchange and professional conversation between all sections of the College.

**5. Supporting the Principal as the delegated Pastoral Leader, and with the Dean of Students:**

- 5.1 Take responsibility for investigation and notification of child protection issues to appropriate agencies.
- 5.2 Administer, in collaboration with members of the Executive Leadership Team and the Middle Leaders Team, an effective approach to student management, and student leadership development.
- 5.3 Facilitate the development of a College culture that promotes the values of the College Mission and Vision.

- 5.4 Develop and implement an effective system of Pastoral Care of students (including the Positive Education approach) consistently across Years 7-12.
- 5.5 Ensure that the best possible procedures and practices for student care, development and management are implemented.
- 5.6 Develop and maintain the College's capacity and willingness to respond to those in need.

**6. Supporting the Principal as the delegated Administrative Leader the Deputy Principal, Dean of Staff will:**

- 6.1 Work with the Business Manager and Dean of Teaching and Learning to ensure that the physical resources for teaching and learning are developed and maintained to the highest possible standard at all times.
- 6.2 Work with the Administration Coordinator and Executive Leadership Team to develop the College Calendar and set parameters for the College Timetable.
- 6.3 Supervise the work of Representative Sport and Co-curricular Sport staff.
- 6.4 Oversee with the Leader of Staff Development and Professional Learning the planning and organisation of Teachers Meetings and Middle Leader Meetings.

**7. Supporting the Principal, as the delegated Community Leader the Deputy Principal, Dean of Staff will:**

- 7.1 Establish effective practices for enhancing the participation of all branches of the College family in the life of the College.
- 7.2 Implement appropriate collaborative relationships with relevant educational institutions and agencies.
- 7.3 Involve staff, students and parents in collaborative decision-making processes where appropriate.
- 7.4 Ensure that the activities of all branches of the College family support College policy and practice.

**Key Knowledge:**

- Demonstrated understanding and professional learning in issues facing Girls Education and Staff Wellbeing.

**Essential Criteria for the role:**

- Be able to demonstrate an understanding of the charism of Good Samaritan Education as articulated in the Good Samaritan Schools Teaching and Learning Framework and the Good Samaritan Schools Mission Framework
- Have a minimum of five years teaching and leadership experience in a Catholic school
- Have relevant teaching qualifications and have, or be working towards, post graduate qualifications in education, leadership, religious education or theology
- Be able to demonstrate a high level of competency in the domains of leadership as outlined in the role description
- 'Working With Children Check' Clearance

**Appraisal/Review Conditions**

The Deputy Principal, Dean of Staff will undergo a Performance Review in accordance with College policy and set individual goals on a yearly basis.

**Length of Tenure**

The Deputy Principal, Dean of Staff is appointed on contract for a period of five years renewable on the completion of a successful comprehensive Performance Review during the life of the contract.

## **Special Requirements**

### Variable Duties/Hours:

The nature of the position is such that the Deputy Principal, Dean of Staff is required to be available outside the “normal” office/College hours to fully participate in the total life of the College and to attend meetings and presentations whenever necessary, and to represent the College Principal, on occasions, in some forums.