Deputy Principal – Learning & Development

The Deputy Principal (LD) will have the vision, commitment and ability to lead our community. A strong commitment to academic excellence and to student and staff wellbeing will be essential. A willingness to embrace the School’s Positive Psychology program will be assumed.

Particular attributes and essential skills

- Relevant experience in a senior leadership role
- Exemplary classroom practitioner
- History of enjoying warm relationships with students
- Proven ability to lead, rather than simply manage
- Proven record of positive leadership and a history of energising colleagues
- Exemplary grammatical skills and an eye for detail
- A strong commitment to customer service, both internal and external
- Strong skills of conflict resolution, negotiation and persuasion
- Confident public speaker and comfortable in social environments when representing the School
- Good understanding of compliance regulations and modern workplace law
- Experience in crisis management

Role Description

- The Deputy Principal (L&D) is appointed by, and acts under the direction of, the Principal. The Deputy Principal (L&D) shares with the Principal the responsibility for the achievement of the strategic directions and the overall leadership of the School community.

- As a member of the Senior Executive, the Deputy Principal (L&D) is committed to the School Vision K - 12 and, in particular, assists and advises in areas relating to the recruitment, deployment, performance, welfare and development of staff. Core responsibilities include all academic programs; scheduling, teaching and learning, student achievement and curriculum offerings.

- The Deputy Principal (L&D) will work closely with the Heads of Schools, Heads of Departments, the Director of Teaching & Learning, the Timetabler and the Director of the Peak Performance Program in matters of whole school management and operation.

- The Deputy Principal (L&D) will work in concert with the Deputy Principal (Wellbeing & Student Programs) and will keep the Principal fully informed about all matters within the roles and responsibilities of the position. Responsibility for the daily operations of the campus will be shared between the Deputies.

Share with the Principal the advancement of the School’s philosophy and strategic goals by,

- Assisting in the development of the philosophy and strategic goals across the curriculum, staff management, boarding and co-curricular areas of School life
- Assisting in the development and implementation of Annual Operational Plans in each area of responsibility
- Developing, with the Senior Learning Team, a culture of continuous review and improvement through the annual reviewing of goals and achievements in each area.
- Staying abreast of developments in each area of the Principal’s responsibility, including Financial Management
- Keeping abreast of current trends and issues likely to impact on the educational offerings of the School
• Thinking strategically, anticipating trends and making recommendations to the Principal for the enhancement of the School’s educational offerings
• Supporting the Principal in the leadership of various School entities
• Deputising for the Principal as required, reflecting and representing the views of the Principal to the School and wider community

_Lead and manage the Senior Managers in the achievement of the School’s philosophy and strategic goals by;_

• Supervising and supporting the Senior Managers in their roles and responsibilities both individually and collectively
• Developing and maintaining lines of communication on all matters relevant to their roles
• Directing Senior Management staff review and reflection on key areas of the School’s operations for which each is responsible
• Providing opportunities for the professional growth and career mentoring of senior staff

_Oversee staff employment, performance review and professional development program by;_

• Assisting the Principal in all staff appointments
• Developing appropriate performance review, professional development and career mentoring policies and programs for all staff in educational, administrative and ancillary roles
• Ensuring the implementation of staff performance review processes and record keeping
• Overseeing the provision of professional development activities for all staff which link with the performance review process and support the goals of the school and the individual
• Developing and facilitating staff induction programs, including beginning teacher induction and training, and student teacher supervision
• Together with the Principal, ensuring each staff member has an individual professional development plan consistent with their identified needs and the School’s strategic goals.

_Provide innovative and positive leadership to support the School’s strategic intent to seek and chart improvement._

• Implement positive management initiatives as the basis for professional and performance review
• Lead the coaching program across the school
• Ensure continuous reflection of teaching practice through a program of classroom visits and video processes.
• Coordinate the management of academic data across the school and provide meaning to the interpretation of such data for the purposes of improving learning for all.

_Provide strategic leadership in the School’s academic focus and curriculum development, implementation and evaluation through the Director of Teaching and Learning, Heads of Schools and the Heads of Department by;_

• Developing, and recommending to the Principal, an educational framework for the School which is articulated through policies on curriculum, effective learning, teaching and assessment, use of technology and research practices
• Working collaboratively with the Head of Schools to develop curriculum approaches within the framework appropriate to each developmental stage K-12
• Ensuring continuous development of core skills and abilities across each developmental stage through course development and teaching practice
• Ensuring the development and dissemination of course and subject information for staff, students and parents as appropriate
• Reviewing and enhancing the School curriculum regularly thereby ensuring its relevance to
student needs and currency with educational developments
• Supervising the Heads of Department in their management of curriculum, staff and resources
• Providing professional support to Heads of Department in developing their capacity as
curriculum leaders
• Encouraging Heads of Department to have a continuous improvement mindset and being
alert to professional and career development opportunities for them
• Encouraging innovation and program initiatives which enhance the quality and relevance of
the curriculum
• Fostering a culture of collaboration and collegiality among staff which advances the
professional knowledge and experience of teaching staff
• Facilitating the development of informed approaches to the application of technology in
classroom practice through the Head of Information Technology
• Coordinating the Learning Support Programs for students with particular individual needs
• Supervising the work of the Careers Adviser overseeing the provision of tertiary entrance
advice to students
• Overseeing the development and implementation of the School’s reporting system to parents
• In collaboration with the Heads of School, analysing and evaluating the performance of
students in curriculum areas across all year levels with a view to consistent improvement in
student performance.

Note:
This Role Description forms the framework for Professional Review.

The School reserves the right to modify this Role Description, from time to time, to meet the
operational needs of the School.