Catholic Ladies’ College Ltd
(ABN 44 058 164 891)

Deputy Principal Learning & Teaching

Role Description

Our mission at Catholic Ladies’ College is to educate in partnership with parents, women of faith, integrity, individuality and compassion, confident of their own worth as women and wholly involved in the transformation of society. This endeavour is possible only within a Christ centered community.

As a leader within the community the Deputy Principal Learning and Teaching commits to the CLC Charter of School Leadership which aims to provide technical, human, educational, symbolic and cultural leadership, which is student centered and which facilitates the development of each student’s potential within an environment of trust, excellence and best practice.

The Deputy Principal Learning & Teaching is a member of the College Leadership Team and as such, shares the responsibility for the effective delivery of quality Catholic education for the students of Catholic Ladies’ College. In collaboration with the Principal and the Leadership Team, the Deputy Principal Learning & Teaching will lead the College in the provision of an exemplary learning environment and associated experiences which promote and celebrate the Charism of the Sisters of Charity and the Catholic ethos of the College.

The Deputy Principal Learning and Teaching is responsible to the Principal for all aspects of learning and teaching within the College. This includes leading the community in the implementation of the College Strategic Plan and providing learning and teaching experiences, which reflect the values and beliefs espoused in the College Mission Statement.

Role Responsibilities

The Deputy Principal Learning & Teaching is responsible to the Principal for the learning and teaching environment and as such will:

Provide Educational Leadership

- Model and inspire a commitment to an integrated approach to learning by working in an effective partnership with the College Leadership Team and Key Learning Area Team Leaders.
- Share with the Principal and the College Leadership Team, in being a presence in the College and wider community.
- Exhibit exemplary leadership in Catholic girls’ education.
- Exhibit comprehensive understanding and knowledge of current educational trends, issues, policies and directions.
- Exhibit an ability to lead and challenge staff in the implementation of current and enhanced programs.
- Involve and educate parents in their understanding of contemporary learning.
- Lead and initiate school improvement at a whole College level.
Develop and Deliver Learning Structures and Programs

- Inspire and encourage the College Community to pursue excellence in Student Learning.
- Work effectively with the Learning & Teaching Committee, Key Learning Area Team Leaders, Learning Leaders, other Team Leaders and the whole College Community in the development and evaluation of the teaching and learning program for Catholic Ladies’ College from year to year.
- Coordinate innovative and transparent approaches to Learning and Teaching, Assessment and Reporting.
- Provide effective and creative leadership in the implementation of Information Communication Technology (ICT).

Drive Whole School Improvement and Facilitate Teacher Effectiveness

- Be responsible for the vision and implementation of the College Strategic Plan Learning & Teaching Charter.
- Foster a climate which generates professional discourse, action research and which draws on expertise and research from the wider community.
- Develop creative and innovative programs that are responsive to student needs and which ensure the College is at the forefront of learning.
- Maintain and provide the structures and support for the ongoing professional learning of staff.
- Facilitate a whole College culture of learning.

Manage and Lead Staff Teams

- Lead and coordinate the work of KLA Team Leaders, the Learning & Teaching Committee and its initiatives.
- Facilitate staff processes that ensure collaborative consultation and skilled negotiation.
- Liaise closely with Learning Leaders, Key Learning Area Team Leaders and Year Level Team Leaders.

Specific Duties

Provide Educational Leadership

- Maintain the profile of the College within the system through ensuring College participation in conferences, meetings and system initiatives.
- Contribute to the day-to-day operations of the College.
- Participate in whole school decision-making through membership of the College Leadership Team.
- Liaise with VCAA, CEO and DEECD on matters relating to curriculum delivery.
- Manage implementation of government initiatives and directives.
- Report to the Leadership Team on issues around Learning and Teaching.
- Regularly report to staff on learning matters and ensure information is provided to the College Community on system wide initiatives and best practice research.
- Provide reports to the parent body on learning and teaching issues.
- Support members of the Leadership Team in working with the College Community in implementing the Strategic Plan.
Develop and Deliver Learning Policies, Structures and Programs and Resources

- Meet regularly with senior staff to coordinate curriculum framework and classroom learning programs.
- Liaise with the Principal, College Operations Coordinator and Key Learning Area Team Leaders on the allocation of teaching loads.
- Oversee the production of the Student Handbook.
- Ensure documentation of Courses and Policies.
- Develop, supervise and oversee subject selection processes.
- Ensure effective assessment and reporting policies and practices.
- Participate in meetings of the Strategic Operations Team.

Drive Whole School Improvement and Facilitate Teacher Effectiveness

- Regularly monitor and evaluate curriculum programs.
- Identify areas for targeted improvement and develop discussion papers.
- Participate in whole College decision-making and planning through membership of the College Leadership Team.
- Implement staff professional development plans and participate in staff appraisal processes.

Manage and Lead Staff Teams

- Facilitate regular meetings of the Learning & Teaching Committee.
- Ensure staff fulfill their roles and the expectations of the College with respect to the implementation of the curriculum; in particular KLA Team Leaders and teachers.
- Work closely with senior staff to ensure the learning needs of individual students are identified and supported.
- Work closely with the Careers Teacher and the VCE Learning Leader and VCAL Coordinator to ensure the smooth transition and delivery of the VCE/VCAL/VET for all students.
- Meet regularly with the Head of the Resource Centre to ensure that it supports the delivery of dynamic learning, which successfully integrates technology.
- Consult with Key Learning Area Team Leaders to ensure development of budgets and department plans.

Other Duties

- Participation in Board of Director Committees and/or Parents’ Association.
- As a member of the College Leadership Team, the position will require involvement in College Community activities outside currently designated school hours and participation in planning times during some school holiday times. These will be negotiated with the successful applicant.
- This is a Board of Directors’ Appointment, ratified by the Sisters of Charity, initially for a period of five (5) years, with a Performance Appraisal during the third year of the appointment. Remuneration will reflect the Certified Agreement, classification Deputy Principal, Level B.
- This role description will be developed further to utilize the individual strengths and initiatives of the Deputy Principal Learning & Teaching.
- Other duties as required by and negotiated with the Principal.