



## ROLE DESCRIPTION

<b>Position Title</b>	Deputy Principal Learning & Teaching
<b>Appointment Period</b>	2019 – 2022 (4 years)
<b>Classification</b>	Deputy Principal B
<b>Reports to</b>	Principal
<b>Direct Reports</b>	Director of Studies 7-9 and 10-12 Head of Innovation Learning Enrichment and Enhancement Leader Curriculum Leaders Pathways Leader Timetabler
<b>Appointment Terms</b>	<ul style="list-style-type: none"> <li>– Employment is in accordance with terms and conditions of Victorian Catholic School Multi-Employer Agreement (VCMEA 2013)</li> <li>– Remuneration in accordance with (VCMEA 2013) and dependent on range of skills and experience</li> </ul>

### **Avila College Mission Statement**

*We offer Avila girls the best Catholic education and inspire successful future.  
We give our students options and opportunities to explore and understand what a great future looks like and what it takes to get there.*

*We teach, guide and support our girls to achieve that vision for themselves.  
We challenge them to always strive to be their best...both today while they're students and tomorrow, long after they have left the college.*

### **Avila College Vision Statement**

*We inspire our girls today to become successful women tomorrow*

### **Avila College Child Safety Commitment**

*Avila College has a zero tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 870 requires Avila College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities, and children who are vulnerable) into account when creating a child safe environment*

### **Position Purpose**

The role of the Deputy Principal Learning and Teaching is to lead, inspire and challenge staff to create a continuously improving learning community. High level knowledge and understanding of 21<sup>st</sup> century learning and teaching with an evidence based approach to strategic improvement is critical.

<b>Position accountabilities</b>	<b>Details</b>
Curriculum Leadership	<ul style="list-style-type: none"> <li>– Lead a collaborative approach to learning and teaching</li> <li>– Remain abreast of curriculum requirements, trends and innovations</li> <li>– Maintain awareness of sector and government requirements and developments in curriculum</li> <li>– Represent the College externally at curriculum forums</li> <li>– Oversee the review and development of relevant policies.</li> </ul>
Learning Program	<ul style="list-style-type: none"> <li>– Collaboratively lead the development and review of learning programs</li> <li>– Oversee the documentation and accountability components of curriculum</li> <li>– Lead an analytical evidence based approach to setting learning and teaching goals, targets and strategies to review achievement and plan continuous improvement</li> <li>– Ensure communication with students, staff and parents is timely and comprehensive.</li> </ul>
Strategic Leadership	<ul style="list-style-type: none"> <li>– Lead the whole school improvement vision for learning and teaching</li> <li>– Work in collaboration with the Executive Team to strategically lead staff in a climate and culture of continuous school improvement</li> <li>– Develop the leadership capacity of staff with curriculum leadership roles</li> <li>– Lead the school improvement driven professional learning and growth approach.</li> </ul>
Key Tasks	<ul style="list-style-type: none"> <li>– Whole school curriculum leadership and management</li> <li>– Assessment and reporting oversight</li> <li>– Student learning program processes, protocols, structures and philosophy</li> <li>– Develop teaching allocation</li> <li>– Contribute to strategic school improvement</li> <li>– Deputise for the Principal</li> </ul>
Other duties as required	<ul style="list-style-type: none"> <li>– To undertake other duties in addition to the position accountabilities outlined above as required by the Principal.</li> </ul>
General accountabilities all staff	<ul style="list-style-type: none"> <li>– Demonstrate duty of care to students in relation to their physical and mental well being</li> <li>– Attend all relevant school meetings and after school services/assemblies, Mass, community days as well as professional learning opportunities</li> <li>– Adhere to the school professional dress code</li> <li>– Demonstrate professional and collegiate relationships with colleagues</li> <li>– Demonstrate awareness of alignment to the principles of the Catholic ethos in relationships with colleagues.</li> <li>– Proactively demonstrate the school values of inspiration, relationships, achievement, faith and community</li> </ul>

<b>Position requirements</b>	
Skills & Personal Attributes	High level knowledge and understanding of 21 <sup>st</sup> century learning and teaching with an evidence based approach to strategic improvement is critical.

Experience	<ul style="list-style-type: none"> <li>- Previous Deputy Principal role or equivalent experience</li> <li>- Prior experience strategically leading and managing teams</li> </ul>
Education/qualification	<ul style="list-style-type: none"> <li>- Relevant degree/post graduate qualifications. eg Master of Education (Leadership and Management)</li> </ul>
Key Selection Criteria	<ul style="list-style-type: none"> <li>- Understanding of and commitment to the Catholic and Presentation ethos of the Avila learning community as a senior leader.</li> <li>- Contemporary leadership vision for learning and teaching with education of the whole student at its centre, in alignment with our commitment to continuous school improvement.</li> <li>- Commitment to working collaboratively to create a culture of continuous school improvement in learning and teaching and building the capacity of staff and students.</li> <li>- Commitment to personal professional learning and growth as an individual and as a member of the Executive Team.</li> <li>- Capacity to meet the management requirements of leading learning and teaching in a timely manner, ability to sustain professional relationships and build an effective team culture.</li> </ul>
Team Membership	<ul style="list-style-type: none"> <li>- College Executive Team</li> <li>- College Leadership Team</li> <li>- College Board</li> <li>- Learning and Teaching Team</li> <li>- Consultative Committee</li> </ul>
Key Internal Relationships	<ul style="list-style-type: none"> <li>- Curriculum Leaders</li> <li>- Head of Innovation</li> <li>- Timetabler</li> <li>- Learning Enrichment and Enhancement Leader</li> <li>- Pathways Leader</li> <li>- Year Level Coordinators</li> <li>- Network and Systems Administrator</li> <li>- Daily Organiser</li> <li>- Deputy Principals' PA</li> <li>- Registrar</li> <li>- Directors of Studies</li> <li>- Directors of Pastoral Care</li> </ul>
Key External Relationships	<ul style="list-style-type: none"> <li>- Parents/Guardians</li> <li>- Prospective families / new enrolments</li> <li>- CEM Learning Leaders Network</li> <li>- Booklist supplier</li> </ul>
School Wide Accountabilities	<ul style="list-style-type: none"> <li>- Contribute to a healthy and safe work environment for self and others and comply with all safe work policies and procedures</li> <li>- Maintain excellent communication and relationships with students and other staff</li> <li>- Proactively participate in meetings, community and faith days, school events and Mass as required by the school</li> <li>- Appreciate and encourage differences, valuing people for their skills, competencies, and contribution to Avila College's continuing success.</li> </ul>

	<ul style="list-style-type: none"><li>- Proactively demonstrate Avila College Values in daily work and interactions with students and colleagues and adheres to the and proactively demonstrates the values of inspiration, relationships, achievement, faith and community</li><li>- Demonstrate and ensure compliance with Avila College's policies and procedures.</li></ul>
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June 2018