



MacKillop College

Deputy Principal: Primary School

Position Description

Department	College Leadership
Classification (CEMEA 2022)	Deputy Principal, Category B, Level 7
Position reports to	College Principal

About MacKillop College

MacKillop is a Catholic college in the Josephite tradition. Inspired by the spirit of St Mary of the Cross MacKillop, we strive to:

- encourage individuals to reach their full potential as lifelong learners by providing an innovative, challenging and collaborative learning and teaching environment in a rapidly evolving society;
- foster leadership by empowering and developing all members of the school community;
- enhance positive relationships in a supportive community by promoting justice and a sustainable future;
- support wellbeing by affirming the intrinsic dignity of each individual, embracing diversity and empowering active citizenship;
- witness the presence of God amongst us by celebrating our Catholic heritage as a faith community.

Overview of the Role

This leadership position is responsible for the educational excellence, pastoral leadership and operational effectiveness of the Primary School. Working in partnership with the Principal, the Deputy Principal leads the implementation of the College's vision and strategic priorities within the Primary School, driving a high-performing and inclusive Primary School culture where excellence in learning and teaching, student wellbeing and faith formation are central.

As the educational leader of the Primary School, the Deputy Principal will work collaboratively with staff on curriculum, pedagogy, assessment, professional development, student wellbeing and school improvement initiatives; in addition to working with students, families and the broader community to create a cohesive and nurturing learning environment.

Commitment to Catholic Education

- demonstrate an understanding of the ethos of a Catholic school and its mission
- demonstrate an understanding of the Church's teachings and the Catholic teacher's role in the mission of the Church
- demonstrate a capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ
- demonstrate a willingness to integrate the Church's teachings into all aspects of curriculum

Commitment to Child Safety

- ensure students are provided with a child safe environment
- be familiar with and comply with the MacKillop College child safe policy and code of conduct, and any other policies or procedures relating to child safety
- demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing
- implement strategies that promote a healthy and positive learning environment
- demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting obligations)
- demonstrate an understanding of appropriate behaviours when engaging with children
- report any concerns relating to child safety immediately



Accountabilities

Operational Leadership

- lead the daily operations and organisation of the Primary School
- contribute as an active member of the College Leadership Team
- foster a culture of collaboration, innovation, curiosity and continuous improvement within the Primary School
- ensure data-informed practices are used to identify priorities, monitor progress and evaluate impact within the Primary School
- embed high expectations, aspiration and excellence as defining characteristics of the Primary School culture
- lead the Primary School Leadership Team and ensure effective planning, communication and accountability
- lead change effectively and support staff through periods of growth and development
- as required represent the College Principal at events, meetings and committees
- support enrolment processes, including enrolment applications, interviews, transitions and student exits
- lead the coordination of student transition programs into, through and beyond the Primary School
- coordinate and oversee Primary School assemblies, liturgical celebrations and Year 6 Graduation
- support inclusive teaching and learning practices in collaboration with Learning Diversity and Wellbeing teams
- strengthen the connections between learning, wellbeing and student support services to maximise student engagement and success
- support the planning and coordination of co-curricular and extra-curricular programs
- oversee the approval and management of excursions, incursions, camps, guest speakers and educational activities
- contribute to the preparation and monitoring of relevant budgets
- contribute to the development and management of the College and Primary School calendar
- lead campus staff briefings ensuring effective communication regarding school operations, events, meetings
- support workforce planning and staffing allocations
- liaise with Melbourne Archdiocese Catholic Schools (MACS) departments and other external agencies as required

Primary School Improvement

- energetically contribute to the realisation of the College Strategic Plan and annual improvement priorities
- lead the implementation, monitoring and evaluation of educational initiatives within the Primary School
- ensure the effective implementation of College policies, procedures and strategic priorities
- oversee curriculum compliance with Victorian Curriculum, VRQA, VCAA, Melbourne Archdiocese Catholic Schools (MACS) requirements and other relevant regulatory frameworks
- develop, implement and evaluate policies and procedures related to Primary School operations
- lead and support teachers to strengthen pedagogical practice, curriculum innovation and professional collaboration

Learning and Innovation

- assume overall responsibility for the quality, effectiveness and continuous improvement of learning and teaching across the Primary School
 - model exemplary educational leadership and maintain credibility as a highly effective classroom practitioner committed to ongoing professional growth and improved student outcomes
 - lead the strategic development, implementation and evaluation of curriculum, pedagogy, assessment, reporting and educational innovation initiatives
 - ensure curriculum design and delivery is informed by contemporary educational research, evidence-based practice, student learning data and the diverse needs of learners
 - develop contemporary learning environments that incorporate flexible learning spaces, digital technologies, virtual learning opportunities and high-impact teaching strategies
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- lead curriculum development and improvement with a strong emphasis on Literacy and Numeracy enhancement across all Primary School year levels
 - embed the Victorian Curriculum capabilities and cross-curriculum priorities throughout teaching and learning programs
 - lead the development of assessment, feedback and reporting practices that recognise and measure broad indicators of student growth, achievement and success
 - ensure assessment and reporting practices provide meaningful information to students, families and teachers to support learning improvement
 - use data-informed practices to monitor, measure and improve student achievement, engagement and growth
 - develop and implement systems for the collection, analysis and use of learning data to identify trends, evaluate effectiveness and drive improvement
 - oversee educational testing and learning data collection programs, including NAPLAN, ACER and other relevant assessment initiatives
 - support the monitoring of student progress, learning growth and educational pathways across the Primary School
 - promote professional inquiry, reflective practice, coaching and mentoring to build staff capability
 - ensure learning and teaching programs holistically prepare students to thrive as confident, capable and compassionate learners in a rapidly changing world
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Student and Staff Wellbeing

- foster a learning culture that is engaging, meaningful, rigorous, inclusive, innovative and student-centred, where students and staff are challenged to achieve personal excellence
 - lead the implementation of MacKillop College Student Wellbeing Strategies within the Primary School
 - foster a culture of positive relationships, inclusion, belonging and student voice
 - promote the holistic growth of each student academically, socially, emotionally, physically and spiritually
 - support student affirmation, behaviour management and pastoral care processes
 - ensure wellbeing programs for the Primary School are evidence-based, aligned to College programs, and are responsive to student needs
 - monitor student attendance, engagement and participation
 - oversee learning interventions and support services for students requiring additional learning or wellbeing assistance
 - support student leadership opportunities and authentic student participation in school life
 - promote respectful relationships and positive behaviour expectations using the MacKillop College behavioural curriculum and wellbeing frameworks
 - oversee and ensure appropriate restorative and reconnection practices for students are implemented
 - foster a culture of collaboration, accountability, professional learning and continuous improvement
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Communication

- maintain a highly visible and approachable presence within the College community, especially within the Primary School
 - build strong partnerships with students, families, staff, local parish and external agencies
 - promote family engagement as an essential contributor to student learning and wellbeing
 - in consultation with the College Registrar, oversee and facilitate Primary School tours and enrolment activities for prospective families
 - contribute to College publications, communications and promotional activities
 - oversee and participate in Student Progress Interviews, ensuring they are informative and reflect the student's approach to learning, performance on a range of assessment tasks, strengths, challenges and recommended future learning strategies
 - initiate family contact in cases where student behaviour or academic performance need to be addressed
 - respond promptly to family requests for information, return phone calls and answer emails
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Community Engagement and Partnerships

- create and maintain a safe and challenging learning environment
- promote positive, respectful and encouraging relationships
- demonstrate effective classroom behavioural management skills, implementing appropriate behaviour management strategies
- use appropriate restorative and reconnection practices for student reintegration
- establish clear expectations for student behaviour and encourage students to take responsibility for their own behaviour
- establish clear learning expectations for students based on individual needs
- create a stimulating learning environment by using a variety of teaching strategies and activities

Professional Development

- facilitate and oversee collaboration structures to support evidence-informed professional practice across the Primary School
- support and lead the appraisal process for teachers including classroom observational assessment
- lead, mentor and support staff to achieve high standards of professional practice
- lead professional learning initiatives aligned with strategic priorities and staff development needs

General Expectations

- support the Victorian Catholic Education Authority (VCEA) 'Statement of Principles Regarding Catholic Education'
- clearly understand the College vision and embed it as part of daily practices
- act as a role model for students and all staff
- demonstrate loyalty and collegiality to the Principal, Leadership Team and all staff
- actively contribute to the achievement of the School Improvement Plan
- stay informed by reading the Principal Memo, all College emails and other correspondence on at least a weekly basis, responding appropriately
- abide by all College policies and procedures
- work collaboratively and build effective working relationships
- ensure MacKillop Colleges' public image, professional reputation and best interest is represented through all interactions and activities
- model a professional approach for all staff and students, including conduct, language and professional dress
- attend all relevant school meetings, functions, events, liturgies, open days, staff faith proceedings and professional development as required by the Principal
- observe the strictest confidentiality for all sensitive and private information
- participate in duty supervision as rostered, and other supervision duties as required
- actively contribute to the care of all College facilities, grounds, equipment and resources

Work Health and Safety

- take reasonable care of your own health and safety
- take reasonable care for the health and safety of others who may be affected by your acts or omissions
- cooperate with any actions MacKillop College implements to comply with WHS requirements
- comply with all Safe Working Procedures
- use appropriate Personal Protective Equipment (PPE) as required
- periodically update MacKillop College about any medical condition that:
 - is life threatening or may require Emergency Services to be called
 - could impact on your ability to perform your duties
- complete safety training courses as required and participate in compliance briefings or inductions as required
- do not 'intentionally or recklessly interfere with or misuse' anything provided at the workplace to support health, safety and welfare
- report all hazards (e.g. unsafe working conditions) and incidents (e.g. injuries, illnesses, etc.)
- work cooperatively and consult with Health and Safety Representatives to resolve workplace safety changes and issues
- undertake all work activities in a manner that ensures the workplace is free from harassment, bullying and discrimination and supports workplace diversity
- contribute to a healthy and safe work environment, and comply with all safe work policies and procedures

Other Duties

It is not the intention of this role description to limit the scope or accountability of the position but to highlight the most important aspects. All employees are required to undertake reasonable duties commensurate with their skills and training from time to time in accordance with the needs of the College or as directed by the Principal.

Required Capabilities

Meet the Professional Standards for Teachers	<ul style="list-style-type: none">• fulfil and adhere to the professional standards for Teachers as outlined by the Australian Institute for Teaching and School Leadership (AITSL)• adhere to the AITSL Codes of Conduct and Ethics
Standards	<ul style="list-style-type: none">• oversee the implementation, development and evaluation of learning policies and practices including, but not limited to:<ul style="list-style-type: none">– Victorian Curriculum 2.0– Melbourne Archdiocese Catholic School (MACS) Vision for Instruction and Vision for Engagement– Victorian Curriculum and Assessment Authority (VCAA)
Educational Leadership	<ul style="list-style-type: none">• demonstrates deep knowledge of contemporary learning, teaching and assessment practices• can develop high-quality educational programs that improve student outcomes• promotes a culture of high expectations, excellence and continuous improvement• uses data and evidence to drive school improvement
Duty of Care	<ul style="list-style-type: none">• complete annual Child Protection and Mandatory reporting training• current qualifications in:<ul style="list-style-type: none">– First Aid and CPR– Anaphylaxis management– Asthma management
Emotional intelligence	<ul style="list-style-type: none">• a demonstrated understanding of social and emotional issues connected to student life• an ability to build positive and meaningful relationships with students• an ability to set clear behavioural expectations• an understanding of trauma informed practice• an understanding of emotional regulation of self and others
Communication	<ul style="list-style-type: none">• excellent communication skills, including ability to communicate with students, families and our diverse community• excellent interpersonal and relationship building skills• develop, implement and maintain appropriate channels of communication between staff, families, students and the local community
Leadership Skills	<ul style="list-style-type: none">• leads improvement and innovation through evidence-informed decision-making• anticipates challenges and opportunities and responds proactively• ability to align decisions, priorities and resources with the College Strategic Plan• ability to lead and facilitate change• strong attention to detail• ability to manage complex tasks with minimal supervision• highly organised with the capacity to work to timelines• high-level, problem-solving skills• thinks strategically, creatively and contributes to the direction and success of the College• self-motivated
Approachable	<ul style="list-style-type: none">• a demonstrated ability to foster a welcoming learning environment that promotes positive behaviour• professional attitude, underpinned by positivity and self-motivation
Teamwork	<ul style="list-style-type: none">• ability to lead and manage a team• flexible and willing to help and support others• ability to collaborate with the teachers, staff and students• ability to develop and maintain excellent working relationships with key stakeholders
Catholic Identity	<ul style="list-style-type: none">• demonstrates a commitment to working in a Catholic Education environment• demonstrate a pastoral approach towards student and staff relationships

Qualifications, Education and Experience

Essential

- a commitment to teaching in a Catholic school environment
 - current, full registration with Victorian Institute of Teaching (VIT)
 - post graduate qualifications in education
 - demonstrated understanding and experience of the learning and teaching pedagogy associated with Primary Schools
 - demonstrated experience in leading and developing high performing teams
 - demonstrated experience in managing change effectively
 - proven leadership capability and experience
 - expert understanding of contemporary learning and teaching practices
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Desirable

- accreditation to teach Religious Education
 - proven capacity to work independently and as part of a leadership team
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Declaration

I accept the above duties for the position at MacKillop College.

Name: _____

Signature: _____

Date: _____