Sacred Heart Girls’ College

ROLE DESCRIPTION

OUR VISION

"Sacred Heart Girls' College is a school within the Catholic ethos, educating young women for life, and always striving upwards for excellence in learning and growth of faith. We are committed to providing an environment which enables the development of strong, articulate women, faithful to Gospel values, with respect for themselves and compassion for others - discerning, confident, prepared and willing to embrace life's challenges"

Deputy Principal
Learning and Teaching
OUR MISSION

Sacred Heart Girls’ College is a Catholic Girls’ College:
- Striving to create a culture of learning in a Christ-centred, disciplined environment.
- Encouraging faith development and providing a rigorous Catholic Education.
- Fostering a community where all are treated with respect and dignity.
- Promoting academic excellence, offering diverse intellectual, sporting and artistic opportunities.
- Demonstrating a vision of Christian womanhood, emphasising committed leadership and service.
- Recognising that education is for life, instilling a desire for truth, compassion and justice.

The Deputy Principal Learning and Teaching is appointed by the Principal and is responsible to the Principal for all aspects of teaching and learning within the College as outlined in the strategic plan and the role description.

The Deputy Principal Learning and Teaching is a member of the College Leadership Team. In collaboration with the Principal and members of the Leadership Team, the Deputy Principal Learning and Teaching will lead the College in the development of an exemplary learning and teaching environment. In providing this, the Deputy Principal Learning and Teaching will demonstrate leadership that reflects the vision and values articulated in the College Mission Statement.

ROLE RESPONSIBILITIES

The Deputy Principal Learning and Teaching will:

PROVIDE CULTURAL LEADERSHIP TO THE WHOLE SCHOOL COMMUNITY
- Actively and publicly promote and support the College, its mission, vision and values.
- Share with the Principal and members of the College Leadership Team in being a presence in the school and the wider community.
- Initiate, lead and participate in whole school improvement.
- Exhibit exemplary leadership in Catholic girls’ education.
- Demonstrate a commitment to achieving best practice in learning and teaching through formation of a learning community.
- Be responsible for the vision and implementation of the learning and teaching aspects of the College strategic plan.
- Model, inspire and facilitate a whole school approach to learning and teaching.
- Exhibit the capacity to lead the community through change processes relating to learning and teaching.
• Actively contribute to and engage in all Leadership Team responsibilities.
• Actively and collaboratively promote, maintain and enhance the Catholic identity of the school.
• Actively and collaboratively uphold a commitment to social justice and action in the school and wider community.
• Contribute to the facilitation of the human resource management and development processes within the College.

Specific duties
• Liaise with VCAA, CEOM, and other relevant agencies on matters relating to curriculum.
• Participate in conferences, meetings and system initiatives such as networks and briefing meetings.
• Manage the implementation of Government initiatives such as compliance reporting and NAPLAN testing.
• Support members of the Leadership Team in working with the College community in implementing the strategic plan.
• Regularly report on issues and matters relating to learning and teaching to the Leadership Team, teaching staff, students and parents.
• Attend meetings of the Leadership Team and participate in whole school decision making.
• Ensure that individual staff are working towards accreditation.

PROVIDE EDUCATIONAL LEADERSHIP TO THE WHOLE SCHOOL COMMUNITY
• Exhibit comprehensive knowledge and understanding of current educational practices; local, national and international educational trends; issues, policies and directions.
• Provide leadership in the implementation of effective and transparent approaches to assessment and reporting.
• Provide effective and creative leadership in the implementation and use of Information and Communication Technologies across the curriculum.
• Develop and create innovative programs that ensure the College is meeting the learning needs of its students.
• Inspire and encourage the College community to have high expectations and value excellence in learning and teaching.
• Work effectively with relevant committees, teams and individuals to develop, plan, implement and evaluate learning and teaching programs, within the College, on a regular basis.

Specific duties
• Meet regularly with the Learning and Teaching Committee, Heads of Departments and other committees to plan, develop, coordinate and implement classroom learning programs.
• Liaise with the Principal and Heads of Departments on the allocation of teaching loads.
• Ensure documentation of courses and policies.
• Oversee the production of the student handbooks.
• Oversee the subject selection process in partnership with the relevant Year Level Co-ordinators.
• Work with the relevant leaders to ensure effective assessment and reporting procedures.
• Oversee the assessment and reporting processes.
• Identify areas for curriculum innovation and improvement and implement processes for change.
• Monitor and evaluate curriculum programs and policies.
• Organise whole school professional learning for staff that is consistent with the learning and teaching directions and needs of the school.

PROVIDE HUMAN LEADERSHIP TO THE WHOLE SCHOOL COMMUNITY
• Demonstrate excellent interpersonal skills and the capacity for effective communication.
• Drive whole school improvement initiatives.
• Encourage and build leadership capacity.
• Provide structures and processes for human resource management and development that include induction, mentoring, professional learning, appraisal and accountability.
• Develop structures and processes that support the ongoing professional learning of staff.
• Provide a climate conducive to professional discourse and collaboration.
• Recognise and actively promote the partnership of parents in the education of their daughters.

Specific duties
• Facilitate regular meetings with curriculum teams such as Heads of Departments and Learning and Teaching Team.
• Work closely with the Learning Support staff to ensure the learning needs of all students are identified and supported.
• Work closely with the library staff to ensure the library supports the learning needs of all students.
• Work closely with the e-Learning Co-ordinator to ensure that ICTs are integrated into all aspects of the curriculum.
• Work closely with the Careers teachers and the Years 10-12 Year Level Co-ordinators to ensure the smooth transition and delivery of VCE and related pathways.
• Ensure the VIT mentoring requirements of beginning teachers are put into place and that they are closely monitored.

PROVIDE TECHNICAL AND ORGANISATIONAL LEADERSHIP
• Demonstrate high levels of organisational and administrative skills.
• Plan, organise and coordinate programs and processes relating to curriculum, implementation of ICTs, subject selection, assessment and reporting, teacher accreditation and staff professional learning.
• Ensure relevant policies and procedures are developed, implemented and systematically reviewed.
• Lead and manage relevant curriculum teams.
• Liaise closely with relevant leaders such as Heads of Departments and Year Level Co-ordinators.

Specific duties
• Contribute to the management of the day to day operations of the College.
• Consult with Heads of Departments and the Business Manager to ensure faculty budgets are aligned with the learning and teaching goals.
• Co-ordinate the compilation of the booklists.
• Co-ordinate the Parent/Teacher nights.
• Co-ordinate the student awards process.
• Establish and maintain a professional learning database for all staff professional learning activities.
• Encourage individual staff to keep accurate records of their own professional learning as required by VIT.

Other duties as required by and negotiated with the Principal.