

	<b>POSITION DESCRIPTION</b>
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<b>Last reviewed</b>	<b>25 May 2018</b>
<b>Position title</b>	<b>Deputy Principal of a Catholic School</b>

**Position reports to:**



**Position Summary:**

The Deputy Principal is a senior leadership position in a Catholic School, The Deputy Principal is challenged to be a person of faith and vision for Catholic education, accepts and models Catholic values in personal life and demonstrates the capacity to communicate this vision to others in the school community.

The following key responsibilities and selection criteria apply to all Deputy Principal positions in Catholic Education NT. A specific Position Description will apply for each Deputy Principal position and will include additional criteria/responsibilities for the local school context.

**Key responsibilities:**

**The Deputy Principal will, with the Principal, lead the faith community:**

- Assist the Principal in creating and maintaining a Catholic climate in the school community and in the implementation of the school vision by providing active leadership to ensure the smooth functioning of all aspects of school life
- Support and encourage the Principal and other members of the administration team in decision making and help implement these decisions to ensure effective functioning of the school. Deputise for the Principal in his/her absence as requested
- Be responsible for specific administration aspects of the schools as designated by the Principal

- Assist the Principal in ensuring that a balanced, innovative and appropriate curriculum is implemented in all areas of the school
- Manage the planning, development, implementation and evaluation of the school curriculum and student assessment in line with the school improvement plan and as requested by the Principal
- In conjunction with the Principal, plan, develop, implement and evaluate staff development programs
- Encourage two way communication in all aspects of school life and provide appropriate opportunity for that sharing to take place
- Cultivate positive school-parent, school-Parish, school-community and cross campus communication and relationships
- Ensure the effective implementation of school pastoral care by displaying a committed pastoral care for children, attentive to their individual and corporate needs and assisting in the development and maintenance of good staff morale and responding to their pastoral care needs
- Provide assistance to and supervision of staff, including Formation Review
- Maintain own personal and professional development
- Participate in the Deputy Principals network meeting at the Catholic Education Office, School Improvement meetings, Diocesan Assemblies and celebration
- Any other duties as directed by the Principal

### **WHS Responsibilities**

The Deputy Principal will:

- Be proactive in all matters relating to work health and safety
- Perform their own work at all times in a safe manner and comply with all workplace safety standards, policies and procedures
- Take reasonable care to ensure their own safety and not place others at risk by any act or omission
- Actively engage in the consultation process and take part in work health and safety risk management programs to improve safety.

### **Selection Criteria:**

#### **Essential**

- Catholic who is active member of a Catholic Eucharist
- Committed to the Catholic ethos
- Ability to lead a Faith Community
- Demonstrated competence in his/her capacity to promote, enhance and integrate the religious dimension of a Catholic school into all facets of school life
- Eligible for registration with NT Teacher Registration Board

- Evidence of educational, pastoral, theological and managerial aspects of school leadership
- Ability to work in leadership and administration as a team member
- Ability to facilitate the planning, implementation and evaluation of sound educational policies and practices
- Ability to communicate effectively with the whole school community as well as with the wider community
- Ability to facilitate change/ or be an agent for change

Capacity to meet key responsibilities as decided at school level

**Desirable Criteria:**

- Post graduate qualification in Religious Education, Theology and/or Educational leadership
- Standard of health necessary to perform duties consistent with the role
- Well-developed coaching and mentoring skills
- Knowledge of factors that affect Indigenous families in the NT context
- Working understanding of academic reporting processes
- Experience in developing and implementing policies and associated implementation procedures.

**Note: There may be additional criteria for specific Deputy Principal Positions**

**Qualifications required:**

The Deputy Principal will have:

- Appropriate tertiary qualifications in education, school management and/or educational leadership
- Accreditation B – Teach in a Catholic School
- Teacher Registration in the NT
- Ochre Card (Working with Children Clearance)

**Further Information:**

- Deputy Principal positions in NT Catholic schools outside of the Darwin/Palmerston and associated rural area require significant travel

NUMBER		Position Description	
Approved by		Signature	
Date approved		Version number	
Document application		SIRF area	

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