

Catholic Education Archdiocese of Brisbane

ROLE DESCRIPTION

DEPUTY PRINCIPAL



Catholic
Education
Archdiocese of Brisbane

Teaching Challenging Transforming

In an ecumenical school, references in this role description to the Catholic faith, ethos and identity should be understood as referring to the relevant faith partnerships in that school.

Catholic Education Archdiocese of Brisbane
ROLE DESCRIPTION - DEPUTY PRINCIPAL

1 POSITION TITLE

Deputy Principal

2 PURPOSE OF THE POSITION

The DP, as a member of the school leadership team, deputises for the Principal in the leadership of a Catholic school within the Archdiocese of Brisbane.

3 KEY RESULT AREAS

In partnership with colleagues and through the support of the Archdiocese of Brisbane the DP in a Catholic school is required to:

Religious Leadership

- Deputise for the Principal, through personal example, in the provision of religious leadership and in the fostering of the religious life of the school.

Educative Leadership

- Deputise for the Principal in the development, implementation and monitoring of high quality learning and teaching programs..

Staff and Community Leadership

- Deputise for the Principal in:
 - o The fostering of appropriate relationships with staff, students, parents, the parish, the Catholic education community and the wider community.
 - o The selection, deployment, support and development of staff through regular monitoring, performance reviews, professional learning and enactment of effective employee relations.

Strategic Leadership

- Deputise for the Principal in the development of the vision, mission and strategic goals of the school, in alignment with the Strategic Renewal Framework.

Organisational Leadership

- Deputise for the Principal in the development and maintenance of processes to manage physical and financial resources in order to deliver the educative programs of the school.

4 STATEMENT OF RESPONSIBILITY

The leadership and direction provided by the DP will be consistent with the Archdiocesan Vision Statement for Catholic Education; Catholic teachings, principles and values; the Strategic Renewal Framework; the Leadership Framework; Brisbane Catholic Education policies and practices; and Archdiocesan policies and directives.

The DP works in close collaboration with the Principal in the achievement of the acknowledged mission and goals of the school community. Additionally, the DP provides specific leadership in those areas delegated by the Principal as designated in the DP's Duty Statement.

5 SCOPE OF THE POSITION

Under each of the key result areas is a range of activities in which the role holder might engage while deputising for the Principal. The list is neither prescriptive nor exhaustive. The degree to which the role holder engages in these activities and others delegated by the Principal will depend on the size and nature of the school and the release time allocated for the position. Individual Duty Statements may be developed to provide more specific guidance.

RELIGIOUS LEADERSHIP

- Articulate and promote the Archdiocesan vision of Jesus Communion Mission.
- Nurture partnerships with Parish, Deanery, Archdiocesan communities and Church agencies.
- Articulate and promote the school's mission, vision and founding story.
- Foster the Catholic ethos and identity of the school community integrating beliefs and values into all aspects of school life and learning.
- Articulate a contemporary understanding of theology and model attentiveness to their own spiritual formation for leadership.
- Support staff spiritual and theological formation.
- Support the ritual and liturgical life of the school.
- Support opportunities for Christian community service and social justice.
- Facilitate and support the Religious Education curriculum and the professional development of teaching staff.
- Promote preferential options for the poor and marginalised.

EDUCATIVE LEADERSHIP

- Support and promote a contemporary Catholic educational vision with a focus on the student as learner and person.
- Support and promote collective responsibility and accountability for student achievement and wellbeing.
- Facilitate effective pedagogy.
- Lead the development of a contemporary, holistic, high quality curriculum.
- Prioritise and support the provision of human and material resources for diverse student needs.
- Use and promote the Brisbane Catholic Education Learning Framework.
- Promote high expectations and standards and support systematic monitoring of student learning.
- Facilitate and implement appropriate assessment, reporting and evaluation processes.
- Develop and support an ordered, supportive, learner-centred school environment that provides effective assistance to students with specific educational needs.
- Facilitate and implement appropriate assessment and reporting processes.

STAFF AND COMMUNITY LEADERSHIP

- Engage in effective staff developmental learning and performance management, including monitoring, review and appraisal.
- Engage in the efficient and effective management of staff and workplace practices.
- Support and foster effective employee relations.
- Communicate effectively and resolve issues in a positive way.
- Meet regularly with individual staff members.
- Develop healthy staff relationships and promote staff wellbeing.
- Engage in processes to build community.
- Work in close collaboration with other leadership team members.
- Facilitate pastoral care and behaviour support programs which build a positive culture within the school community.

STRATEGIC LEADERSHIP

- Promote an Archdiocesan perspective in school deliberations.
- Contribute to a culture of reflection, self-review and improvement.
- Facilitate quality change processes.
- Develop relationships that are strategically important to the school, including Parish, School Boards and Parents and Friends Associations.
- Promote and market the school in the community.
- Develop partnerships with authorities such as the Queensland Studies Authority.

ORGANISATIONAL LEADERSHIP

- Facilitate the alignment of school policies, processes and activities with the school strategic renewal plan.
- Comply with policy and legislative requirements.
- Facilitate the implementation of information technology.
- Facilitate the enrolment process within policy and resources.
- Provide appropriate risk management.
- Assist with the establishment of efficient systems of data and records management and retention.
- Maintain school facilities and resources effectively.
- Support effective communication and decision making processes.
- Engage the community in resource allocation processes that appropriately support learning and teaching.

6 AUTHORITY LIMITS

Full Authority to act within the role and enact the duties as outlined above is delegated by the Principal.

7 REPORTING AND OTHER RELATIONSHIPS

The Deputy Principal is responsible to the Executive Director through the Principal. Significant relationships also exist with the Senior Leader - Learning and Identity, the Director School Services and other senior staff of the Brisbane Catholic Education Office.