



Position Description

Deputy Principal - Learning & Teaching

Position Summary

The position co-ordinates the selection, modification and implementation of best practice programs, strategies and methodologies in relation to learning and teaching which will ensure that the curriculum is responsive, engaging, rigorous, and individualised to a changing educational and social context.

Primary objectives:

- Lead a team of professionals in ensuring the design and delivery of innovative, best practice learning and teaching programs.
- Develops teacher capacity and effectiveness.
- Actively and collaboratively contribute to the Catholic Identity and Culture of the College.
- Initiate, lead and participate in personal and whole school improvement.
- Provide leadership in the College's pedagogical practices.
- Along with the Deputy Principal Pastoral Wellbeing; develop and implement a culture of teacher feedback and renewal.
- Ensure the use of data to inform practice which enhances student outcomes.
- Create an environment which is conducive to effective learning and teaching.
- Enables and guides staff in the best use of contemporary technologies to improve student learning.
- Manage the College's curriculum structure and related processes.
- Ensure student and parent feedback processes are effective and enable analysis, reflection and continual growth.
- Ensure personal excellence is paramount in learning and teaching practices and underpins all teaching.
- Work co-operatively with the College Leadership Team to ensure the realisation of the educational vision and goals of the College.
- Develop and oversee the College's Learning Management Systems and associated programs.
- Works collaboratively with the Principal, Leadership Team and other staff in the overall leadership of the College.
- Coordinate the College timetable to make effective use of teacher allocation and learning opportunities.

This position is offered as a **5 (five)** Year Appointment. Given the seniority of the position it is expected that considerable out of hours' work is required including during school holiday periods.

Accountability

All positions within the College will actively support the Mission and Vision of Marist Regional College. Interacting with our colleagues, schools and the community requires all employees to promote and support the Catholic ethos. It is expected that all behaviours and duties will:

- Be consistent with Catholic Identity, College Mission, Vision, and Values
- Be conducted in accordance with MRC Values, policies and the ethos:
- Promote the Catholic Identity in all dealings within and on behalf of Marist Regional College

Authority

Reporting directly to the Principal, the Deputy Principal Learning and Teaching is a Level 4 Deputy Principal in accordance with the Catholic Education Agreement 2015, appointed by the Principal and formally endorsed by the Marist Regional College Governing Council. The position is responsible for:

1. Faculty/Learning Area and Department Heads
2. TASC Co-ordinator
3. VET Co-ordinator
4. Middle Years Co-ordinator
5. Learning Enhancement Co-ordinator
6. Aboriginal Support Co-ordinator
7. E-Learning Staff
8. Learning Integration Manager
9. Careers and Pathway Planning Officer
10. Literacy and Numeracy Officer
11. Personal Assistant to the Leadership Team

Key Relationships

<i>Internal</i>	Principal, teachers, Leadership Team, managers, students, and other non-teaching staff as required.
<i>External</i>	Parents, visitors, local community, Catholic Education Office, TASC, Teachers Registration Board, Registered Training Organisation, Employment agencies, service providers, other schools and colleges.

Work Health & Safety

This Position is classified as **'Worker'** under the Work Health & Safety Act (Tas) 2012, and the incumbent is responsible to undertake duties specified as **'Worker'** for the purpose of this Act.

In addition, all employees of MRC are required to:

- Cooperate with the College in relation to activities taken by MRC to comply with WHS legislation;
- comply with the Work Health & Safety Act (Tas) 2012 and Regulations;
- adopt work practices that support WHS programs;
- take reasonable care for their own health and safety and the health and safety of other people who may be affected by their conduct in the workplace;
- seek guidance for all new or modified work procedures;
- ensure that any hazardous conditions, near misses and injuries are reported immediately;
- participate in meetings, training and other environment, health and safety activities where required;
- not willfully place at risk the health or safety of any person in the work place;
- not willfully or recklessly interfere with or misuse anything provided in the interest of environment health and safety or welfare.

Tasks & Responsibilities

Tasks involved in this position are outlined, but not limited to:

- a) Keep up to date on educational theory, practice and research, especially in relation to learning strategies and teaching methodologies, and monitor changes that may impact on the College.
- b) Create and promote a climate of professional discourse, collaboration and inquiry around learning and teaching practices amongst teaching staff.
- c) Encourage and build leadership capacity within the College.
- d) Recognise and actively promote the partnership between parents and their children with staff in educational outcomes.
- e) Establish networks with other schools to monitor and identify curriculum trends and identify best teaching practices.
- f) Lead the staff in Information and Communication Technologies to improving learning and teaching outcomes, playing a strategic role in the integration of ICT into the learning and teaching practice of staff.
- g) Ensure the Learning Management System of the College is up to date, comprehensive and continually improving in relation to the provision of learning information for students, families and staff.
- h) Be a visible presence in and around the classrooms and assist with curriculum implementation, adapting instructional materials and incorporating best practice methods.
- i) Monitor the effectiveness of strategies and methodologies through evaluation and review.
- j) Provide professional feedback to members of the teaching and faculty/learning area teams.
- k) Develop links between Middle Years, Years 9-10 and Years 11 and 12 to promote best practice 7-12.
- l) Advise and make recommendations to the College Leadership Team regarding learning and teaching matters and keep the College community informed of current trends and school-based initiatives in learning and teaching.
- m) Participate in the selection of staff at the request of the Principal with other key leaders.
- n) Oversee the implementation and analysis of results of student testing to inform teaching practice.
- o) Promote personal excellence and academic endeavour in the student body.
- p) Promote and elaborate on the language of learning for staff and students.
- q) With key personnel, monitor and support the learning needs of all students.
- r) Ensure that the curriculum is consistent, documented and easily accessible to all members of the community.
- s) Assist with Faculty/Learning Area and Department Heads the induction and mentoring of new staff members.
- t) With the TASC Co-ordinator, ensure that all TASC requirements are met. Ensure that the school community is informed and advised about educational issues and major policy directives from the TASC and other relevant bodies.
- u) Be a point of reference for Learning Area/Faculty and Department Heads in regard to curriculum, pedagogy, assessment and reporting matters.
- v) Compile and distribute/publish course information for Years 7-12.
- w) Oversee and review all academic policies and procedures.
- x) Co-ordinate subject selection processes for Years 8-12.
- y) Interview new students, advising on academic programs.
- z) Provide advice to students, parents and staff on matters relating to subject selections and changes.
- aa) Be responsible for presentations to students and parents regarding academic issues and subject selections.
- bb) Maintain records of students' results and establish a longitudinal tracking system.
- cc) Oversee the feedback processes for students, staff and families both formal and informal, including assessment and reporting.
- dd) Monitor trends in subject and course selection.
- ee) Provide statistical analysis of student results to the College Leadership Team and other stakeholders.
- ff) Lead and co-ordinate processes for all College academic awards and presentations.
- gg) Develop and maintain a complex timetable, including teacher allocations that meets the needs of the College Community.

- hh) Be responsible for the processes, implementation, review and renewal of all reporting and feedback processes as they relate to learning and teaching.
- ii) Lead the Professional Learning Team at the College along with the Deputy Principal – Pastoral Wellbeing.
- jj) Provide overall leadership in the College in the spirit and ethos of the Catholic Faith of the College.
- kk) Convene and lead Learning and Teaching Team meetings.
- ll) Carry out a 0.25 FTE teaching role.

The Key Tasks of the Deputy Principal can be varied or changed by the Principal as circumstances require.

Selection Criteria

1. *Essential requirements of the position*

- a) A commitment to leadership underpinned by authenticity, passion, integrity and transparency.
- b) Understanding of, and ability to contribute to, the mission of Marist Regional College as a Catholic school including an active Catholic Faith life.
- c) Passion for education and the outcomes of young people.
- d) An exceptional work ethic and commitment to excellence.
- e) Tertiary qualification in education ideally at a Masters Level and a preparedness for ongoing professional development and personal growth.
- f) Demonstrated ability to work independently and as part of a team.
- g) An ability to identify, build and nourish teams who work collaboratively for the good of the College Community.
- h) Well-developed ability to be cope effectively in a high paced environment with a large time commitment.
- i) Excellent presentation, verbal and written communication skills.
- j) Demonstrated knowledge of the use of technology to enhance learning.
- k) A desire to be part of something exceptional and commitment for continual community growth.
- l) Commitment to the overall leadership of the College and a willingness to work collaboratively and laterally in ensuring the College remains the preferred educational provider on the North West Coast.

2. *Desirable requirements of the position*

- a) Experience and expertise in change management.
- b) Visionary and innovative mindset and aptitude.
- c) Experience in a similar leadership role within a school or educational context.

Acceptance of responsibility

I have read and understand the above expectations of the role, and will undertake the tasks and duties to the best of my ability:

Employee:

Name

Signature

Date