

Deputy Principal People & Operations

Teacher of the Deaf

Position Description

Main Purpose

The Deputy Principal (People & Operations) is a significant leadership role in the school community, working closely with the Heads of Campus to ensure the effective organisation and planning of college life in respect to all staffing, programs, events and activities. The Deputy Principal (People and Operations) has a major management role developing and embedding policies and procedures across the school, maintaining positive working relationships between St Mary's and our partner schools and the implementation of the School's Vision, Mission and Improvement Plan.

Reports to: Principal

Located: Campus (as negotiated)

- Wantirna South
- Dandenong
- Ringwood
- South Morang
- Sunbury
- Tarneit

Overview

St Mary's College for the deaf is a specialist school providing a flexible inclusive education ranging from full immersion in mainstream classes (through partner schools) with specialist adjustments and resources to an individualised program of part immersion, part learning in small classes with Teachers of the Deaf on individualised courses of work and personal goals. Teachers of the Deaf and multidisciplinary teams including LSOs, Auslan Education Interpreters, Speech Language Pathologists and Youth Workers are based at each campus, working together to support students in experiencing positive and successful educational outcomes. Our students are deaf or hard of hearing, some have additional disabilities, and some may experience mental health challenges or behaviours of concern.

St Mary's College philosophy and Catholic identity is founded on the ethos of the Dominican Sisters, who established the school in 1948, and their vision to nurture the dignity and uniqueness of each child. The four Pillars of Dominican life guide and empower students to be the best version of themselves.

Tenure: 3 years

Resource Allocation

- Deputy Principal: Category B, Level 2 (with travel allowance)
- Full-time

Key Responsibility

The Deputy Principal (People & Operations) is responsible for overseeing all operational requirements across the school. They lead the strategic development and wellbeing of staff and implementation and review of community engagement initiatives. They ensure alignment with MACS policies, Child Safety legislation and compliance and partner school operations. They collaborate with and oversee the work of the College's Heads of Campus and ensure the school operates in a calm, purposeful and inclusive manner where the dignity and uniqueness of each student is upheld.

The Deputy Principal (People & Operations) works as a member of the St Mary's College Senior Leadership team, collaboratively supporting the broader strategic intent across all aspects of college life.

Role

- a. Ensure, in liaison with the Heads of Campus, that staff are fulfilling their duties to expected standards.
- b. Ensure policy and procedures are up-to-date, compliant, communicated and implemented.
- c. Lead, manage and execute school wide events.
- d. Guide, coach and mentor Heads of Campus to nurture and develop relationships across the partner school community, supporting the processes as required.
- e. Lead Heads of Campus in planning enrolment experience events including open days, tours, transition days and information evenings.
- f. Oversee and motivate staff performance through constructive appraisal, monitoring of professional performance, capability development, and mentoring.
- g. Lead administration team and Heads of Campus in managing and operating learning management systems such as ICON and SIMON
- h. Lead the Professional Learning Program for staff in conjunction with the DP Learning & Engagement.
- i. Lead the staff recruitment and induction process across the College.
- j. Arrange systems of support to VIT Provisional Teachers, teachers on placement and teachers in training.
- k. Oversee OH&S, Return to Work and employee wellbeing support provisions.
- l. Ensure staff participation in ongoing formation and prayerful experiences in relation to Catholic identity and values of St Mary's College and the Dominican Pillars.

Other duties

- Work as part of the College Leadership Team to provide strong leadership for the implementation and ongoing review of the School Improvement Plan and Annual Action Plans.
- Provide regular reports to the College community on matters relating to school staff, enrolments, community and events, including regular updates to the School Advisory Council report and newsletter.
- Exercise a high level of visibility as a leader of the St Mary's and partner school communities.
- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect students and staff.
- Demonstrate understanding of and respect for the ethos and values of Catholic education.
- Support the Principal and Leadership Team in nurturing and challenging students and staff across the College as necessary.
- Accept a teaching allotment as determined by the Principal.

Key Selection Criteria

SC1 Demonstrated capacity to establish inclusive learning environments that meet the needs of deaf and hard of hearing students including those from different linguistic, cultural and socio-economic backgrounds.

SC2 Demonstrated experience in successfully leading, motivating and empowering staff in implementing strategic initiatives that align with the actions of a school's strategic plan.

SC3 Knowledge of leading processes designed to improve key systems and initiatives that support teacher development, community relations and/or compliance, in consultation with stakeholders, to ensure they are effective and efficient.

SC4 Demonstrated high-level interpersonal skills including the ability to liaise effectively with a wide range of people within the education community and beyond.

SC5 Demonstrated ability to model and encourage staff participation in partner school faith activities, teaching programs and other events with the aim of building an inclusive learning environment.

SC6 A demonstrated understanding of child safety and appropriate behaviours when engaging with children.

Other requirements

- A postgraduate qualification in educational leadership is highly desirable.
- Qualifications to teach deaf and hard of hearing individuals preferable.
- Ability to travel to various campuses as required to fulfil the role
- Be registered as a teacher with the Victorian Institute of Teaching
- Accreditation to Teach Religious Education or Lead in a Catholic School is required (or commitment to achieving this in the first two years of appointment).

Child Safety

The successful applicant will:

- Be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Assist in the provision of a child-safe environment for students
- Demonstrate duty of care to students in relation to their physical and mental wellbeing

St Mary's College is an equal opportunity employer. We value a diverse and inclusive workplace and welcome applications from all qualified people. When required, we make reasonable adjustments to accommodate our people.