



# Role Description

## St Bede's College

### Deputy Principal Learning & Teaching

St Bede's College is a Catholic school in the Lasallian spirit and tradition. The College is a faith community committed to social justice, especially to those who are *"the lost, the least and the last"*. Our motto is *Per Vias Rectas* (By Right Paths).

This role description is written in light of the Mission and Vision Statements of the College. Our Community is characterised by a strong set of values that underpin the way we live. We enact those values by respecting and honouring our collective heritage while looking with imagination to the future. The College seeks to assist young men to take their place in society, alive with the wisdom of the gospel.

#### Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school.
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work by their teaching and other work and by personal example, striving to help students to understand, accept and appreciate Catholic teaching and values.
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church Community, in whose name they act.
- Comply with the accreditation policy of the CECV to teach in a Catholic school.

Furthermore, it is expected of all employed at St Bede's College that they accept and support the ethos of the *Lasallian Order* and activities directed at the broader aims of the College.

#### St Bede's College is a Child Safe School

St Bede's College holds the care, safety and wellbeing of its students to be at the core of all we do. The College is resolutely committed to ensuring that all staff of the College act in a manner that promotes the inherent dignity of each of our young men and their fundamental right to be respected and nurtured in a safe school environment. This commitment includes regular and appropriate learning opportunities in relation to child safety and young people's protection and wellbeing.

We also commit to listening to, and taking seriously, all concerns voiced by students, staff, parents and caregivers, volunteers, contractors and clergy. We commit to continuously reviewing and improving our systems to protect children from abuse.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

## Overview

The College embraces a learning culture where excellence in the spiritual, academic, cultural and sporting areas is encouraged, recognised and celebrated. Relationships are the cornerstone of learning at St Bede's College and are central to the community's wellbeing.

The position of Deputy Principal is an important leadership position within the College in supporting the Principal and College Board to enact the mission and vision of the College.

As a member of the Leadership Team, the Deputy Principal will contribute to shaping the strategic directions of the College to drive improvement. Team work is important in ensuring improvement occurs.

The College is currently in the planning phase to operate a separate campus. Once that proceeds, this role requires the incumbent to work across both campuses, ensuring that there are strong lines of communication with relevant contact people on the campus at which the Deputy Principal is not based.

## Attributes and Competencies

The **Deputy Principal of Learning and Teaching** is expected to exhibit the following qualities and competencies: A lively and practical support of the Catholic nature of the College.

- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- A clear focus on teaching and learning and the wellbeing of students.
- A high level of commitment to student welfare extending beyond the classroom.
- Able to model excellent learning and teaching.
- A high level of administrative and organisational ability.
- Loyalty to the Leadership of the College and an understanding of the nature of confidentiality as required.
- Ongoing professional growth on a personal level and for the benefit of the College community including participation in different Lasallian Professional Learning activities that the College offers.
- Cooperative working relationships with staff in the overall administration and operation of the College.
- A high level of ability to articulate educational issues and perspectives in communication with colleagues and others, and particularly in public forums.
- An understanding of key priorities of the legal requirements surrounding Child Safety.

## Specific Duties

- Membership of the College Leadership Team, representing the College Principal as required.
- In conjunction with other members of the Leadership Team, assists with the daily management of the College.
- Has overall responsibility for the documentation, implementation and review of curriculum, pedagogy, assessment and reporting.
- Has overall responsibility for ensuring that learning programs (Victorian Curriculum, VET, VCAL, and VCE) meet relevant state and sector requirements.
- Has overall responsibility for ensuring Domains C and D of the Council of International Schools (CIS) are fully understood and documented.
- Has overall responsibility for Nationally Consistent Collection of Data (NCCD) processes.
- Has overall responsibility for subject selection processes and policies, including clear and timely communication to the College community.
- Assists Learning Leaders to develop teacher capacity in understanding and implementing the Disability Standards for Education.
- Develops key partnerships with sector leaders and external bodies to ensure that St Bede's College is at the forefront of innovation and improvement.
- Leads the continued development of data literacy in the college.
- Collaborates with the Deputy Principal of Students in the implementation and management of student programs.
- Collaborates with the Deputy Principal Staff in the development of professional learning programs, the appraisal of POL direct reports, the allocation of teaching loads and construction of the yearly timetable and staff matters as required.
- Collaborates with the Deputy Principal ICT and Infrastructure in the development and provision of digital resources and infrastructure for learning.
- Collaborates with the Deputy Principal Identity, Community and Action to ensure that student programs are true to the Catholic and Lasallian identity of the College.
- Reviews and develops relevant policies and assists in their implementation.
- Manages expenditure and allocation of resources relevant to teaching and learning.
- Assists the Principal as required.

- **Chairs the following teams:**
  - Teaching and Learning Executive
  - Learning Leaders Team
  - Data Team
  - NCCD Team
  - Learning Diversity and Inclusion Team
  - Careers and Pathways Team.
  
- **Is a member of the following teams and committees:**
  - Strategic Professional Learning and Operations Team (SPLOT)
  - Professional Learning Committee (PLC)
  - Amalgamation Sub-Committee: Teaching and Learning.
  
- **Responsible for direct reports:**
  - Learning and Teaching Leaders
  - Learning and Innovation Leader (Bentleigh East)
  - Learning Area Leaders
  - VCE Administrator
  - Learning Data Leader
  - Learning Diversity and Inclusion Leaders
  - Information Services Leader
  - Head of College Productions

**This is initially a three-year appointment, with a further two years upon a successful appraisal.**

**This is a Category A Position for a school of over 1500 students**