



St Bede's
College

Role Description

Deputy Principal – Strategy

CROSS-CAMPUS

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 our students 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, strive 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 VCEA 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

Deputy Principal – Strategy

The Deputy Principal - Strategy is a member of the Leadership team of St Bede's College and exercises a professional relationship of support and loyalty to the leadership of the Principal and contributes in a way which shapes and implements the school's vision that reflects the Catholic and Lasallian traditions of the College.

The Deputy Principal Strategy plays a crucial role in shaping the direction and success of the College by leading strategic initiatives, managing resources effectively, and fostering a collaborative and positive approach to continuous improvement. The position has specific responsibility for overseeing strategic change and innovation across the Teaching and Learning, Student Safety and Wellbeing, and Faith and Mission portfolios. Along with other strategic leaders, the position is, therefore, charged with providing a holistic vision for realising the College's Mission, values and strategic intent in all student-related areas of work.

The Deputy Principal - Strategy adopts an evidence-based approach to decision making, informed by benchmarked objective data that is used to develop strategies that are regularly reviewed.

The Deputy Principal - Strategy is responsible for ensuring that all policies, processes and procedures within the domain of the position adhere to and comply with Government requirements and are fully enacted at St Bede's College.

Within this role, relationships with key stakeholders, including students, families, staff members, Board and the external community, are managed in a professional and timely manner.

Key Responsibilities

Child Safety

- Demonstrate a clear understanding of the Victorian Child Safe Standards, Ministerial Order 1359, the National Principles for Child Safe Organisations (National Principles) and the National Catholic Safeguarding Standards.
- Lead, manage and implement strategies that promote a healthy and positive learning environment providing students with a Child Safe environment including a zero-tolerance attitude toward child abuse.
- Advocate for and promote consistent standards of child safety across the College.

Strategic Planning

- Working closely with the Principal to develop and implement the College Strategic Plan in alignment with its mission, vision, and goals.
- Specifically collaborate and coordinate contributions in relation to the Teaching and Learning, Student Safety and Wellbeing, Faith and Mission portfolios and be responsible for ensuring objectives and actions align with the Strategic plan.
- Work closely with Leadership and specifically these portfolio owners and their staff teams to ensure that strategic objectives and actions are implemented, embedded and reviewed for continuous improvement.
- Work with Marketing staff to prepare the Annual Action Plan and Annual Report to the Community.

- Identify emerging trends, challenges, and opportunities in education and propose strategic initiatives to address them.
- Drive strategy to develop, implement embed and review data-informed decision-making throughout the Teaching and Learning, Student Safety and Wellbeing, and Faith and Mission portfolios.
- Collaborate with Leadership to develop a robust Business Continuity plan and associated procedures, with particular focus on the Teaching and Learning, Student Safety and Wellbeing, and Faith and Mission portfolios.

Data Analysis and Decision-Making

- Utilise data-driven insights to inform strategic decision-making and improve educational outcomes.
- Analyse data such as academic performance, enrolment trends, student demographics, and other relevant metrics to identify areas for improvement and growth.

Resource Allocation and Budget Management

- Work closely with the Principal and other stakeholders to allocate resources strategically, including budgetary funds, staffing, facilities, and technology.
- Monitor and evaluate resource utilisation to ensure efficient and effective use of available resources in support of strategic priorities.

Professional Development and Continuous Learning:

- Stay abreast of best practices, research findings, and industry trends in education, leadership, and strategic management.
- Engage in professional development activities, conferences, and networking opportunities to enhance knowledge and skills relevant to the role.

Policy, Risk Management, Compliance and Reporting

- Ensure the development, application and review of policies, processes and procedures relating to the College's Teaching and Learning, Student Safety and Wellbeing, and Faith and Mission portfolios.
- Ensure continuous improvement in these areas.
- Within the College Risk Management Framework, maintain awareness of the College Risk registers.

Leadership and Team Management:

- Provide strong leadership and guidance to ensure the successful implementation of strategic initiatives.
- Foster a culture of collaboration, innovation, continuous learning and improvement, within the teams of Teaching and Learning, Student Safety and Wellbeing, and Faith and Mission portfolios.
- Coach and mentor staff members to enhance their professional development and contribute effectively to the school's strategic objectives.

College Events and Activities

- Assist with the development and implementation of the annual College assemblies' program.
- Assist with the development and implementation of MAD.
- Attend annual College events such as musical productions, whole College/Community Mass, Mothers' Day, Fathers' Day, International Women's Day breakfasts.
- Undertake appropriate teaching duties.

Knowledge, Experience and Skills

- A firm belief in and commitment to the Mission and Vision of the College and an ability to articulate and promote these.
- Commitment to the Catholic identity and ethos of the College.
- Experience in strategic planning, policy development and risk management.
- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically and problem solve.
- Excellent communication, negotiation and interpersonal skill to build relationships with key stakeholders.
- Demonstrate strong leadership skills in leading teams, projects, and resources effectively.
- High level of organisational and administrative skills.
- Outstanding ability as a classroom teacher.

Qualifications

- Appropriate qualifications in education
- A Post Graduate in Educational Leadership is highly desirable
- Accreditation to Teach Religious Education or Lead in a Catholic School
- Current VIT Registration

Details of Position

This role requires the incumbent to work across both campuses, ensuring that there are strong lines of communication with relevant contact people. It requires the Deputy Principal – Strategy to be available outside “normal” school hours (8:30am – 4:30pm) to attend and manage meetings, activities, events and other co-curricular programs.

Reporting to the Principal, the position is offered as a full-time role, primarily based at the Mentone Campus, but with cross campus duties.

The position is offered on a fixed term of 5 years. Salary and conditions to be negotiated with the successful candidate.