



St Bede's  
College

# Role Description

## Deputy Principal – Students

### 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 – Students

The Deputy Principal - Students 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 - Students has the responsibility for driving strategic change and innovation in the portfolio areas of Child Safety and Wellbeing, and Care, Safety and Welfare of Students. The position is, therefore, charged with providing a vision for realising the College's Mission, values and strategic intent in all areas of student wellbeing and ensuring a child safe environment.

Drawing on contemporary student care, safety and wellbeing practices, the Deputy Principal - Students is responsible for facilitating positive relationships in a stimulating, learning environment that promotes personal growth and development of the individual. The Deputy Principal - Students 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 - Students is responsible for ensuring that all child safety and wellbeing policies, processes and procedures 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.

### Student Management

- Lead and manage the transition program for students moving from Primary to Secondary school in conjunction with the College Registrar.
- Lead and manage the transition program for students moving from one campus to the other in conjunction with Deputy Principal – Teaching and Learning.
- Ensure effective communication strategies are in place to maximise information distribution to the College community.
- The effective case management of students in relation to welfare/wellbeing issues.
- Be responsible for the overall conduct of students and the promotion of consistent standards of discipline throughout the College.

## **Student Wellbeing**

- Lead and manage an approach to students and their wellbeing that is holistic and based on Gospel values.
- Draw upon a high level of knowledge and understanding of contemporary student wellbeing practices to facilitate, develop, implement and evaluate the Wellbeing program ensuring it remains contemporary and relevant using evidence-based data for strategic improvement.
- Oversee the further development and implementation of the Resilience Project and other wellbeing programs including assessment and reporting.
- Lead and facilitate the pastoral care program.
- Regularly review the College's student wellbeing strategy using data informed methods.
- Implement an evidence-based wellbeing program that aligns with Australian Curriculum and incorporates student voice.
- Advocate for and promote student voice in the life of the College.

## **Policy, Risk Management, Compliance and Reporting**

- Be responsible for the development, application and review of policies, processes and procedures relating to the College's Care, Safety and Welfare of Students, and Child Safety and Wellbeing portfolios.
- Within the College Risk Management Framework, be responsible for identifying, assessing, controlling, monitoring and reporting against the Child Safety Risk Register.
- Manage the Complaints Register, and other reporting obligations.
- Ensure continuous improvement in these areas.

## **Strategic leadership**

- Work in collaboration with the Leadership Team to maintain the strategic planning process towards continuous improvement and be responsible for strategic contributions in relation to the care, safety and wellbeing of students.
- Prepare the Student Wellbeing section of the College Annual Action Plan and be responsible for ensuring actions are implemented.
- Develop, implement and review the Student Leadership program including the oversight of the Student Wellbeing Team, Middle and Senior Years Teams.
- Liaise with appropriate outside Agencies as required.
- Lead the whole school improvement vision for student wellbeing.
- Work in collaboration with the Leadership Team to strategically lead staff in a climate and culture of continuous school improvement for child safety and student wellbeing.
- Develop the leadership capacity of staff with student wellbeing leadership roles. Collaborate with learning leaders to promote an integrated approach to managing student wellbeing.
- Maintain an awareness of a responsiveness to existing and emerging wellbeing priorities such as Respectful Relationships.
- Assist Principal when requested.

## **Leadership and Team Management**

- Provide leadership, direction, and mentorship to the Wellbeing Team, Child Safety Team and associated teams.
- Foster a culture of collaboration, innovation, continuous learning and improvement, within the teams of the Student portfolio.

## **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.
- Foster a culture of collaboration, innovation, continuous learning and improvement, within the teams of the Student portfolio

## **Data-Analysis and Data-informed Decision-making**

- Utilise data-driven insights to inform strategic decision-making and improve educational outcomes.
- Specifically analyse data such as Student Wellbeing surveys, Counselling reports, NAPLAN and VCE/VM results.

## **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**

- Outstanding knowledge of and proven skills in student welfare and school operations.
- 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.
- High level of organisational and administrative skills.
- Experience in strategic planning, policy development and risk management within this portfolio.
- Competence in the use of ICT in an educational setting.
- Ability to work collaboratively with a strong sense of empathy.
- Commitment to the Catholic identity and ethos of the College.
- Outstanding ability as a classroom teacher.

## **Qualifications**

- An appropriate qualification in education
- A Post Graduate in Student Wellbeing and / or educational leadership is highly desirable
- 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 - Student Wellbeing 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.