



St Bede's
College

Role Description

Deputy Principal Teaching and Learning 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 Teaching and Learning

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

The Deputy Principal Teaching and Learning has the responsibility for driving strategic change and innovation in the portfolio areas of Teaching and Learning. The position is, therefore, charged with providing a vision for realising the College's Mission, values, and strategic intent in all areas of Teaching and Learning.

Drawing on contemporary Teaching and Learning pedagogy and student care, safety and wellbeing practices, the Deputy Principal Teaching and Learning is responsible for facilitating positive relationships in a stimulating, learning environment that promotes personal growth and development of the individual. The Deputy Principal Teaching and Learning 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 Teaching and Learning is responsible for ensuring that Teaching and Learning 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

College Leadership Team

- Actively promote and enhance the Catholic Mission and Identity of the College
- Membership of the College Leadership Team, working in collaboration with other members of the Leadership Team in the overall leadership of the College and representing the College Principal as required.
- Co-create the vision and future directions of the College, ensuring animation and alignment to the College Vision, Mission, and Values.
- Contribute to the development of the College's Strategic Plan and Annual Action Plan.
- In conjunction with other members of the Leadership Team, assist with the overall management of the College.
- In collaboration with other members of the Leadership Team, ensure that appropriate structures and processes are in place so that the College fulfils expectations in relation to Child Safe Standards, Occupational Health and Safety and other compliance requirements.
- Develop authentic relationships with staff, students and parents, promoting collegiality and open dialogue.
- Fostering, contributing to, and modelling a culture of high expectations, collaborative planning and commitment to continuous improvement.
- Empower teams and individuals through clear accountabilities and the promotion of a coaching culture.
- Supporting individuals to deal constructively with change, and monitoring and evaluating the effectiveness of change.
- Work with staff to promote partnerships with parents as important throughout a student's secondary years at the College.
- Assist the Principal as required.

Leading Teaching and Learning

- Lead the design, implementation, and continuous improvement of a future-focused, inclusive curriculum that fosters curiosity, creativity, and critical thinking in students.
- Strategically drive initiatives and practices that support academic excellence, personal growth, and the development of confident and independent learners.
- Support and empower teachers through targeted professional development and collaborative practices to ensure high-quality Teaching and Learning experiences.
- Work with Learning Area Leaders to ensure the College Pedagogical Model is embedded in aspects of teaching practice.
- Utilise data and evidence-based practices to inform planning, monitor progress, and guide interventions that improve student engagement and achievement.
- Maintain overall responsibility for the documentation, implementation and review of curriculum, pedagogy, assessment, and reporting.
- Support and advocate for the development of programs and initiatives designed for highly able and gifted students.
- Provide leadership and guidance to the Head of Learning Diversity and the College's Learning Support Programs, with a focus on planning and implementing the Nationally Consistent Collection of Data (NCCD) framework.
- Lead the evaluation of intervention programs and strategies, developing effective review and response processes to drive continuous improvement.
- Maintain overall responsibility for NCCD processes.
- Lead the development of a robust and contemporary curriculum, ensuring it is documented clearly, consistently, and comprehensively, stored on the College network, and regularly reviewed by Learning Area Leaders and their teams.
- Ensure that the College's Teaching and Learning programs comply with legislative requirements of relevant system authorities (e.g. VRQA, VCE, VCAA).
- Ensure teaching staff remain up to date with national, state, and diocesan curriculum requirements.
- Lead the subject selection process annually, in collaboration with the Teaching and Learning Team and the College Timetabler, including the production of course handbooks, student briefings, and parent information sessions, and manage the online subject selection portal.
- Oversee the assessment and reporting processes, ensuring all internal assessments reflect learning outcomes, respond to students' individual needs, and respect diversity.
- Collaborate with key leaders, including the Teaching and Learning Team, Director of College Operations, and Head of Learning Diversity, to ensure the efficient and effective delivery of examinations, reports, NAPLAN, Parent Student Teacher Interviews, and the Flying Start Program.
- Support the Teaching and Learning Leader – VCE, VET & NAPLAN in all aspects of VCE and VET delivery and assurance, including VCE examinations and the GAT.
- Ensure timely and accurate completion of reports and surveys required by systemic authorities.
- Lead the continued development of data literacy in the College.
- Collaborate with the Deputy Principal Faith and Mission to ensure that student programs, particularly within the Learning Area – Religious Education, are true to the Catholic and Lasallian identity of the College.
- Collaborate with the Deputy Principal Students to strengthen understanding among staff, students, and families of the connection between wellbeing and learning.
- Foster student agency in learning, leading initiatives that enhance engagement and empower students across all areas of Teaching and Learning.
- Celebrate student achievements by ensuring numerous opportunities for recognition, and leading formal Award Assemblies each semester, as well as the end of year Recognition of Student

Achievement Evening.

- Collaborate with the Deputy Principal Strategy, Director of Human Resources and Director of College Operations and College Timetabler to plan staffing and subject allocations, ensuring alignment with curriculum needs and the strategic priorities of the College.
- Work collaboratively with the Director of Human Resources and Director of College Operations, to assist with the recruitment of suitably qualified staff to replace those taking leave during the school year, ensuring minimal disruption to student learning. Communicate leave replacement arrangements clearly to relevant staff and stakeholders.
- Continuously evaluate and optimise staffing allocations and replacement staff to ensure effective utilisation of resources and alignment with the College's operational and strategic goals.
- Collaborate with the Principal and Director of Human Resources to implement effective measures aimed at addressing and enhancing the performance of any teaching staff member identified as underperforming.
- Collaborate with the Deputy Principal ICT and Infrastructure in the development and provision of digital resources and infrastructure for Teaching and Learning.
- Manage expenditure and allocation of resources relevant to Teaching and Learning.

Policy, Risk Management, Compliance and Reporting

- Maintain responsibility for the development, application and review of policies, processes and procedures relating to Teaching and Learning.
- Within the College Risk Management Framework, be responsible for identifying, assessing, controlling, monitoring, and reporting against the Teaching and Learning Risk Register.
- Ensure continuous improvement in these areas.

Strategic Leadership

- Inspire and guide the College community in adopting a whole-school approach that prioritises continuous improvement in student learning outcomes. This includes fostering high expectations, collaborative practices, and a commitment to excellence.
- 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 Teaching and Learning.
- Liaise with appropriate outside networks/agencies as required.
- Develop key partnerships with sector leaders and external bodies to ensure that St Bede's College is at the forefront of innovation and improvement in Teaching and Learning.
- Lead the whole College improvement vision for Teaching and Learning.
- Work in collaboration with the Leadership Team to strategically lead staff in a climate and culture of continuous school improvement for Teaching and Learning.
- Develop the leadership capacity of staff with Teaching and Learning leadership roles. Collaborate with wellbeing leaders to promote an integrated approach to managing student outcomes.

Leadership and Team Management

- Lead the Teaching and Learning Team and Learning Area Leaders, to achieve excellence in curriculum development, teaching, assessment, and reporting.
- Provide leadership, direction, and mentorship to the Teaching and Learning Team and the Learning Area Leaders and associated teams.
- Foster a culture of collaboration, innovation, continuous learning, and improvement, within the teams of the Teaching and Learning portfolio.

Professional Development and Continuous Learning

- Maintain a deep and current understanding of contemporary educational research, issues, and trends, particularly in pedagogical practices and policies, to inform decision-making and drive innovation.
- 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 Teaching and Learning portfolio.

Data-Analysis and Data-informed Decision-making

- In collaboration with the Teaching and Learning Leader, Assessment and Reporting to analyse and use data effectively to identify areas for growth, set measurable goals, and drive improved student outcomes.
- Specifically analyse data such as Student Wellbeing surveys, NAPLAN, Allwell, VCE/VM and other data as appropriate to identify.

College Events and Activities

- Attend annual College events such as information evenings, 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 Teaching and Learning leadership.
- Highly developed decision-making skills and a demonstrated ability to think strategically, creatively, analytically and problem solve.
- Excellent communication, negotiation, and interpersonal skills 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 Postgraduate qualification in Teaching and Learning 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 – Teaching and Learning 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, 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.

- **Chairs the Following Teams**

- Teaching and Learning Team
- Learning Area Leaders
- Data Team
- NCCD Team
- Learning Diversity and Inclusion Team
- Careers and Pathways Team.

- **Is a Member of the Following Teams and Committees**

- Leadership Team
- Professional Learning Committee (PLC)

- **Responsible for Learning Area Leaders (Direct Reports)**

- Teaching and Learning Leader - Pedagogy & Professional Development
- Teaching and Learning Leader - Curriculum
- Teaching and Learning Leader – Learning Coach
- Teaching and Learning Leader - Assessment & Reporting
- Teaching and Learning Leader - VCE, VET & NAPLAN
- Career & Pathways Coordinator
- Gifted & Talented Coordinator
- Head of Learning Diversity
- Learning Area Leaders

- **Co-Curricular Coordinators**

- Director of Music
- Productions Leader
- Debating & Public Speaking
- Head of Libraries

- **Administration**

- Teaching and Learning Administrator