



Role Description

Deputy Principal, Glenvale School

Purpose:

The Deputy Principal is the leader of teaching and learning and operations in Victoria.

They will operate as the ensures consistency in the delivery of the curriculum; works with each Head of Campus, Site Coordinator and Campus Administrator to ensure annual and long-term learning goals with the focus on the needs of a student as a self-directed learner are being met.

In addition, the Deputy Principal will play a leadership role working with the Director of Primary and the Director of Studies in ensuring quality programs are being managed across all areas of the school.

Key Responsibilities:

1. Supports and respects the School's Ethos, Values and Guiding Principles.
2. Provides leadership in the delivery of the curriculum and in the development of the modern learning culture to enhance teaching and learning in accordance with the School Improvement Plan.
3. Develop and use management systems to support and enhance student learning.
4. Supports each Head of Campus (HOC) or Site Coordinator (CSC) and Campus Administrator (CA) in the management of human resources i.e. recruitment, selection, appraisal, professional development. Works with HR Business Partner to ensure recruitment and contractual requirements are fulfilled.
5. Strengthens communication and relationships with each HOC/CSC/CA team member as part of the OneSchool Global system.
6. Provides input into the strategic plan and setting of annual goals as part of the Principal Team and Victorian Management Team representing the School Board.
7. Deputises for the Regional Principal as required.

Key Responsibilities:

1. Supports and respects the School's Ethos, Values and Guiding Principles.

Key Tasks	Performance Measures
<p>1.1 Works closely with each HOC/CSC/CA Team to ensure the school ethos, values and guiding principles are maintained.</p> <p>1.2 Shows sensitivity towards differences, counters sexist, belief and racist attitudes.</p>	<ul style="list-style-type: none"> • In each campus the teaching and attitudes reflect the beliefs and goals of the school ethos. • Students and staff respect each other regardless of gender, belief or race.

2. Provides leadership in the delivery of the curriculum and in the development of the modern learning culture to enhance teaching and learning in accordance with the School Improvement Plan.

Key Tasks	Performance Measures
<p>2.1 Ensures the delivery of the curriculum in terms of content and pedagogy.</p> <p>2.2 Implements the school vision and shared goals. Oversee management of Canvas and Zoom as teaching tools within our school.</p> <p>2.3 Focuses on enhanced student achievement and engagement for all students in Academic, Personal Development and Personal Interest areas.</p> <p>2.4 Works with each HOC/CSC/CA Team on the implementation of pedagogy of the student as a self-directed learner.</p> <p>2.5 Engages with staff and shares knowledge about modern teaching and learning practices.</p> <p>2.6 With the HOC/CSC/CA Team, identifies high value (excellent) teachers who can assist colleagues to improve their teaching practice.</p>	<ul style="list-style-type: none"> • Staff are engaged and feel supported in delivering the curriculum. Staff acknowledge the leadership provided in effective teaching of the curriculum. • Staff are clear on what is to be achieved in short and long term. • Measures show increased levels of student engagement. • Measures show increased levels of student achievement. • Campus Coordinators are appreciative of input. • The curricula follows the OneSchool framework. • Observation shows teachers implementing programmes focused on the self-directed learner. • Is acknowledged and respected as a knowledgeable leader. • Teachers are identified and assist others according to agreed programme.

3. Develop and use management systems to support and enhance student learning.

Key Tasks	Performance Measures
3.1 Works with/assists the HOC/CSC/CA Team in the analysis of student data to identify strengths and areas for development.	<ul style="list-style-type: none"> Understands and uses data as a critical feedback tool, to enhance teaching and learning.
3.2 Ensures feedback systems provide students with the information they require to improve their performance, including data analysis.	<ul style="list-style-type: none"> Students use feedback data to improve their learning.
3.3 Requires regular reports from HOC/CSC/CA Team	<ul style="list-style-type: none"> Set up timetable and use collaborative reporting resources.
3.4 Provides reports on progress being made.	<ul style="list-style-type: none"> Reports are provided in time and are of value.
3.5 Ensures school policies are correctly implemented.	

4. Supports each Head of Campus (HOC) or Site Coordinator (CSC) and Campus Administrator (CA) in the management of human resources i.e. recruitment, selection, appraisal, professional development. Works with HR Business Partner to ensure recruitment and contractual requirements are fulfilled.

Key Tasks	Performance Measures
4.1 Act as advisor in matters of recruitment and selection.	<ul style="list-style-type: none"> Suitable staff are recruited.
4.2 Together with the Regional Principal Appraises HOC/CSC team.	<ul style="list-style-type: none"> Appraisal is carried out in accordance with Victorian Institute of Teaching and OneSchool agreed process.
4.3 Coordinates professional development across causes.	<ul style="list-style-type: none"> Staff are satisfied with the PD offered and arranged.
4.4 Promotes professional learning groups in which staff are encouraged to be reflective practitioners.	<ul style="list-style-type: none"> Learning groups are established.
4.5 Ensures HR policies and procedures are followed.	<ul style="list-style-type: none"> Staff are satisfied with the learning group to which they belong.
4.6 Manages conflict.	<ul style="list-style-type: none"> No complaints are received regarding HR policies, procedures and practices
	<ul style="list-style-type: none"> Sets up communication between parties. Brings about mediation if required.

5. Strengthens communication and relationships with each HOC/CSC/CA team member as part of the OneSchool Global system.

Key Tasks	Performance Measures
<p>5.1 Communicates frequently with each HOC/CSC/CA Team and provides support where required.</p> <p>5.2 Manages fortnightly HOC Team meeting with RP where appropriate</p> <p>5.3 Fosters positive relationships with the school's community.</p> <p>5.4 Sends progress reports to various bodies as agreed.</p>	<ul style="list-style-type: none"> • HOC/CSC/CA Team value support and information provided. • Communications are clear and prompt. • Meetings are regarded as valuable and productive. • Strong team is built among Campus Site Coordinators/Heads of Campus • Positive feedback is received from the State Community Team. • Reports are received within the time frame. • Reports are accurate and useful.

6. Provides input into the strategic plan and setting of annual goals as part of the Principal Team and Victorian Management Team representing the School Board.

Key Tasks	Performance Measures
<p>6.1 Works with each HOC/CSC/CA Team to ensure annual OneSchool national goals and campus goals are met.</p> <p>6.2 Ensures school is compliant with legal and educational requirements such as Workplace health and safety requirements.</p>	<ul style="list-style-type: none"> • Input is future focused. • Input is valued. • Can show what action has been taken. • Progress reports are delivered on time. • Reports provide useful information. • Checks on a regular basis that the State registered schools are compliant.

7. Works with National Leadership Team to oversee budgets and expenditure of each Campus.

Key Tasks	Performance Measures
7.1 Works with each HOC/CSC/CA Team to ensure Campus and relevant resources are maintained. 7.2 Expenditure is in line with budget.	<ul style="list-style-type: none"> • Checks on a regular basis that campuses and resources are appropriately maintained. • Can provide information that budget is not being exceeded.

8. Engages in teaching and learning activities with students.

Key Tasks	Performance Measures
8.1 Maintain registration with the Victorian Institute of Teaching.	<ul style="list-style-type: none"> • See VIT teaching requirements

9. Deputises for the Regional Principal as required.