

Deputy Principal – Learning & Innovation

Commencing January 2022

Key Working Relationships

- Principal
- Executive Team
- IT Manager
- Learning Team Advisors
- School Staff
- Students
- Parents
- Outside Agencies

Broad Purpose

The essential function of the Deputy Principal is to assist the Principal in leading the school to ensure high quality educational outcomes for all students. The Deputy Principal will support the Principal in providing both strategic and day to day leadership of the school. The Deputy Principal is a member of the Executive Team and assumes the role of Acting Principal in the absence of the Principal.

A particular focus for this role is on continuous improvement and innovation in high quality teaching and learning culture within the college community, and engage and lead educational innovation, reform, and compliance, with an emphasis on a continual cycle of improvement in both pedagogy and student learning.

Classification Executive Position

Conditions 5 Year Contract

This is a senior staff position carrying membership of the Executive Team of the School. Each member of the Executive has a shared responsibility for leadership of the school.

The Deputy Principal - Learning & Innovation oversees the day-to-day operations of the school and develops processes and procedures to encourage effective communication and support the effective coordination of daily events and issues relating to duty of care.

Specifically, the Deputy Principal - Learning & Innovation will demonstrate leadership in the area of pedagogical practice, curriculum development, assessment and reporting and will fulfill these roles as the Executive Officer of key committees at the College that provide curriculum and learning leadership. The Deputy Principal - Learning & Innovation contributes to the development and implementation of the College's Educational Strategic Plan.

The Deputy Principal - Learning & Innovation will have opportunities to professionally develop his/her personal understanding of national and international research and initiatives and required curriculum benchmarks and frameworks that are shaping the Australian Curriculum landscape.

The Deputy Principal - Learning & Innovation will have a teaching component to the role.

Role Responsibilities

Learning and Innovation Leadership

The Deputy Principal - Learning & Innovation is responsible for our contemporary, flexible, and holistic curriculum through:

- Providing leadership in professional attitudes and growth, pedagogical excellence, curriculum expertise, command of subject matter, organisation and concern for students and colleagues.
- Researching, monitoring, developing, and promoting current trends and innovations in:
 - personalised learning,
 - the ongoing development of the "Culture of Thinking",
 - neuroscience and implications for student learning and teacher practice,
 - the use of digital technology in teaching, learning, assessment, and reporting,
 - alternative timetable structures,
 - appropriate allocation of resources,
 - accountability requirements of VRQA and the State and Commonwealth Governments compliance requirements.
- Ensuring that the College's curriculum demonstrates our Christian ethos.
- Management of the College's Learning Management System (SIMON).
- Leading the process of data analysis to improve student learning outcomes.
- Liaising with the Senior Years Coordinator to ensure:
 - appropriateness of assessment and implementation of the VCE, VCAL and VETis program and VCAA requirements throughout the college,
 - Effective communication of student results, curriculum options and updated procedures,
 - Maintaining the required Australian Curriculum and VCAA structures for all students.
- Working with the Learning Team Advisors and the Wellbeing Team in managing:
 - the evolution of the Personal Learning Plans (PLPs),
 - prioritising student agency,
 - the development of life-long learning,
 - the promotion and recognition of excellence,
 - promotion of students' achievement,
- Liaising with the Inclusion Team in managing:
 - the inclusive education program,
 - development and communication of Individual Learning Programs (ILPs),
 - development of extension activities for highly able students,
 - alternative structures to provide access to appropriate and relevant curriculum.
- Ensure that the College website has up-to-date and relevant information about the learning programs available at Bayview College.

Assessment and Reporting

The Deputy Principal - Learning & Innovation is expected to:

- Monitor and update the College's Assessment and Reporting policies and procedures in line with VRQA, VCAA and government compliance requirements.
- Have oversight of the appropriateness and range of assessment strategies being implemented across the school.
- Develop the policies and protocols for Bayview end of semester assessments.
- Co-ordinate annual NAPLAN assessments.
- Develop, in conjunction with Learning Team Advisors, reporting templates.
- Develop and maintain the style guide for report writing.

Staff Leadership

- Develop an annual calendar of Professional Learning activities for staff.
- Work with professional learning teams to encourage reflection and extension of skills and abilities through collaborative work practices.
- Assist the Principal in the employment and appraisal processes of staff as required.
- Support the induction of new staff to the College.
- Observe staff members teaching practice and curriculum delivery.
- Monitor teacher performance within the school and, when required work, collaboratively with Learning Team Advisors and staff members to improve their pedagogy, content knowledge and/or classroom management.
- Monitor Learning Team Advisors performance and, when required, work collaboratively to improve their performance in the role.

Digital Technologies and Learning

- Support the Digital Technologies Learning Team Advisor in developing effective pedagogy strategies.
- In support of the Digital Technologies Learning Team Advisor monitor the ICT competence of students and staff and develop.
- Liaise with the IT Manager and Business Manager to strategically plan for the continuous improvement of ICT infrastructure and network functionality.

Christian Identity Leadership

- Model Christian values in word and deed.
- Support the ethos of the College actively leading prayer, social justice and voluntary service.
- Always maintain confidentiality, and demonstrate high professional standards within the College and community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives, and strategic plans.
- Support and uphold the College's policies and procedures and the Child Safety Code of Conduct.

Community Leadership

- Communicate effectively with all stakeholders and model effective communication.
- Promote a school culture that is founded on collaboration and consultation with staff, students, and parents.
- Actively manage critical parent, stakeholder, and broader community concerns.
- Resolution of complaints in line with school policy and practice.
- Maintain a strong presence and engagement with all stakeholders at school functions and events.
- Through appropriate forums and opportunities, including school publications, engage with all staff, parent groups and stakeholders regularly about the strategy, direction, successes and challenges of the school.

Operational Matters

The Deputy Principal - Learning & Innovation is expected to:

- Convene the Learning Team, and support the Inclusion Team.
- Prepare and publish the curriculum and assessment information, Years 7 to 12 in printed and electronic format.
- Lead the process to manage the subject choices in Years 7-12 and preparation of course selection in collaboration with relevant staff members.
- Manage booklist review and production.
- Work with the Executive Team to organise the Annual Presentation Night.
- Organise Parent Information Evenings.
- Work with the Executive Team in the development of the College's Annual Calendar of Events.
- Assist with staffing allocations.
- Oversee the development of the timetable.
- Develop and maintain the Policy on Teaching and Learning, and Assessment.
- Prepare the annual College Meeting Schedule.

Representation

- Assist the Principal in representing the school at official functions.
- Represent the Principal when requested.
- Assist with presentations at information evenings.
- Attend at Board meetings, as required.

Desired attributes

A member of the Executive Team is required to possess high levels of intellect and emotional intelligence, and is expected to:

- Be a strategic and visionary thinker who can translate ideas and concepts into action, analyse complex situations and engage proactively with others to enable change and improvement.
- Be authentic with a strong personal presence, poise, and natural capacity to inspire students, staff and the wider community.

- Possess a faith and commitment that supports and respects the Christian values of the school.
- Be able and willing to uphold and role model the schools' values.
- Possess a strong interest in and support for the benefits of coeducation and independent schooling.

Professional Networking

- It is expected that the person in this role will maintain active networks with other professionals and professional associations.

Selection Criteria

Qualifications

- Relevant Teaching Qualifications (post-graduate qualifications in Curriculum Development and/or Educational Leadership desirable).
- VIT registration.
- Membership of professional associations such as Australian College of Educators (ACE) or Australian Council for Educational Leadership

Knowledge and experience

- A track record of educational leadership managing change successfully and deliver continuous school improvement.
- A track record of building and mentoring highly effective teams.
- Skills to develop, review and deliver school strategy and operational plans.
- Ability to motivate and engage staff, students, and parents to ensure a climate of support and high expectations.
- Experience of integrating and enabling technology for learning and using data to track student performance.
- Experience leading professional development and performance management of staff.
- Effective management and monitoring of all school administration and operations.
- Excellent communication skills in a range of formal and informal settings.
- Well-developed understanding of the developmental needs of adolescents and young adults.
- Current knowledge of the Australian Curriculum, learning practices research and pedagogy.

Terms of Employment

This is a significant leadership role and as such a suitable remuneration package will be negotiated based on the experience and qualifications of the successful candidate.