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White Hills Vic 3550
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14.5.2021

POSITION DESCRIPTION: Deputy Principal - Religious Education
CLASSIFICATION: As per Vic Catholic Education Multi-Enterprise Agreement 2018
TENURE: Three year

PURPOSE

- The Deputy Principal – Catholic Identity and Religious Education is a key member of the School’s Leadership Team and is therefore called upon to share in and give direction to the educational and faith life of the school
- The Deputy Principal – Catholic Identity and Religious Education supports the principal in developing the Catholic identity of the school which clearly reflects and promotes a re-contextualized and dialogical approach.
- The Deputy Principal –Catholic Identity and Religious Education is committed to working within the requirements of the Church, and clearly documented policies and procedures of the school and Sandhurst.
- The Deputy Principal-Catholic Identity and Religious Education is committed to witnessing and living out Catholic faith and tradition.
- The Deputy Principal – Catholic identity and Religious Education supports the Principal in providing both strategic and day-to-day leadership of the School.
- The Deputy Principal – Religious Education Leader is delegated to exercise direct responsibility in specifically designated areas, including teaching and learning in Religious Education, whole school positive behaviour support, parent/community relations, quality improvement and compliance processes and other administrative duties as required.

PRIMARY DUTIES & RESPONSIBILITIES

- In the absence of the Principal you will assume the role of Acting Principal as delegated.
- Give personal witness to Catholic values in carrying out the day-to-day duties of the position
- Promote, develop and protect the vision, beliefs, ethos and Catholic educational tradition of the school
- Demonstrate versatility in working in a team environment including the capacity to lead in difficult circumstances
- Provide strong leadership in developing, implementing and reviewing the School’s Strategic Plan, Annual School Improvement Plan and Master Plan
- Support individuals to deal constructively with change and monitor and evaluate the effectiveness of change

- Develop authentic relationships with staff, students and parents promoting collegiality and open dialogue
- Model expert classroom teaching planning and practice, be a member of the Behaviour Support team, support ongoing commitment to curriculum change and improvement and mentoring beginning career teachers.
- Share in monitoring the safety of the learning and working environments and ensure that practices are consistent with school policy and statutory requirements (eg recruitment procedures, child safety standards, occupational health and safety requirements, equal employment opportunity, harassment, bullying and discrimination policies, etc): Child Safety officer,
- As one of the nominated Child Safety Contacts, ensure prompt and appropriate management of child safety matters including overall compliance with reporting procedures

Religious Education Leadership

- Demonstrate a comprehensive understanding of and commitment to Catholic education
- Work closely with the school Principal to enact the Catholic Identity and Religious Education domain of the school improvement plan
- Model expert classroom teaching planning and practice, reflecting quality learning and teaching, and exhibit a depth of knowledge of the Diocesan Religious Education curriculum
- Develop the capacity of all teachers to plan and teach the Religious Education curriculum, utilising effective and appropriate pedagogy
- Build the capacity of middle leaders
- Promote learning and formation opportunities for all staff in the area of Religious Education
- Be committed to ongoing personal professional learning and formation opportunities to support them in their role
- Actively source opportunities for parish and school partnerships
- Take an active role in the sacramental team and liaise between school and parish
- Liaise with Catholic Identity and Religious Education Officers from Sandhurst
- Maintain links and communication with the Holy Rosary parish.
- Participate in Diocesan Religious Education Leader Conferences
- Participate in the Diocesan Learning and Teaching Network
- Ensure that appropriate resources are available for effective learning and teaching in Religious Education
- Promote the School's Catholic Identity through visual displays, including the use of appropriate icons, newsletter inclusions, and presentations at meetings, assemblies and liturgies
- Coordinate opportunities for liturgical celebrations and prayer opportunities
- Encourage and facilitate opportunities for parental participation in the prayer/liturgical life of the school
- Support teachers in preparing school prayer and liturgies

- Work closely with the Principal as a member of the School Leadership Team in implementing School policies and procedures
- Share in the development and implementation of appropriate practices relevant to the day-to-day operations of the school, including rosters, timetables and schedules as required
- Support ongoing requirements regarding VRQA registration to ensure implementation of practices and adequate provision of resources to meet relevant legislative and statutory requirements
- Oversee all matters within delegated area of management – staff, students and parents
- Act as a point of escalation in matters of discipline, performance and interpersonal conflict for delegated area of management
- Work with the Learning Adjustment Leader to provide appropriate student behaviour support
- Manage and assist staff and students with regards to student behaviour
- Monitor, support and build the professionalism of staff with specific focus to those within delegated area of management
- Ensure that issues that arise between staff are managed in a professional, timely and just manner which recognises the intrinsic dignity of each person
- Show appropriate tact, respect and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate
- Assist with staff selection and recruitment as well as the annual review process
- Oversee specific induction processes
- Oversee the provision of community building and leadership opportunities for students

ADDITIONAL INFORMATION

- Deputy Principals are covered under the Victorian Catholic Education Multi Enterprise Agreement 2018
- This is an ongoing teacher position with a three-year contract as Deputy Principal - Religious Education