



Assumption College Kilmore

Deputy Principal - Catholic Identity

Mary courageously said 'Yes!' to all that God promised. Like her, we seek to witness, and nurture in all, a passionate and compassionate spirituality through which Jesus is known and loved.

POSITION DESCRIPTION

The Deputy Principal - Catholic Identity is a member of the College's Leadership Team and with the Principal, is particularly responsible for ensuring that the College's policies and procedures are implemented consistently with consideration of the vision and mission. The Deputy Principal - Catholic Identity accepts responsibility for the organisational structures and personnel that enable and support the spiritual and liturgical growth of the members of our community.

Reports to: Principal

Collaborates with: Members of the College Leadership Team
Faith Team
Pastoral Team
Religious Education Teachers

Contract: As an employee of Marist Schools Australia, this five-year appointment will comply with the contract of employment, and include regular Review and Appraisal.

Demonstrated Leadership Attributes:

- Demonstrates leadership of Assumption College's vision and mission as a Catholic school, and uses this as a wellspring in all discussion and decision-making
- To continue to develop the Marist traditions of the College in the charism of St Marcellin
- Committed to and promotes the life-long learning of students and staff
- Has high aspirations for learning that inspire staff, students and the community
- Understands, applies and shares contemporary educational research, theory and practice in wellbeing, pastoral care, student management and pedagogy
- Demonstrates knowledge of the contexts driving relevant state and national policies and compliance requirements
- Demonstrates and shares the importance of emotional intelligence and empathy in building trust and a positive learning community across the College
- Defines challenges clearly and seeks positive solutions, often in collaboration with others
- Makes and is able to communicate decisions informed and supported by available evidence and analysis
- Communicates, negotiates, promotes, collaborates and builds partnerships effectively across all sectors while relating to the whole College community
- Understands the different demographic groups within the College community and is able to work effectively with them

- Develops strategies to ensure educational opportunity for all students to reach their full potential
- Develops and maintains structures for effective liaison and consultation

Leadership functions:

- Develops a culture of improvement by placing the spiritual development of all at the centre of strategic and operational planning
- Plans, acts, reviews and responds at the highest level of professional practice by:-
 - Gathering information, analysing data and making decisions
 - Developing strategies, aligning resources and implementing actions for improvement
 - Consolidating improvement, changing established practices or changing the decision making processes when necessary
- Inspires students, staff and members of the College community to continuously enhance the spiritual life of all and continually strive to understand and improve their impact
- Implements effective faith and ministry projects that use data, benchmarks and observation to monitor every student's growth.
- With other members of Leadership, contributes to and implements the College's strategic plan, vision, mission and values while taking a leadership role in the coordination, monitoring and updating of the strategic plan
- Promotes good performance and challenges underperformance by promoting effective intervention, corrective action and follow-up
- Assists other members of Leadership to review, evaluate and support staff to build capacity and to review performance
- Uses emerging technologies to enhance and extend the spiritual growth of our community
- Contributes to the development of quality assurance review strategies
- Works with the Faith Team, Teaching and Learning Team and the Pastoral Wellbeing Team to continuously evaluate school programs for improved quality, balance and relevance
- Contributes to the development and maintenance of efficient administrative policies and procedures
- Acts in a supportive and supervisory capacity for College functions as directed by the Principal
- Attends and participates in Leadership meetings and other relevant meetings
- Informs the Principal of matters relevant to Catholic Identity
- Communicates with parents/guardians, students and staff on matters of spiritual engagement and development.

Key Duties and Responsibilities:

- Member of the Leadership team and responsible for associated responsibilities that may be allocated by the Principal to this position
- Leads the Faith Team, providing the vision and organisational support for the prayer life of the College, Retreats, Liturgies, Religious Education Curriculum, social justice responses and fundraising.
- Ensures that the College maintains a strong connection with the Parish and with local parish priests.
- Facilitate the Champagnat Ministry program for all students.
- Maintains the Chapel as the heart of the school community.
- With the Remar leader, oversee the staffing and development of the Caravels.
- Coordinate Marist programs within the school, including both in-house and external professional learning opportunities.
- Is proactive in sourcing qualified and inspirational/spiritual speakers for various functions and events, including staff professional learning.

- Oversees fundraising for Caritas Australia (Term 1), Vinnies (Term 2 & 4) and Marist Missions (Term 3), including all major fundraising events such as the Assumption Day fete.
- With the Learning and Teaching Team, ensure that faith-based programs support and complement the Religious Education curriculum.
- Supports the local Marist Association group.
- Monitors the professional learning of teaching staff to ensure they are achieving 'Accreditation to teach in a Catholic School'.

Child Protection Requirements, Duties and Responsibilities

All staff are required to be familiar with the content of our Child Protection and Safety Policy and our Child Protection Program and their legal obligations with respect to the reporting of child abuse.

It is each individual's responsibility to:

- know, understand and abide by the Child Protection Code of Conduct and the Staff and Student Professional Boundaries Policy
- be aware of key risk indicators of child abuse, to be observant, and to raise any concerns they may have relating to child abuse with one of the College's Child Safety Officers.
- Support a child safe environment through identifying and removing risks and promoting the participation and empowerment of children in participating in the College's child safety program.
- Report any concerns that a child may be subject to abuse to the College's Child Safety Officer, noting that this does not release the staff person from other legal and regulatory reporting obligations that may apply, namely:
 - Obligation to report a sexual offence (Crimes Act 1958 (Vic) (s 327))
 - Obligation to Act to Protect (49C of the Crimes Act 1958 (Vic) (Crimes Act))
 - Obligation to Make a Mandatory Report (The Children, Youth and Families Act 2005 (Vic) (CYFA))

It is our policy that all new staff and members of the Council undergo additional screening to meet Child Protection requirements including:

- Working with children check clearance
- Relevant qualifications and registrations
- Personal identity verification and background check
- Child-connected work
- Reference check will address the persons' suitability for the working with children

Occupational Health & Safety

The Deputy Principal - Catholic Identity will:

- Perform the above duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others;
- Encourage colleagues and others on the worksite to adhere to safe work practices;
- Support and contribute to the improvement of safe systems of work and safe work practices;
- Participate in relevant OHS&W training programs;
- Report all work related incidents and near misses which result in injuries, ill health, or property damage in writing, in accordance with the school's OHS&W policies and procedures;
- Suggest changes to eliminate workplace hazards, or minimise the risks associated with them;
- Correctly use any equipment provided for health and safety purposes;
- Follow reasonable instructions given by the school in relation to health and safety at work;
- Support the consultative processes for managing OHS&W, when opportunities arise.

P.O BOX 111, KILMORE, VICTORIA 3764

PHONE: (03) 5782 1422 FACSIMILE: (03) 5782 1902

Email: principal@assumption.vic.edu.au Website: www.assumption.vic.edu.au

Operates as part of Marist Schools Australia

