



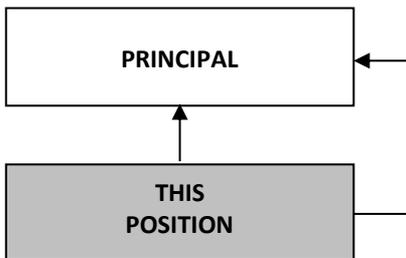
ROLE DESCRIPTION

1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	DEPUTY PRINCIPAL OF PRIMARY

2. POSITION RELATIONSHIPS

Responsible to:



Key Working Relationships:

- Principal
- Business Manager
- Deputy Principal Curriculum
- Deputy Principal Pastoral Care
- Assistant Principals
- Heads of House
- Heads of Learning Area
- Social Worker
- Psychologist
- Classroom Teachers
- Aboriginal Teaching Assistants and Education Assistants

3. POSITION OBJECTIVES

The Deputy Principal of Primary has a key role in the leadership of St Mary's College and shares in the authority and responsibility of the Principal in the overall leadership and management of the College. The key focus of this role is the pastoral care of students and to work with staff to bring about improved learning outcomes for students. They will see each student in our care as an individual and work to create an approach for each student that will empower them to be the best version of themselves. The Deputy Principal of Primary is responsible for leading the provision of a positive and nurturing learning environment and educational programs that align with the College's purpose and strategy for both Early Learning and Primary School students (Pre K-6) and influences the continued development of effective teaching and learning across St Mary's College.

A strong knowledge of contemporary thinking on how to support students and encourage a strong pastoral care ethos as well as current thinking on effective teaching and learning pedagogies is essential. It is also important to have the ability to encourage and coach staff members to learn, grow and adapt to a complex learning environment where a trauma informed approach and a deep understanding of Indigenous education is essential. This position will also oversee the pastoral care of staff recognising that in our unique environment staff deal with and confront issues that may impact on them.

The position requires close collaboration with members of the College Leadership Team in the day-to-day organisation and management of specific responsibilities. The Deputy Principal of Primary does not have a teaching load.

The position of Deputy Principalship is exercised in the Catholic school through leadership in the domains of

- Catholic Identity
- Education
- Community
- Stewardship

All members of the College Leadership team are leaders of Catholic Identity in the College community. As a leader of **Catholic Identity** in the College the Deputy of Primary is expected to:

- Encourage and support the growth of the Catholic culture and traditions of the College
- Give personal witness to Catholic values in carrying out his/her duties
- Support the primacy of faith education in the College
- Encourage and participate in the liturgical, sacramental and prayer life of the College.

4. Key Selection Criteria

The successful applicant will:

- Maintain active membership of the Catholic Church and a manner of life which gives witness to that membership.
- Be an outstanding educator with a vision for leading staff in achieving better outcomes for students.
- Have completed, or be close to completing, all of the requirements for Accreditation to Lead in a Catholic School.
- Have an excellent understanding and commitment to the specific learning needs of Aboriginal and Torres Strait Islander students.
- Be willing to become an active member of the College community with a strong commitment to promoting and supporting the varied aspects of College life.
- Clearly exhibit leadership characteristics including competence, intrinsic motivation, vision, integrity and diligence.
- Have well developed interpersonal, written and oral communication skills.
- Be able to work cooperatively as part of a team.

5. Key Responsibilities

5.1 LEADERSHIP

- To lead the planning, development, implementation, evaluation and improvement of Primary school policy and educational innovations in collaboration with Primary School staff and the Principal.
- Engage with and demonstrate leadership in relation to the College's strategic direction, programs and initiatives, with particular reference to a seamless K-12 approach.
- Strive to demonstrate and model through action, the College's leadership principles
- To be a visible leader/participant in College activities and events.
- To work cooperatively and proactively with the College Leadership team and the Primary Leadership team in progressing the College's aims and contribute to the College's strategic planning process.
- Manage escalated cases and grievances (academic and pastoral) with relevant stakeholders (staff, student, parents) according to CEWA policy and procedure. Refer intractable issues to the Principal.
- To effectively and pro-actively manage the Our Mob playgroup.

- To liaise with the Principal to facilitate enrolments into the Primary School years, a major entry point for students' initial introduction to the College.
- To participate in a continuing Professional Development Program to ensure skills and knowledge are at the forefront of contemporary education.

5.2 TEACHING AND LEARNING

- To lead, engage and inspire Primary School students, parents, staff and the broader College community whereby students are able to achieve their potential.
- In the context of the West Australian Curriculum, provide leadership to the Assistant Principals of each hub K-6 in the planning, development, implementation, evaluation and ongoing improvement of academic curriculum and pedagogy in the Primary School with reference to the College's Strategic Plan, the K-12 structure and results from internal and external testing.
- To manage the effective transition from home to school entry and Primary School to Secondary School in conjunction with the Assistant Principal 4-6, Deputy Principal of Curriculum and Deputy Principal of Pastoral Care.
- To provide leadership to the Assistant Principals in the development of an effective annual Kindergarten to Year 6 timetable.
- To provide leadership to the Assistant Principals in the development, coordination and review of assessment and reporting policy and procedures for the Primary School.
- To promote the integration of technology into the education program offered by the Primary School

5.3 PASTORAL CARE OF STUDENTS

- To define the strategic direction of pastoral care of students and staff within the Primary School.
 - Build relationships that focus on caring for each person as an individual, based on preserving the dignity of the whole person.
 - To provide leadership and direction to ensure that all Primary Campus staff are committed to and conversant with the school's pastoral care principles, particularly in relation to the PBIS- Positive Behaviour Intervention and Support Framework through a trauma informed lens that operates K-12
 - To maintain and develop a team-based approach to Pastoral Care by ensuring on-going liaison between class teachers, students services and the Learning Support team.
 - To lead and support the Primary School Assemblies in collaboration with the Assistant Principals and Primary Campus staff.
 - Maintain and improve the students' wearing of the College Uniform and the procedures for monitoring this
- Coordinate and develop the College's student leadership program

5.4 OTHER KEY RESPONSIBILITIES

- Demonstrate commitment to the College's priorities through effective strategic planning, educational administration, budget, human resources management and facilities management practices. Monitor outcomes, manage change and implement agreed systems and processes to meet College objectives. Engage in evaluation and review to support improvement.
- Prepare and manage relevant recurrent and capital budgets with the Deputy Head of Junior School.
- Support maintenance programs for relevant buildings and facilities.
- Chair and participate in relevant College Committees
- Responsibility for the risk management portfolio for the Junior School's teaching and learning program.

- Demonstrate a flexible approach to role by undertaking other tasks to support all of the above or as directed by the Principal