

DEPUTY PRINCIPAL - WELLBEING AND OPERATIONS

The Deputy Principal - Wellbeing and Operations is appointed by the Principal and is directly responsible to the Principal.

The Deputy Principal - Wellbeing and Operations is a member of the College Leadership Team and exercises a unique professional relationship of support and loyalty to the leadership of the Principal and her team.

The appointment of the Deputy Principal - Wellbeing and Operations is approved by Mercy Education Limited.

As a member of the Leadership Team the Deputy Principal - Wellbeing and Operations:

- Actively collaborates with the Principal to promote and enhance the Catholic identity of the College and the Mercy Ethos and to ensure that all College practices and procedures reflect the Vision, Mission and Values of the College;
- Leads and oversees the implementation of wellbeing in the College;
- Provides positive leadership as the College endeavours to fulfil its educational vision and mission;
- Shares in the task of promoting collegiality and community within the College where all members are treated with dignity and respect;
- Shares active responsibility for the promotion of a College learning, performance and development culture that embraces all staff and students;
- Shares responsibility for College strategic planning and the continued implementation of the priorities established through the School Improvement Framework (SIF) Review (CEMSIS);
- Support the Principal in actively seeking to build leadership capacity which embodies critical reflection and continuous growth in professional practice;
- Develops, implements, and maintains appropriate channels of communications at all levels of the College and the local community.

All Leaders at the Academy of Mary Immaculate commit to the vision of Academy as a 'premier learning community'

The Deputy Principal - Wellbeing and Operations demonstrates leadership in the following areas:

- Faith Leadership
- Strategic Leadership
- Wellbeing Leadership
- Educational Leadership
- Administrative and Organisational Leadership

KEY AREAS OF RESPONSIBILITY:

- All aspects of student wellbeing and pastoral care demonstrating a commitment to achieving the best practice in matters relating to student wellbeing.
- Academy of Mary Immaculate Child Safety Officer
- The provision of pastoral support to staff.
- The employment of staff in conjunction with and in the absence of the Principal.
- Enrolment of students into the College.
- Organisation of the major College events and activities, approval of excursions and incursions, and updating the College Calendar
- Overall responsibility for College Policies and, in particular, policy development in matters related to Staff and Student Wellbeing.
- Representing the Principal on various committees and other forums as required.

Faith Leadership

- Gives personal witness to Catholic values in carrying out duties;
- Promotes the Catholic Identity of the College and the Mercy Ethos;
- Fosters within the College an environment based on the Mercy values of Respect, Justice, Compassion, Service, Hospitality and Courage;
- Mobilises staff and students to participate in Catholic social justice initiatives and is explicit in linking faith in action
- Seeks to ensure that College policies, programs and structures, particularly those relating to the areas of staff leadership, educational administration and human resource development, actively promote the Catholic and Mercy ethos;
- Supports initiatives with respect to Religious Education, faith development, and social justice.
- Participates in College liturgies including the weekly Tuesday Mass;
- Expresses Gospel values in all forms of communication with members of the College community.
- Challenges and supports staff and families in their understanding and responsibility for the evangelising mission of the Church

Strategic Leadership

- Inspires and encourages the College community to have high expectations and value excellence;
- Leads and initiates school improvement at a whole College level;
- Places special emphasis on developing and nourishing the areas of leadership, learning and wellbeing throughout the College helping to build an exciting inquiry based learning environment which will engage and challenge young learners;
- Plays a pivotal role in the planning and implementation of College policy and strategic direction, ensuring the highest level of performance in all areas of staff and student activity;
- Actively responsible for the development, maintenance and review of school policies and procedures.
- Implements the wellbeing sphere of the College's Strategic Plan and SIF Annual Action Plan.
- Engages a range of stakeholders to identify areas for improvement and change

Wellbeing Leadership

Students

- Facilitates and oversees the development, implementation and evaluation of wellbeing programs to ensure that they remain contemporary, relevant for students and in alignment with the College's Vision, Mission and Values statement and Strategic Plan.
- Works closely with the Wellbeing Team with regard to the evaluation and review of the Pastoral Care program and other Wellbeing programs;
- Works with the Wellbeing Leaders in developing and reviewing wellbeing practices;
- Monitors the welfare and discipline of all students including student attendance;
- Promotes a restorative practices culture within the College;
- Facilitates parent meetings in consultation with Year Level Wellbeing Leaders on matters relating to student wellbeing or issues relating to student management;
- Responds to parental concerns in a timely manner
- Leads in conjunction with the College Principal, Student Leadership Forums.
- Ensures effective processes and procedures related to student attendance (Student Reception)
- Liaises with Year Level Wellbeing Leaders in identifying students "at risk";
- Works with the Learning Enhancement Leader to support students with particular needs including attending program support meetings as required;
- Responds to concerns from the public relating to student behaviour.
- Monitors the correct wearing of student uniform.
- Liaises with police in relation to Child Safety issues.
- Leads processes which reinforce the Victorian Child Safe Standards.
- Leads the development and evaluation of relevant wellbeing policies and practices.

Staff

- Provides professional and support to all staff;
- Provides support and assistance for teachers in positive classroom management strategies;
- Facilitates staff processes that ensure collaborative consultation, communication and respectful responses to student needs.
- Leads and coordinates the work of the student wellbeing team
- Assists the Principal in the processes and procedures for the appointment of staff and the ongoing appraisal of staff.
- In conjunction with the College Leadership team, actively participates in the induction of teachers (graduate & experienced) new to AMI.
- Coordinates of Pre-service teachers including selection and reimbursement of supervisors, in conjunction with the Business Manager.
- Uses a range of strategies that develops the leadership capacity of others to meet the unique needs of the school and its community
- Leads the development and evaluation of relevant wellbeing policies and practices.

Community Leadership

- Maintains appropriate channels of communication with staff, students and parents.
- Recognises and actively promotes the partnership of parents in the education of their daughters;
- Coordinates and conducts the Parents' Association meetings.
- Fosters healthy relationships between the College and the wider community;
- Works with the community and other agencies in promoting the health, safety and wellbeing of students and families
- Cooperates and works with relevant agencies to support young people and ensure their safety
- Engages with families and carers to enhance and enrich the College community.

Educational Leadership

- Works with the College Leadership Team in strategic priorities geared towards the culmination of a premier learning community;
- Provides strong educational leadership in a school dedicated to professionalism and innovation;
- Works alongside the Pedagogy Team to model an exemplary pedagogical approach to contemporary learning and teaching and curriculum development;
- Provides leadership in the development of a school-based curriculum which promotes the holistic development of students;
- Facilitates the development and maintenance of a school environment which is conducive to optimal learning outcomes for students;
- Maintains a knowledge of contemporary educational theory and practice especially in the education of girls.

Administrative and Organisational Leadership

- Assists in the allocation of teaching and related duties in collaboration with the Leadership Team and the Timetabler;
- Leads the development of a timeline for all reporting cycles including the timing of completion and distribution to parents;
- Administration of parent/teacher interviews, including online interview booking system and attendance and payment of part time staff
- Works effectively with relevant committees, teams and individuals to develop, plan, implement and evaluate programs within the College on a regular basis;
- Works with the Daily Organiser to ensure that the daily operations of the school are carried out effectively and efficiently;
- Organises major school functions including assemblies, Mercy Day, student leaders' investiture, celebration of excellence evening, etc;
- Collaborates with Leadership Team members to ensure compliance with Legal and Governance requirements of Catholic secondary schools in Victoria;

Organisation of other College activities

- Coordinating the College Student Planner.
- Coordinating the Training (First Aid, Anaphylaxis and Asthma management) for relevant teaching and ancillary staff in conjunction with the Business Manager.
- Monitoring Yard Duty supervision.
- Coordinating the detention roster and detention supervisions.
- Organising time in lieu for staff under the direction of the Consultative Committee.
- Emergency Evacuation, Containment and Response planning procedures.
- Monitoring the classroom physical environment.
- Allocating staff desks.

Commitment to Child Safety

- Provide students with a child safe environment
- Be familiar with and comply with the College's Child-Safe policy and Code of Conduct and any other policies or procedures relating to child-safety
- Proactively monitor and support student wellbeing
- Exercise pastoral care in a manner that reflects school values
- Implement strategies which promote a healthy and positive learning environment

Other Duties

- Undertaking appropriate teaching duties
- Any other duties as delegated by the Principal

Annual Budget

- The development of an annual budget in the Wellbeing area in conjunction with members of the Student Wellbeing team

Publications

The preparation and the development of

- College Calendar
- Student planner
- Relevant policies
- Overview of the Student Wellbeing Program
- The preparation and the development of articles for the College Newsletter, Academician, College Facebook page and other publications as requested.

Membership of Committees

The Deputy Principal - Wellbeing and Operations is a member of the following committees:

- Member of the College Leadership Team
- Member of the College Advisory Council
- Coordinator of the Parents' Association
- Chair of the Student Wellbeing Team
- Principal's representative on the Consultative Committee.

Accountability

- Reports to the Principal

Positions Reporting to Deputy Principal - Wellbeing and Operations

- Student Wellbeing Team
- Director of Sport
- Daily Organiser
- Administration Officer – Student Reception

Details of Position

- Mercy Education Limited and College appointment
- Member of the Leadership Team
- 5 Year appointment
- Appraisals as outlined in MEL documentation



SELECTION CRITERIA

DEPUTY PRINCIPAL – WELLBEING AND OPERATIONS

The Academy of Mary Immaculate is seeking a suitably qualified, highly motivated and innovative leader with excellent organization skills and a passion for Catholic Education in the Mercy tradition.

Key Selection Criteria:

The successful candidate will:

- Be a practising Catholic with a strong commitment to Catholic education and an understanding of and willingness to embrace the Mercy ethos of the College.
- Have a proven capacity for innovation and a commitment to excellence.
- Have the proven ability and energy to provide effective spiritual, cultural, transformational and professional leadership.
- Be committed to continuous improvement.
- Have an understanding of the issues facing young women and be well versed in student wellbeing.
- Have a proven record of success as a secondary teacher, with an extensive knowledge of current educational theory and practice.
- Have sound leadership and management skills and the ability to lead and facilitate change within a collaborative and innovative environment.
- Possess highly developed interpersonal and communication skills, including the demonstrated ability to work collaboratively with all members of the College community.