

DEPUTY PRINCIPAL TEACHING & LEARNING



**SACRED
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YOUR TITLE	Deputy Principal – Teaching & Learning	WHO YOU REPORT TO	Vice Principal
YOUR TEAM	College Leadership Team	WHO REPORTS TO YOU	Various Heads of Learning Area

Our Core Purpose: Our Core Purpose: As a Catholic School faithful to the Gospel and the tradition of the Sisters of Our Lady of the Missions: We develop our students to respond to Jesus by striving for personal excellence, having the courage of their convictions and being active agents of change.

How do you contribute to the bigger picture?	The role of the Deputy Principal – Teaching and Learning leads the academic pillar of the College. Together with the Deputy Principal – Staff Growth and Pedagogy, will inspire teachers and students to be at their best. The Deputy Principal – Teaching and Learning must ensure robust teaching and learning practices are embedded in each lesson to maintain high educational standards.
Our values	To go beyond ourselves with Compassion Courage and Respect
Work requirements	ESSENTIAL <ul style="list-style-type: none"> Current Teachers Registration includes National Police Clearance Working with Children's Check
Award	Teachers Award in conjunction with a Deed of Agreement, Category 8, Level 5 http://internet.ceo.wa.edu.au/Employment/Documents/
Where and when you will be working	Within Sacred Heart College, term time, plus holidays as defined in the Teachers Award. Participation in co-curricular activities is expected.
Key relationships	Students, Parents, all College staff members.
Knowledge, Experience and Skills	<p>To meet the requirements of this role you will be required to demonstrate the following competencies/skills:</p> <p>Leadership</p> <ul style="list-style-type: none"> Demonstrate the ability to inspire and guide individuals and groups towards a meaningful collaborative vision of excellence and bring out the best in others. Demonstrate the ability to enhance the current aspirational vision for the College in Teaching and Learning, in collaboration with other Executive members. Demonstrate the ability to be a pedagogical and technical expert to lead Teaching and Learning. Demonstrate the ability to strive to meet or exceed a standard of excellence by looking for ways to do things better, setting challenging goals and taking calculated risks. <p>Relationship building and trust</p>



- Demonstrate the ability to foster long-term relationships focussed on the development of others by giving feedback, guidance, and support.
- Demonstrate the ability to develop meaningful and authentic relationships with students, parents and College employees.
- Demonstrate the ability to promote and model a school culture of inclusivity, respecting the dignity of the individual.
- Demonstrate the ability to build rapport by listening, discussing and motivating staff and students.
- Demonstrate the ability to have a positive impact on others, persuading or convincing others to gain their support and collaboration.
- Demonstrate and display integrity in all interactions. Be open and transparent about actions and uphold the confidence of staff and students.

Pastoral Care

- Demonstrate the ability to recognise and support the mental health and wellbeing of students and staff.
- Demonstrate excellent counselling and pastoral care skills.
- Demonstrate a deep understanding of adolescent development.
- Demonstrate and model the College motto of 'Always Striving Upwards' by fostering a culture of growth and encouraging staff and students to be the best they can be.

Communication

- Demonstrate the ability to communicate effectively with various stakeholders using a variety of mediums.
- Demonstrate the ability to articulate messages with impact.
- Demonstrate the ability to facilitate award ceremonies/assemblies. Present at Parent Information Evenings and important events.
- Demonstrate the ability to promote the College's Vision for Learning.
- Demonstrate the ability to be efficient and timely in responding to student and parent concerns.

Decision Making and Judgement

- Demonstrate the ability to make informed and objective decisions, based on research, experience and facts.
- Demonstrate the ability to use intuition and appreciative inquiry to help inform decisions, especially when the facts are unclear.
- Demonstrated the ability to plan for long-term goals and strategies.
- Demonstrate the ability to be consciously open minded to foster creative decision making.

Strategic Thinking and Innovation

- Demonstrate higher order thinking and problem-solving skills.
- Be at the forefront of current and emerging educational research and Teaching and Learning trends.
- Demonstrate excellent judgement and decisiveness; balance analysis, wisdom, experience and perspective when making decisions.
- Demonstrate the ability to think holistically when making decisions under pressure and communicate outcomes.



Adaptability

- Demonstrate the ability to be flexible in handling change and juggling multiple demands.
- Demonstrate the ability to respond and adapt to change and new ideas quickly.

Emotional Intelligence

- Demonstrate the ability to sense others' feelings and perspectives, taking an active interest in their concerns and picking up cues about what others feel and think.
- Demonstrate the ability to balance empathy and understanding with solutions-based thinking.

Values

- Demonstrate the ability and willingness to uphold College values of Compassion, Courage and Respect.
- Demonstrate strong understanding of Catholic Ethos and model this in all decision making.

The standards you need to meet/ what you will need to do – key activities

Curriculum

Curriculum

- Oversee the writing, review and updating of the College Curriculum Handbooks for each Year group.
- Responsible for the coordination of the College Curriculum Plan.
- Provides pre-liminary approval for all College excursions.
- Provide leadership by displaying familiarity with current curriculum and educational issues and practices related to curriculum (including changes in SCSA policies and requirements).
- Maintain a knowledge of policies and curriculum in all Learning Areas.
- Communicate with Year 10, 11 and 12 students and their parent through parent information evenings, assemblies or individually regarding SCSA requirements, WACE requirements, subject selection and University Entrance.
- Distribute, collect, and report all required School Curriculum and Standards Authority data.
- Oversee parent information evenings related to curriculum and subject selection as per College policy and practice.
- Oversee current and future curriculum developments.
- Oversee the introduction of new subjects into the Curriculum and the appropriate phasing out of subjects from the curriculum.
- Responsible for ensuring that the WA Curriculum is delivered to required standard and that students are assessed and graded according to SCSA requirements.
- Work with HOLA's to oversee the Curriculum offered and the staffing of classes.
- Oversee school-based lower school curriculum offerings with a view to providing a holistic and balanced education for students. Collaborate closely with the Deputy Principal – Staff Growth and Pedagogy and Head of Innovation and Digital Learning to ensure student learning opportunities are maximised in the College.
- Initiate and lead Work Groups designed to investigate curriculum, timetabling and Assessment in consultation with the other Executive members.

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	<ul style="list-style-type: none"> • In collaboration with the Deputy Principal Staff Growth and Pedagogy, liaise with the Head of Innovation and Digital Learning regarding the integration of ICT into the curriculum. • Liaise with the Head of Innovation and Digital Learning and HOLAs regarding the use of an electronic student management system which includes the SEQTA marks book. • Set and maintain a high standard in their own teaching responsibilities. • Co-Chair the Heads of Learning Area meetings with Deputy Principal – Staff Growth and Pedagogy.
Student Reporting & Tracking	<ul style="list-style-type: none"> • Oversee the processes of reporting student achievement to parents through Interim and Semester Reports and subsequent Parent, Student, Teacher interviews. • Responsible for the coordination of End of Semester and End of Year Reporting for all Year groups. • Responsible for the communication, coordination of Naplan and OLNA. • Analyse student academic performance/achievement data including Year 7 MYAT, Year 7 and 9 NAPLAN, Year 9-12 OLNA, Year 12 WACE and ATAR results and present findings to College staff and the College Board. • Collaborate with the Assistant Deputy Principals and Careers staff to track the academic progress of students (particularly in Year 12) and provide the necessary support and take the required actions to help students improve their academic performance. • Work with students, parents, the relevant Assistant Deputy Principals and Careers staff to counsel and advise students and parents to oversee subject selection for all years. • In conjunction with the relevant ADP, track the progress of students in achieving the West Australian Certificate of Education (WACE). Provide the necessary support and take the required actions to help students achieve WACE. • Track and report the progress of students towards the achievement of SCSA Awards. • Monitoring academic progress of students, particularly those on conditional subject status and those identified in reports as being at academic risk.
College Timetable	<ul style="list-style-type: none"> • Implement the construction of the College timetable after consultation with the Vice Principal (who oversees the development of the timetable), members of the Executive and Heads of Learning Areas. • Timetable to be constructed in a timely manner every year by Week 5 of Term 4.
Teaching & Learning	<ul style="list-style-type: none"> • Assist teachers to align learning environments with preferred pedagogy, technology and contemporary evidence-based teaching practice. • Engenders a culture that celebrates a love of learning and nurtures collaboration across the College community. • Encourages and inspires the implantation of new, innovative teaching and learning practices that are supported by research and based on current best practice.
Assessments	<p>Assessments</p> <ul style="list-style-type: none"> • In consultation with the Vice Principal the implementation and review of the College Assessment Policy, including all assessment procedures and practices at the College.



	<ul style="list-style-type: none"> Oversee the implementing and organisation of College Examinations (particularly Year 12 WACE Examinations) in conjunction with the relevant Assistant Deputy Principals. Oversee the coordination of NAPLAN and OLNA (with the assistance of the relevant Assistant Deputy Principals). <p>Awards</p> <ul style="list-style-type: none"> Responsible for the calculation and coordination of all Academic Awards to be distributed at the annual College Awards Night (including Subject Excellence Awards). Responsible for the calculation and coordination of all Academic Awards for Years 7 to 12 to be distributed at the Year 12 Graduation and the College Awards Night.
Qualifications	<p>Relevant qualifications either</p> <ul style="list-style-type: none"> Undergraduate degree in a specific discipline with a Graduate Diploma of Education (Secondary) or Bachelor of Education <p>Highly Desirable:</p> <ul style="list-style-type: none"> Accreditation to Lead (or working towards) A Master's Degree in Education <i>Working towards further educational studies</i>
Decision making	<ul style="list-style-type: none"> Professional learning budget As directed by the Vice Principal
What success looks like:	<ul style="list-style-type: none"> Positive feedback from Principal, Vice Principal, teachers, parents, and students (survey and anecdotally). Well-developed working relationships with all Heads of Learning Area and teaching staff. Participate and contribute strategically to College leadership meetings and Executive meetings. Demonstrate high attention to detail and accuracy in all work. Adhere to deadlines, timely production of College timetable. Evidence of engaged staff members who are committed to continuous improvement. The College is a vibrant learning organisation. High level of appropriate technology usage for teaching and learning purposes. Continuous growth in pedagogical practices as evidenced by reviews.
Your work, health and safety responsibilities	<p>Your responsibilities as an employee include:</p> <ul style="list-style-type: none"> A duty of care to ensure the safety, health and welfare of all staff, students, their parents, community members and other persons who are legally present on school premises. School premises include places away from a school campus such as a campsite or where school excursions may take place from time to time. Understanding and compliance with the College OHS policy. Create a culture of safety that precipitates the development, maintenance and promotion of a healthy working environment. Comply with, as far as practicable, all instructions given to you to ensure your own safety and health.

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	<ul style="list-style-type: none"> • Proper use of any personal protective clothing or equipment supplied to you. • Not misusing or damaging any equipment you use. • Prompt reporting of any hazards or incidents/accidents to your Leader including damaged College property. 		
Code of Conduct	You are responsible for ensuring you act within the framework of the College's Code of Conduct.		
Ongoing professional development	Strive for personal excellence: Sacred Heart College has an established growth model which requires you to goal set with a 'Critical Friend' and to discuss and review your progress. Professional development opportunities are mapped to your set goals. You are expected to undertake a total of 20 hours of professional development annually within the AITSL Standard requirements.		
Sign off	Leader name:		Employee name:
	Leader signature:		Employee signature:
	Date:		Date:
	Document last updated:		April 2024

Organisational structure of role:

