

Deputy Principal - Learning and Teaching

Title	Deputy Principal – Learning and Teaching
Classification	Category B Level 6
Time allowance	29 x 60 minutes periods per 10-day cycle
Appointment duration	5 years
Date Reviewed	March 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and Ministerial Order 1359.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Overview

The Deputy Principal - Learning and Teaching at Whitefriars College is a significant leadership role in the school community. It is a leadership position based on a model of Christian service. The Deputy Principal is a member of the College Leadership Team and exercises a professional relationship of support and loyalty to the leadership of the Principal. They contribute in a way which shapes and implements the school's vision, and their work reflects the Catholic and Carmelite traditions of the College.

The Deputy Principal - Learning and Teaching is directly responsible to the Principal and contributes to the collaborative decision-making process, planning, implementation and evaluation of the 2024-2028 Strategic Directions. The Deputy Principal – Learning and Teaching plays a pivotal role in guiding teaching staff in developing purposeful learning experiences, which reflect a commitment to excellence and innovation. The Deputy Principal - Learning and Teaching will be outward looking and requires an understanding of evidence-informed pedagogy, including the use of learning technologies.

The Deputy Principal - Learning and Teaching is responsible for the overall development and management of curriculum, pedagogy, assessment and reporting at Whitefriars College. They are the Chair of the College's Learning Team and are required to work closely with the Learning Leaders to ensure the delivery of a rigorous, guaranteed and sequential curriculum and an evidence-informed instructional model.

A professionally collegial and loyal leadership relationship is also required with the Deputy Principal - Faith and Mission, Deputy Principal - Students, Deputy Principal – Staff, Directors – Middle Years and Senior Years, Director – Learning Culture, Director – College Operations and members of the Learning Team.

Each Member of the College Leadership Team has specific responsibilities aligned to their role. Members are expected to collaboratively support the broader strategic intent across all aspects of College life:

- Assume responsibility for improvement initiatives aligned to the College's Strategic Directions 2024-2028 as directed by the Principal.
- Deputise for the Principal in their absence.

Key Responsibilities:

The Deputy Principal supports the Mission of Whitefriars College as a Carmelite school which is at the centre of its identity, culture, activities and decisions and as such, carries responsibilities across the College's Strategic Directions, MACS School Improvement Framework and CIS Accreditation drivers. The Deputy Principal – Learning and Teaching will assist the Principal and College Board to:

A Catholic Carmelite School

- Embed the Carmelite ethos in all aspects of the life of the College.
- Honour the traditions of the Catholic Church alongside contemporary interpretations of the Gospels.
- Align the core Carmelite concept of forming gentle men as a unique articulation of its education of boys and young men.
- Strengthen the governance and leadership of Whitefriars College within the stewardship of Mercy Partners.

Personal Excellence and Growth

- Develop the pedagogical capacity of teaching staff to support high quality learning through an agreed instructional model.
- Optimize academic achievement and excellence for every student.
- Facilitate student voice and agency as a significant element in the co-creation and processes of learning, wellbeing and student participation opportunities.
- Embed relationships of care, setting high standards and consistent expectations for students and staff by all in the College.

Inclusion, Participation and Collaboration

- Continue to promote a restorative culture where all community members take responsibility for child safety, belonging and inclusion.
- Engage students, staff, families and alumni as key contributors to the development of the College.
- Explore and secure effective partnerships that support the College's educational philosophy and reflect a commitment to innovation.
- Seek to establish authentic relationships with and understandings of First Nations People as part of its commitment to justice and solidarity.

Sustainability and Stewardship

- Invite and welcome diverse families and students who seek to be part of the mission of the College.
- Support responsible financial and resource development and custodianship of the environment.
- Be proactive, adaptable and flexible in attracting, developing and retaining quality staff.
- Develop strong leadership and governance oversight of the College to support its Mission priorities.

Attributes:

- A lively and practical commitment to the Catholic faith
- An understanding of, appreciation for and sensitivity to the Carmelite spirit and tradition which has underpinned the history, development and culture of Whitefriars College
- A firm belief in and commitment to the Values of the College and an ability to articulate and promote these
- Loyalty and public support for the Leadership of the College
- Demonstrable showing of an active involvement in curriculum initiatives in and outside of the school setting
- A broad and contemporary understanding of the current practices operating within and between schools and at a wider system level
- A relevant number of successfully conducted previous leadership roles
- A love for education and a capacity to contribute to the review of current practices for the sake of the ongoing life and relevance of Whitefriars College as a Catholic secondary school for boys
- A capacity for leadership of staff, especially in the areas of curriculum and learning technologies, and an ability to relate well and communicate effectively to staff, parents and students
- A willingness and a capacity to appropriately challenge the performance of staff

Duties:

Education in Faith

As a faith leader, the Deputy Principal is responsible for actively promoting and modelling the Carmelite Charism and Catholic ethos of the College. In leading young men to discover their faith, they are to provide broad opportunities for religious instruction and faith formation of students through active engagement with curriculum, service, liturgy, prayer, and reflection.

The Deputy Principal – Learning and Teaching is expected to:

- Be an active leader in the religious and spiritual life of the College and to model the ethos of a Catholic school in the Carmelite Tradition
- Ensure that the values and beliefs of our Catholic Carmelite traditions are embedded in all learning and teaching pursuits
- Value the spirituality and charism of the Carmelites and to implement and promote the educational vision for the College

Curriculum and Pedagogy

The Deputy Principal – Learning and Teaching is expected to:

- Lead the implementation of the Whitefriars College Instructional Model in the pursuit of the College's Vision for Learning
- Mentor and oversee the work of the Learning Leaders in developing and evaluating curriculum
- Support Learning Leaders to adopt a coaching approach with colleagues that ensures the implementation of the Whitefriars College Instructional Model across all classrooms
- Be an active member of the Professional Learning Team to provide professional learning for staff that reflects a culture of high expectations and a commitment to optimising academic achievement
- Collaborate with the Religious Education Learning Leader and Deputy Principal – Faith and Mission to ensure Religious Education programs are developed in accordance with Archdiocesan policies and frameworks
- Foster opportunities for student voice and agency in the ongoing evaluation of curriculum and pedagogy
- Annually review and update Curriculum Handbooks
- Oversee the subject selection process including the College's curriculum offerings and eligibility for acceleration process
- Collaborate with the Principal, Deputy Principal – Staff and Director - College Operations, to provide input into the structure of the College timetable and staffing requirements
- Lead information evenings in conjunction with relevant staff

Assessment and Reporting

The Deputy Principal – Learning and Teaching is expected to:

- Oversee the development and conduct of assessment and reporting policies and procedures
- Co-ordinate arrangements for Student-Parent-Teacher Conferences
- Oversee the Director – Senior Years, Director – Middle Years and Data Leader in the facilitation of examinations and external testing (i.e. VCE, GAT, NAPLAN, AAS, PAT and PISA testing) and subsequent data analysis to improve student learning outcomes
- Analyse student results and celebrate these achievements through the provision of Academic Excellence and Endeavour awards

Student Wellbeing

The Deputy Principal – Learning and Teaching is expected to:

- Oversee the promotion and implementation of holistic learning opportunities for students across all areas of College life
- Collaborate with the Director - Learning Diversity to ensure the NCCD process and multi-disciplinary approach supports inclusivity and improved learning and wellbeing outcomes.
- Track student performance and the provisioning appropriate interventions or course adjustments to support wellbeing for learning
- Assist in the transition of students across all year levels

Leadership and Management

As an active member of the College Leadership Team, the Deputy Principal – Learning and Teaching displays loyalty, integrity and honesty, ensuring they lead by example. They have experience in the development and implementation of strategic plans with a demonstrated track record of achievement. Highly organized and efficient, they have proven success as a teacher and leader.

The Deputy Principal – Learning and Teaching is expected to:

- In conjunction with the College Leadership Team, promote the Catholic ethos and Carmelite Charism in the life of the College community
- Ensure compliance with VRQA policies and CIS standards in the light of the Catholic identity and Carmelite charism and advise where appropriate the implementation processes and/or address issues and concerns regarding implementation and communicate these effectively to teachers
- Implement directions and decisions of the College Leadership Team
- Work in an honest, open, flexible, creative manner that contributes positively to the operations of the College Leadership Team
- Work collaboratively with other members of the Learning Team to develop a cohesive and supportive team environment.
- Support other members of the Learning Team to develop their personal and professional capacities as leaders of faith and learning and teaching at Whitefriars.
- To be a central figure in providing pastoral support to staff, students, and parents in need in our community.
- Work closely with the Deputy Principal – Staff and Director – Learning Culture in promoting appropriate Professional Learning activities for staff
- Conduct Staff Reviews and Appraisals to improve performance.

Communication

The Deputy Principal – Learning Teaching is expected to:

- Provide regular reports to the College community on matters relating to learning and teaching, including regular updates to the relevant websites, articles in the daily and weekly notices, Annual Report, Catholic Schools Guide, and articles in the College Yearbook
- Assume responsibility for informing students, administration and teaching staff, and parents of matters related to learning through formal and informal communications
- Maintain correspondence with parents, other schools and outside agencies as required

Child Safety and Risk Management

The Deputy Principal – Learning and Teaching is expected to:

- Be conversant with the College's policies on Child Safety, Code of Conduct and Risk Management and the implications of these policies for procedures and practices that affect students and staff
- Ensure that members of the College are aware of the Child Safety, Code of Conduct and Risk Management policies and the implication of these policies on procedures and everyday practices
- Apply VRQA policies and processes across the College to ensure compliance
- Oversee the review and approval of excursions and incursions, trips and tour applications and risk assessments

Miscellaneous

The Deputy Principal – Learning and Teaching is expected to:

- Attend College functions as required
- To chair the Learning Team, which is responsible leading learning and for making recommendations to the Principal of any significant changes to the learning and teaching programs at the College
- Manage the process, in collaboration with the Business Manager and Learning Leaders, by which budgets are determined
- Accept a teaching allotment as determined by the Principal
- Represent the Principal on formal and informal occasions as needed
- Perform other duties as directed by the Principal

The Deputy Principal – Learning and Teaching serves as a member of the following committees:

- College Leadership Team
- Learning Team (Chair)
- Professional Learning Team
- Other committees as appropriate and requested by the Principal

Community

The Deputy Principal – Learning and Teaching is responsible for contributing to the broader educational community. They liaise with outside bodies including the VCAA and MACS on matters relating to the delivery of learning experiences. They are a professional, ethical and respected educational leader inside and outside the school:

- Take a leadership role in professional and community networks and support the involvement of colleagues in external learning opportunities
- Support other staff and students in the College by being present at various College events

The position also requires a commitment to ongoing professional learning and includes other duties as directed by the Principal.

Criteria:

Applicants should be able to demonstrate:

Essential

- A commitment to the Catholic ethos and Carmelite Spirituality
- A commitment to Child Safety
- Experience in the development and implementation of strategic plans with a demonstrated track record of achieving excellent outcomes
- A clear vision for the development of a boys learning environment for a modern and comprehensive Years 7–12 Catholic secondary college
- Excellent interpersonal skills and the ability to relate to and influence people at all levels of an organisation through collaborative engagement
- Outstanding leadership and organisational skills and success in leading teams through innovation, development and change management

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Proven capacity to prepare various written reports, plans and budgeting skills
- Proven success as a classroom teacher
- Ability to be discrete and maintain confidentiality
- Relevant post graduate qualifications and VIT registration

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022 which includes being available to the Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Whitefriars College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Other Conditions

- There will be a teaching load with this position as determined by the Principal
- The provision of administration support at 0.5 FTE
- Under the conditions of the CEMEA2022, Time in Lieu is not accruable for Deputy Principals
- A formative Review will be conducted in the third year of appointment

Conditions

This is a five-year appointment renewable for another term of three years upon a successful appraisal in the fourth year of the first term.

This is a Category B Level 6 position.

- The provision of administration support 0.5FTE
- No replacement classes
- There will be a teaching load with this position as determined by the Principal

Revised 6 March 2025