



Deputy Principal - Head of Secondary, Teaching & Learning

Position Title	Deputy Principal – Head of Secondary, Teaching and Learning
Position reports to	Principal
Salary/Remuneration	Remuneration will be paid according to qualifications, experience and demonstrated ability to achieve outcomes
Location	Southern Cross Grammar

Purpose

As a member of the Executive team, this role contributes strategically and operationally to the leadership of the Secondary School and is responsible for the leadership of excellent teaching and learning practice across the Secondary school. The Deputy Principal is an active and visible leader in the community, demonstrating the ability to develop and maintain productive relationships with colleagues, students, parents and other key stakeholders.

The Role

In collaboration with the Learning Area Leaders, Heads of Year, and other staff with relevant Positions of Responsibility, the Deputy Principal will work collaboratively to develop the Secondary School's approach to student learning. They will be responsible for leading excellent teaching and learning practice, and in collaboration with the Head of Primary will maintain alignment across both Secondary and Primary Schools.

The position oversees and reviews the development and implementation of each Department's teaching programs, confirming that the curriculum, teaching, assessment and reporting strategies:

- Align to the learning philosophies, policies and practices of the School
- Cater for the learning needs of all students in Years 7–12
- Ensure optimum maintenance of updated and complete curriculum and assessment documentation, and that curriculum requirements are met or exceeded
- Comply with external requirements.

Key Aspects of the role

Educational Leadership

- Monitor, identify and advise the teaching staff of relevant curriculum trends, research and theory from leading educational institutions and make recommendations to ensure best practice
- Confidently engage with staff to lead a culture of professional learning, enhancing the capacity of teaching staff to apply whole school initiatives and agreed practice, and support teachers in their individual professional learning needs
- Lead, oversee and motivate teaching staff through constructive monitoring of professional growth, capability development and mentoring
- Initiate and develop programs and projects to facilitate current best practice in teaching effectiveness
- Lead staff discussions and practice about effective teaching, student learning, assessment, student progress, analysis and reporting
- Typically, the Deputy Principal will have a teaching load of one class.



Research

- Lead the school's work in gathering, assessing and contextualising modern, evidence-based local and international research on personalised learning
- Initiate and support school-based action research to improve student-learning
- Create opportunities for staff to conduct their own research as part of their feedback and assessment of the impact on learning
- Report to the Principal on academic performance and results, using in-depth data analysis and form plans for continuous school improvement in academic achievement
- Actively build the school's connections with tertiary and other educational networks including opportunities for external collaboration.

Management and Organisation Leadership

- Directly manage the Heads of Learning Areas to ensure appropriate curriculum, modern pedagogy and overall strategy for teaching and learning
- Collaborate with key staff and teams in the management and administration of the school's operations, events and, in particular, assume responsibility for the smooth running of the Secondary School
- Ensure operational decision-making processes are embedded through appropriate structures, reporting lines and delegated authorities
- Review organisational plans for their effectiveness in supporting the strategic outcomes in teaching and learning, staff engagement, and Secondary School management
- Work closely with other Executive Leadership staff to ensure compliance with statutory requirements.

Community Leadership

- Communicate effectively with all stakeholders and model effective communication within the school community
- Promote a positive school culture that is founded on collaboration and consultation with staff, students, and parents
- Actively assist in managing critical parent, stakeholder, and broader community concerns
- Maintain an active presence and engagement with all stakeholders at school functions and events
- Through appropriate forums and opportunities, engage with all staff, parent groups and stakeholders regularly about the vision, direction, successes, and challenges of the School.

Child Safety

Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe, and are safe. All staff are required to:

- Provide students with a child safe environment
- Proactively monitor and support student wellbeing
- Have a working knowledge and understanding of the school's Child Safe Policies, Code of Conduct and any other policies and procedures relating to child safety
- Undertake annual training to maintain compliance with all child safety legislation, standards and regulations.



Key Relationships

- Members of Executive
- Senior Leadership
- Teachers and support staff
- Students
- Parents/Carers
- External Agencies as required

Key Capabilities

Leadership

- Capacity to lead and encourage with candour, and be tolerant of others' opinions
- Demonstrate presence, poise, courage and resilience
- Demonstrated record of successfully promoting and communicating key strategic objectives to staff, ensuring there is understanding, engagement and participation across all levels of the school
- Effectively lead and manage change and whole school improvement.

Learning

- Possess sound knowledge of emerging trends in educational theory, learning theory, curriculum design, learning technologies, assessment and methodologies underpinning the secondary school learning and teaching programs
- Confident in leading and motivating multi-disciplined teams and in developing and maintaining co-operative working relationships which promote excellence in teaching and learning
- Exemplary teacher with demonstrated understanding of contemporary pedagogy which embrace best practice principles of learning and teaching
- Capacity to lead and implement ideas for innovating and transforming the learner experience based on feedback assessment and associated data
- Promotes academic excellence across the school.

Operational

- Excellent planning, strategic management, and administration skills
- Confident in using technology to support efficient whole School workflow and communications
- Strong problem-solving and analytical skills
- Attention to detail and ability to prioritise and meet deadlines.

Self

- Clear sense of personal accountability
- Awareness of personal strengths, weaknesses, passions and prejudices
- Values own health and wellbeing
- Excellent interpersonal and communication skills, drive, energy, warmth, authenticity and commitment.



Conditions of Employment

- The initial term of appointment will be five years. Further terms may be offered, subject to review
- Remuneration will be paid according to qualifications, experience and demonstrated capacity to achieve outcomes
- Salary packaging benefits, professional learning opportunities, fee remission for children of staff
- Employer superannuation contributions as prescribed under the Superannuation Guarantee legislation
- 6 weeks' annual leave
- VIT Registration
- Post Graduate Qualification/s in Education
- The school is an equal opportunity employer
- Southern Cross Grammar is committed to creating and maintaining a child safe environment in which students feel safe and are safe. All staff are required to comply with the Child Safe Code of Conduct and the School Child Safe Policy.