



ROLE PROFILE: DEPUTY PRINCIPAL

Professional Practice and Overview of Key Responsibilities:

As a Leader of St. Joseph's Primary School you will have a key role in building a culture of key responsibilities and demonstrating fair and just leadership to all staff, with particular emphasis on building the capacity of all. The leader will recognise, lead and manage innovation and change within the school. The most effective leaders prioritise their own growth and development. Some of the most powerful learning will occur through day-to-day experience. Leaders who continually learn and adapt are more able to manage the complexity of leading twenty-first century schools and bring about school improvement. Leaders can use their experience to assist them to reflect on their skills and abilities and plan their growth.

Leaders understand the vision of the school. They are committed to the learning and growth of all learners and adults guided by fairness, ethical practice, democratic values and lifelong learning. This resonates through the strategic vision, school culture, traditions and positive ethos they seek to promote across the school. They insist upon high standards and foster respect across the whole school community.

They will demonstrate a commitment to the following leadership capacities:

- Creating a student centred school through a Catholic lens
- Comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- Applying professional contemporary knowledge
- Creating a learning culture for all
- Leading change
- Coaching and building capacity
- Promoting professional learning
- Managing self and others

Specific responsibilities of the role will include:

- Administer the school in the Principal's absence.
- Work closely with the Principal in all policy, discipline and management.
- Maintain a high level of commitment and contribution to school life through good leadership practices and many school activities.
- In consultation with the Principal, allocating areas of responsibility to other members of staff, e.g. extra curricula duties.
- Assist the Principal in the implementation of the School Improvement Plan with particular emphasis on goals and priorities within the Annual Action Plan.
- Ensure that the needs of beginning and new teachers and those teachers returning to the service are met.
- Assisting the Principal in establishing priorities for preparation of the Annual Budget.
- Preparing rosters, timetables and adjustments where necessary - Eg - Time In Lieu
- Assist the Principal in promoting good staff relationships and support staff. Liaise with the Principal and act as a critical friend.
- Represent staff at Advisory Council Meetings

St. Joseph's promotes the safety, wellbeing and inclusion of all children.

- Assist with the publicity and social media of special school events and programs through the school newsletter and local media.
- Attend Deputy Principal Meetings
- Be a part of the School Executive Team and attend weekly meetings.
- Teaching classes, developing rapport with the students, handling discipline issues where necessary.
- To ensure best practice of yourself at all times.
- To assist with policy and procedural develop for School Improvement.

Accountabilities:

The Deputy Principal will directly report to the Principal.