

## Irene McCormack Catholic College Deputy Principal – **Education** Position Description

### **VISION**

*To liberate young people to become life-long learners and to live meaningful, selfless and spiritual lives.*

### **MISSION**

*We recognise each person as a unique creation of God and nurture students to live the Gospel values. Our College provides a holistic learning environment where each student feels safe, valued and learns respect for self, care for others and skills for life. The essential consideration of all we do at Irene McCormack College is the dignity of the individual.*

Irene McCormack Catholic College offers a Catholic education from Year 7 to Year 12 that is Christ centred and Student focused, and inspired by the life of Sr Irene McCormack, Saint Mary of the Cross MacKillop and the Sisters of St Joseph of the Sacred Heart. The College is committed to providing a holistic teaching and learning program that is supported by a strong and vibrant pastoral care program and that is enriched by a wide range of extra-curricular opportunities. Further inspiration is drawn from the College House Patrons: Fr Tom Dunlea, Sr Joan Evans, the Golding Sisters – Kate, Annie and Belle, and Frank McGarry. Each of these outstanding Australians were devoted to their Catholic faith and worked enthusiastically to promote the Gospel values for a more just and equal society.

The fundamental role of the Deputy Principal - Education is to provide leadership in the area of student learning and teacher's pedagogical practice. As a member of the College Executive Leadership Team, the Deputy Principal – Education supports the Principal and Vice Principal to achieve the objectives of the College and Catholic Education by giving life to the College Vision for Learning.

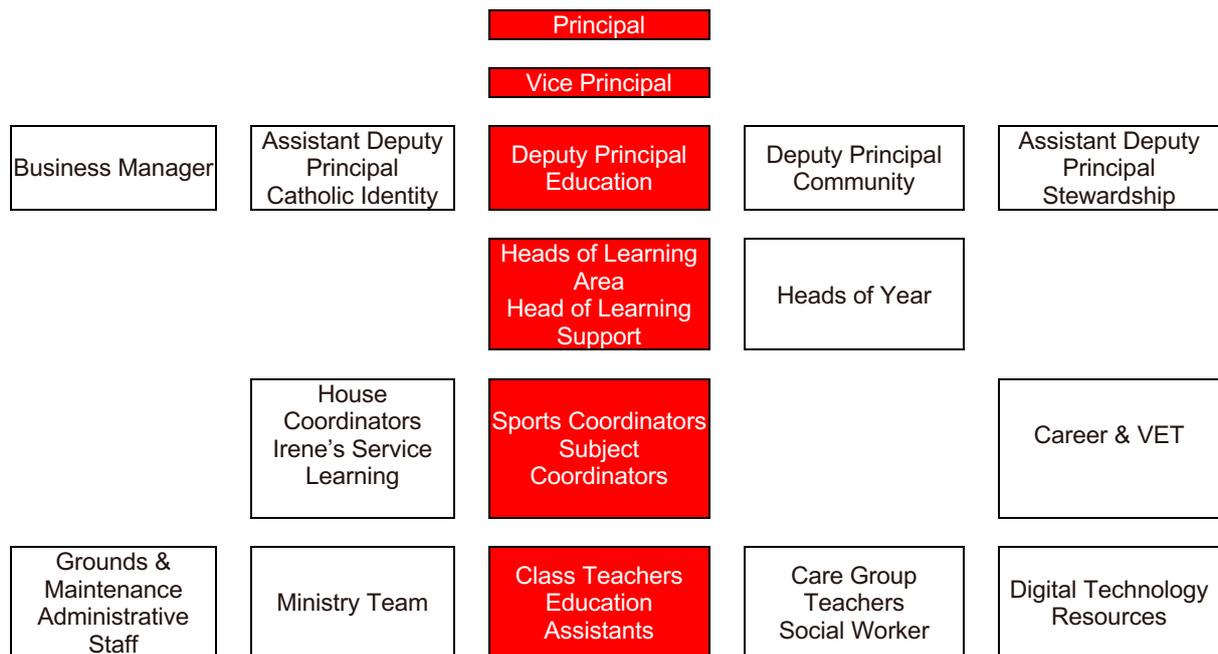
All leaders play a key role articulating and giving witness to the Vision and Mission of the College and in providing leadership in all areas of the College endeavours. Within the Education Pillar, the Deputy Principal – Education is transformational and instructional by continually improving the pedagogical practice of teachers and the capacity of staff to deliver quality educational programs.

Leadership at Irene McCormack Catholic College is guided by the following key documents:

1. Bishops of WA Mandate for Catholic Schools
2. College Vision and Mission
3. Leadership Framework for Catholic Schools
4. Living Life to the Full – CEWA Strategic Wellbeing Framework
5. AITSL Standards for Teachers and School Leaders
6. College Evangelisation Plan
7. College Vision for Learning
8. College School Improvement Plan

These frameworks provide an integrated model for excellence in school leadership.

## Reporting Structure



### Catholic Identity

*"The work will continue... whether I am there or not, because it is God's work, not mine."*

*(Fr Tom Dunlea)*

### General Responsibilities

The Deputy Principal - Education at Irene McCormack Catholic College will:

- promote a Christ centred – Student focused community.
- actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of Western Australia Mandate for Catholic Schools and the Vision and Mission of the College.
- proclaim and model the Gospel value of the 'dignity of the human person' in all interactions with students, parents, and staff.
- give personal witness to Gospel values, including living and acting in a way that respects the beliefs and practices of the Catholic faith.
- promote the integration of Catholic perspective across curriculum and all pastoral activities
- foster a culture of respect, inclusion and reconciliation.
- actively participate in Masses and Catholic ritual and faith traditions.
- hold current certification for Accreditation for Leadership in Catholic Schools
- actively participate in staff faith formation activities.
- enthusiastically promote the College faith story and legacy of Sr Irene McCormack.

## **Education**

***"Education is the only way out of poverty"***

***(Sr Joan Evans)***

### **General Responsibilities**

The Deputy Principal - Education at Irene McCormack Catholic College will:

- inspire a passion for learning and inspiration for teachers.
- set high expectations for the College through careful collaborative planning, monitoring and reviewing the effectiveness of learning in collaboration with other members of the College Executive team.
- guide, nurture and mentor innovative, engaging and rigorous pedagogical practices amongst teachers and leaders so as to provide purposeful learning experiences for all students
- lead and facilitate measures to achieve best practice in relation to the learning and teaching processes, as well as high quality models of assessment and reporting, and College policies and procedures.
- actively support measures that set high standards of behaviour and attendance amongst students, promoting a safe environment that enhances student learning which necessitates effective behaviour management practices amongst staff, whilst encouraging active engagement from students.
- research and promote curriculum, teaching and learning processes so as to develop a strong professional learning community within the College, thereby engaging in strategic and future-orientated thinking in education.
- promote the efficient and effective use of digital technologies for their potential impact on and use in teaching and learning, and creative expression, whilst promoting the use of digital technologies to enhance learning, engagement, creativity and achievement.
- implement legislated educational models, practices and procedures.

## **Community**

***"... rise to your responsibilities, to your potentialities... ask Divine guidance, and go forward, never resting, never looking back..." (Annie Golding)***

### **General Responsibilities**

The Deputy Principal - Education at Irene McCormack Catholic College will:

- provide a climate conducive to professional discourse with others, thereby assist the Principal in encouraging a whole school approach to teaching and learning.
- encourage or demonstrate effective communication within and beyond the College community, including keeping staff informed about relevant decisions and issues.
- develop a sense of coherence and collegiality.
- promote active involvement of parents and the community in the learning process.
- demonstrate effective decision-making as appropriate to the situation and circumstance
- oversee the work of relevant support staff.
- work effectively and proactively with the College Executive team, assisting the Principal in the development of strategic goals.
- build alliances and networks with professional communities beyond the College community.

## Stewardship

*"Love of God and Love of God's poor"*

*(Frank McGarry)*

### General Responsibilities

The Deputy Principal - Education at Irene McCormack Catholic College will:

- exercise effective, principled and ethical leadership following the Catholic model of servant leadership.
- build a sharing organisational culture that focuses energies and talents on achieving high quality outcomes for students.
- demonstrate proactive leadership and a managerial aptitude in a range of situations.
- provide effective planning, allocation, support and evaluation of work undertaken by others, ensuring clear delegation of and accountability for tasks and responsibilities.
- develop and maintain effective strategies and procedures for staff appointment, induction, professional learning, and performance review.
- review, evaluate and support staff, providing access to coaching and mentoring to achieve high standards.
- manage the professional development and learning of self and team members.
- manage administrative and operational systems and resources, including financial and physical resources, effectively and ethically.
- represent and promote College programs positively and effectively within and outside the College.

## Future Focused

*"Be the change that you want to see in the world"*

*(Mahatma Gandhi)*

### General Responsibilities

The Deputy Principal - Education at Irene McCormack Catholic College will:

- clearly understand the Vision and Mission of the College and adopt it as part of daily practices, the development of policies and procedures and when working with teams to implement improvement strategies
- explore and model the use of emerging technologies for teaching, learning, research, creative inquiry, information management, and wellbeing of students.
- develop, implement, and evaluate pedagogical improvement strategies, including teacher mentoring programmes, which maximise the opportunities for the engagement and challenge of students, whilst maximising possible achievement.
- undertake school effectiveness research in order to promote and sustain school improvement, ensuring the development of appropriate quality assurance and review strategies.
- motivate and work with others to foster creativity, innovation, and the use of appropriate technologies in order to achieve excellence especially in pastoral care and student wellbeing.
- lead and facilitate innovation and change.
- demonstrate a personal commitment to continuous improvement using problem solving, creative thinking and when assisting with the strategic planning process

## Specific Responsibilities

“Never see a need without doing something about it”

(St Mary of the Cross Mackillop)

The Deputy Principal - Education at Irene McCormack Catholic College will:

- oversee and lead the day-to-day operation of teaching and learning.
- promote high standards and expectations in all aspects of the College operation.
- be responsible for giving life to the College Vision for Learning.
- be transformational and instructional in leading teaching and learning.
- foster a professional learning community that embraces contemporary pedagogical practices and a future focused lifelong learning mindset.
- lead the College Academic Council.
- build the capacity of teachers to effectively utilise digital technology using the SAMR Model to transform learning to maximise student outcomes.
- build the leadership capacity of Heads of Learning Areas.
- Ensure the accountability of the Heads of Learning Area in the management and administration subject departments, including the management of departmental budgets and resources.
- coordinate the professional learning calendar and oversee and prepare all teaching and learning professional development days, professional learning seminars, and professional development requests.
- coordinate the preparation and publication of the booklists.
- prepare and publish the College Curriculum Plan in accordance with the Catholic Education Western Australia (CEWA) Curriculum Planning Guidelines for Catholic Schools, College Vision for Learning, School Curriculum and Standards Authority (SCSA) guidelines and other relevant policies and procedures.
- prepare and publish the College Curriculum Handbook.
- collaborate with the Assistant Deputy Principal - Stewardship in the preparation of the College timetable.
- collaborate with the Assistant Deputy Principal - Stewardship in the subject selection and counselling process.
- develop appropriate assessment and reporting practices in keeping with SCSA guidelines, including setting the homework policy.
- oversee and manage the implementation of standardised testing including NAPLAN, PAT, BRLA, OLN and other assessments as required.
- develop effective data tracking processes to monitor student achievement and progression and use data to implement appropriate intervention and remediation programs.
- develop the capacity of teachers to use data to inform professional practice.
- collaborate with Heads of Learning areas to ensure teachers are in regular communication with parents and caregivers in respect to students' achievement and progression, including both challenges and successes.
- oversee and manage the process of academic awards, including colours and honours.
- be an active member of the College Executive Leadership Team.
- ensure all teaching and learning information on the College website and other electronic media is accurate and up to date.
- ensure Religious Education is always given priority as the first learning area.
- contribute to the development and implementation of the College Strategic Plan and School Improvement Plan.
- collaborate with the Learning Support Coordinator to ensure inclusive practices and differentiated learning practices.
- collaborate with the Learning Support Coordinator in the preparation of Individualised Education Programs (IEP) and other curriculum and learning adjustments.
- collaborate with the Learning Support Coordinator to build the capacity of teachers to

better understand and meet the needs of students with specific disabilities.

- oversee the work of the Aboriginal Teacher Assistant to maximise outcomes for Aboriginal Students.
- be future focused by keeping abreast of current educational research and trends.
- demonstrate a personal passion for professional growth and ongoing development.
- support the Vice Principal in the enrolment of students including the induction of new students, and transition and orientation programs.
- collaborate with the Deputy Principal – Community and Heads of Learning Areas in managing classroom behaviour, and the health and wellbeing of students.
- attend College functions, as required by the Principal.
- undertake other duties as requested by the Principal