



St Norbert
College

4 August 2017

Dear Colleague

I am delighted that you have expressed interest in the position of Deputy Principal at St Norbert College. Attached you will find an application form and an information sheet.

If you wish to proceed with an application, please complete the application form and attach a covering letter (maximum of 2 typed pages) which includes:

- your reasons for applying for this position
- your suitability for this position
- the personal qualities you would bring to the position
- your previous successful experience in educational leadership and management.

Do not hesitate to contact me if there is any aspect of the position you would like to discuss prior to submitting your application.

Thank you for your interest.

Yours sincerely

Simon Harvey
PRINCIPAL



DEPUTY PRINCIPAL ROLE DESCRIPTION

The Deputy Principal is expected to promote the ethos of the College and to provide Christian and educational leadership to all members of the College community.

As a member of the College Leadership Team which comprises the Principal and two Deputy Principals and a Dean of Studies, the Deputy Principal will collegially manage the operation of the College.

Under the current structure the Deputy Principals have a responsibility for the pastoral and curriculum leadership of the students. In 2018 the position is responsible for Years 8, 10 and 12 and Years 7, 9 and 11 in 2019.

RESPONSIBILITIES

1 Spiritual Leadership

- To demonstrate leadership in the liturgical and prayer life of the College.
- To promote the Religious Education Guidelines which foster the integration of faith, culture and life.

2 College Planning

- To promote the distinctive ethos of the College as outlined in the Mission statement.
- As a member of the College Leadership Team, to contribute to the development, implementation, monitoring and review of policies.
- To ensure that College policies are developed, documented and implemented by staff.
- To assist in the evaluation of the effectiveness of College programs, identify strategies for improvement and facilitate appropriate change.

3 Staff Management

- To assist the Principal in the management of staff in the areas of curriculum and pastoral care procedures and the delegation of responsibilities and roles related to curriculum and pastoral matters.
- To oversee and support the Educational Psychologist and Counsellor in their roles.
- To contribute to the Pastoral Care Team, assisting Heads of House with the conduct of their duties and to implement strategies to use with students who have exhibited frequent or serious behaviour concerns.
- With the relief coordinator oversee and manage reliefs and relief staff.
- To manage staff leave, Professional Development and accreditation.
- To update and review College policies.
- To provide advice and support to staff in professional and work-related areas.
- To promote the self-esteem and morale of staff members, and contribute to team building.

4 Curriculum Management

- To promote the education of the whole person.
- To promote and maintain awareness of current educational developments and facilitate the incorporation of new ideas as appropriate.
- To discharge all teaching responsibilities in an exemplary manner.
- To manage, in conjunction with the Principal, the Dean of Studies and Heads of Learning Areas, the development, implementation, monitoring and review of the curriculum and associated policies providing for accessibility, equity and relevance to student needs.

5 Student Management

- To monitor the tone of the College and promote the self-esteem of students.
- In conjunction with the other Deputy Principal, to contribute to the development and implementation of policies and procedures which promote positive student behaviour.
- To monitor the safety and well-being of students in the College context and contribute to the development and implementation of policies and procedures which enhance student welfare.
- To assist the pastoral care and discipline of students at St Norbert College, providing appropriate advice to students, parent/guardians and teachers.
- To oversee social activities pertaining to the relevant year levels e.g. Socials, Balls, Dinner Dances, River Cruises.

6 Teaching and Learning

- To organise publications for the College i.e. Calendar, College Diary, Handbooks, Organisational details .
- To organize and manage staff professional development.
- To oversee new staff induction and mentoring.

7 General

- To meet regularly with other members of the College Leadership Team.
- To assist on interview panels for staff appointments, when necessary.
- To organise relevant Parent Information Evenings.
- To communicate with and involve parents in matters relating to student behaviour and/or academic
- To complete referee checks for enrolment applications (Years 8 – 12).
- To participate in a variety of College Committees.
- To perform other day-to-day duties as requested by the Principal.

DEPUTY PRINCIPAL INFORMATION FOR APPLICANTS

1 Eligibility Criteria

To be eligible for this position, an applicant must:

- maintain active membership of the Catholic Church and a lifestyle which gives witness to its teachings.
- have a minimum of a four-year teaching qualification to degree standard or equivalent.
- be able to demonstrate appropriate experience and interpersonal skills gained in prior promotional positions.
- possess or be working towards completion of, Catholic Education Office Accreditation for Leadership.
- Have a minimum of seven (7) years relevant experience working in education.
- Be free of any impediment to full acceptance by the Catholic Church.

2 Terms of Appointment

An initial period of three (3) years followed by two subsequent terms of four (4) years and three (3) years. Each period is renewable subject to a satisfactory appraisal.

3 Time-line for Selection

Position advertised	Saturday, 5 August 2017
Closing date for applications	Tuesday, 22 August 2017
Interviews	<i>The week commencing Monday, 28 August</i>

