



## FCJ College Benalla

### DEPUTY PRINCIPAL - LEARNING

#### COMMITMENT TO CHILD SAFETY

All students enrolled, and any child visiting FCJ College, have a right to feel safe and be safe. The wellbeing of children in our care will always be our first priority and we have zero tolerance to child abuse. We aim to create a child safe and child friendly environment where children feel safe and are free to enjoy life to the full without any concern for their safety.

#### THE POSITION

The Deputy Principal Learning will work in partnership with the Deputy Principal Community as part of the College's Executive Team to strategically lead the development of student learning and professional practice of staff. The DP Learning will support the principal in all aspects of College Leadership and will be committed to reflecting on, developing and articulating the vision and future direction of FCJ College.

Key Attributes	<ul style="list-style-type: none"> <li>• Registration as a teacher with the Victorian Institute of Teaching or equivalent State body.</li> <li>• Post Graduate qualifications (Theology, Leadership, Education etc) <i>or be working towards</i>.</li> <li>• Accreditation to teach Religious Education or Lead in a Catholic School <i>or be working towards</i></li> <li>• Be an outstanding educator</li> </ul>
Reports to:	<ul style="list-style-type: none"> <li>• The Principal</li> </ul>
Child Safety	<ul style="list-style-type: none"> <li>• Be familiar and comply with the school's child-safe policy, code of conduct and any other policies and procedures relating to child safety.</li> <li>• Assist in the provision of a child safe environment for all students.</li> <li>• Demonstrate a duty of care to all students in relation to their physical, and mental wellbeing.</li> </ul>
Leading Learning	<ul style="list-style-type: none"> <li>• Support the Director Learning and Teaching with school wide pedagogical development and consistent curriculum development.</li> <li>• Support the Director Learning Diversity in relation to all NCCD requirements.</li> <li>• Responsible for the collection, analysis and reporting on student growth data (NAPLAN, ACER, internal assessment data, attendance data, exit/pathways data, and other data sets as required)</li> <li>• Lead the Data Team and lead staff through data sets to determine appropriate 'next steps' for individual students and for their classes.</li> <li>• Support the Principal to address concerns in teaching or professional practice through pastoral, educative and capacity building processes.</li> <li>• Lead VIT requirements and projects of provisionally registered teachers.</li> <li>• In consultation with the Principal, oversee the employment process for recruitment of teaching staff and learning support staff across the college.</li> <li>• Keep abreast of contemporary pedagogy to enhance student outcomes.</li> <li>• Responsibility for overseeing the process for the celebration of student success (7-12).</li> <li>• Oversee Student Pathways within school and beyond (student course options, careers, further study etc).</li> </ul>

	<ul style="list-style-type: none"> <li>• Oversee timetable development and effective daily organisation.</li> <li>• Staff professional practice – in collaboration with staff, develop professional learning plans for all staff in line with the College’s Strategic Plan and relevant Annual Action Plans.</li> <li>• Oversee PIVOT surveys for staff as a further data set for teachers to engage with.</li> </ul>
Shared Executive Responsibilities	<ul style="list-style-type: none"> <li>• Promote the Catholic Identity of the College</li> <li>• Staff induction processes</li> <li>• Policy Development</li> <li>• School review processes</li> <li>• Strategic Leadership of the College</li> </ul>
Key relationships	<p>The Deputy Principal Learning will support and grow the capacity of the following roles/teams at FCJ College:</p> <ul style="list-style-type: none"> <li>• Director Learning and Teaching</li> <li>• Director Learning Diversity</li> <li>• Daily Organiser/timetable/student options</li> <li>• The College Data Team</li> <li>• ICT Operational Team</li> <li>• College Careers/Pathways roles</li> </ul> <p>The Deputy Principal Learning will be a member of the following College Teams:</p> <ul style="list-style-type: none"> <li>• College Leadership Team</li> <li>• College Management Team</li> </ul> <p>The Deputy Principal Learning may also be required to join College Council Committees (for example, Finance, Risk &amp; Governance, Future Provisions) and the FCJ College Consultative Committee. And/or report to these committees as requested.</p>
Professionalism/ Ethos and the Mission of the College	<ul style="list-style-type: none"> <li>• Be punctual for all duties</li> <li>• Presents self appropriately, following dress-code as required</li> <li>• Keeps privileged information to which he/she is privy by the virtue of the employment position confidential.</li> <li>• Responds to own training/development needs.</li> <li>• Seeks feedback on own performance.</li> <li>• Maintains highly effective working relationships with all staff.</li> <li>• Cooperates with colleagues to achieve the implementation of all College policies and procedures.</li> <li>• Participates in meetings as required.</li> <li>• Complies with all policies and directives issued by the College including OHS and FCJ College Staff Code of Conduct.</li> <li>• Any other duties, as directed by the Principal.</li> </ul>