



DEPUTY PRINCIPAL

Position Title	Deputy Principal
Position Level	Professional Salary
Salary Range	Negotiated
Reporting Responsibility	Principal
Supervisory Responsibility	Member of the School Leadership Team with delegated authority for the day-to-day management of the Teaching and associated staff.
Employment type	Contract
Role Description review date	October 2022

PREAMBLE

As an international School of the Sacred Heart, Stuartholme School is a Catholic day and boarding school situated in Toowong, Brisbane. Founded in 1920, the school continues the educational vision and mission of Saint Madeleine Sophie Barat, foundress of the Society of the Sacred Heart. Stuartholme School is committed to the Goals of Sacred Heart Education whereby we educate to:

1. A personal and active faith in God
2. A deep respect for intellectual values
3. Building community as a Christian value
4. A social awareness that impels to action
5. Personal growth in an atmosphere of wise freedom.

These goals are the essential principles and values of Stuartholme School, a forward-thinking and dynamic learning community whereby the individual child at the centre of the educational endeavour; the value of women is proclaimed; and respect for difference in all its forms is nurtured.

ROLE PURPOSE

The Deputy Principal is an essential member of the School Leadership Team, reporting directly to the Principal and has designated deputising authority for the Principal. As part of the School Leadership Team, the Deputy Principal works collaboratively with all members of the executive team to play a vital role in future visioning and strategic planning to position the school as a transformational leader in Catholic girls' education.

The Deputy Principal will be a passionate, innovative educational leader who is responsible for leading the Senior Educational Leadership Team of Directors within the school to ensure next practice in educational delivery and a modern Catholic education for young women.

The Deputy Principal will support the Principal and will represent the Principal (and/or the School Board) in a variety of forums as required.

The responsibilities of the position encompass:

- **Spiritual Leadership;**
- **Educational Leadership;**
- **Staff Development and Human Resource Management;**
- **Team Leadership; and**
- **Community Leadership.**

Spiritual Leadership

The Deputy Principal will assist the Principal in the spiritual leadership of the school by:

- Promoting, developing and protecting the vision, beliefs, Sacred Heart ethos and Catholic educational tradition in all aspects of School life;
- Wholeheartedly promoting the Sacred Heart Spirituality and Charism of the School;
- Ensuring the integration of learning, wellbeing and spirituality to optimise student success and outcomes;
- Encouraging, facilitating and participating in the liturgical and celebratory life of the School;
- Ensuring regular opportunities for staff prayer and encouraging and facilitating opportunities for the faith development of staff;
- Ensuring that School policy and practice nurtures respect for difference in all its forms.

Educational Leadership

The Deputy Principal will assist the Principal in the promotion of the School as a centre of high quality teaching and learning by:

- Overseeing the development of an innovative pedagogical framework that is embedded within practice to enliven the graduate vision;
- Lead a culture of collaboration and sharing of professional practice to sustain human innovation through—
 - Enabling cross curriculum collaboration, planning, implementation and evaluation focused on student growth;
 - Fostering and promoting consistency and excellence of practice in teaching and learning;
 - Modelling quality teaching and learning practice;
 - Encouraging an environment which is conducive to life-long learning in the School community;
 - Providing direction, guidance and support to teachers in all curriculum matters through the respective Leaders of Learning;
- Forging strategic partnerships with key external providers to enhance the educational offering for young people at Stuartholme;
- Implementing policy and procedures that ensure the continuity of high-quality pedagogical practices across the school including—
 - documentation of the school curriculum;
 - documentation of student outcomes including school exit outcomes;
 - teacher programs and the recording of student progress;
 - assessment procedures and calendar; and
 - special provisions for students with special needs.
- Leading and inspiring the work of all senior Educational Leadership Team of Directors, and with them, the quality of classroom practices with special emphasis on current curriculum issues;
- In concert with the Director of Studies, ensuring that all staff are kept fully aware of recent documentation from the QCAA and the Catholic and Sacred Heart education sources;
- Overseeing the comprehensive professional development program for all staff, including performance reviews, and providing advice and guidance to staff.

Staff Development and Human Resource Management

The Deputy Principal will assist the Principal in the effective development of staff and human resource management of the School by:

- Implementing a dynamic workforce plan that supports staff in all phases of their career cycle;
- Ensuring a climate of excellence in employment relations that fosters Team Leadership, Teamwork, Trust, Openness, Mutual Respect and Co-operative Problem Solving;
- Contributing to the attraction, selection, retention and capacity building of teaching staff to ensure Stuartholme is an employer of choice;

- In concert with the Director of Human Resources and Director of Staff Development, developing and implementing effective and transparent procedures and processes for the appointment of new staff and subsequent induction processes;
- Assisting the Principal with recruitment and selection of teaching staff, with the support of the Director of Human Resources;
- Overseeing an appropriate staff professional learning program and review on an annual basis;
- Assisting staff with access to appropriate professional development activities;
- Organising whole School professional development days;
- Monitoring staff participation in professional learning activities and reporting to the Principal on trends and effectiveness;
- Developing effective systems for determining and reviewing roles and ensuring that staff members are provided with relevant role statements and job descriptions;
- Providing staff with appropriate information about the School's expectations in relation to professional standards and the staff code of conduct;
- Regularly monitoring the level of staff satisfaction in regard to working conditions in the School and providing a receptive environment for staff members who wish to discuss aspects of their working conditions;
- Ensuring that procedures are in place to regularly affirm, praise and encourage staff;
- Oversee staff leave requests including the monitoring personal leave and absenteeism to determine underlying causes where they exist and develop strategies where necessary to counteract excessive absenteeism;
- Assisting teachers in their compliance of the QCT registration process, i.e. CPD;
- In concert with the Director of Staff Development, overseeing the supervision of pre-service teachers in the School by providing effective information and guidance for the Stuartholme staff who are supervising student teachers and maintaining regular and effective communication with the relevant personnel in the respective universities;
- Assisting staff members in accessing appropriate counselling where necessary.
- Overseeing the work of all volunteers in the school.

Team Leadership

- Unifying a cohesive senior educational leadership team of Directors to deliver intended strategic results;
- Exercising effective Team Leadership for the development and support of efficient Academic Services and the Human Resource Management Team in line with the concept of Teams and Team Leadership that underpins the organisational structure of the School;
- Working with middle leaders to ensure that policy and practice in the school delivers the best learning opportunities to all students and that the teaching enterprise is appropriately supported at all levels.

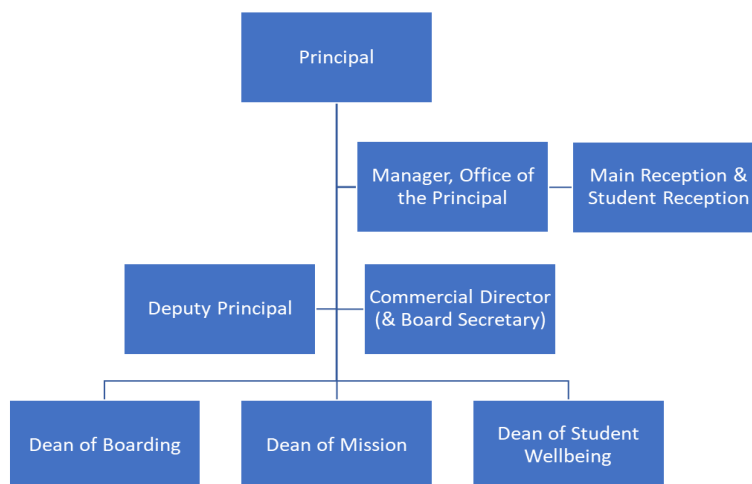
Community Leadership

- Developing a collaborative partnership with parents and caregivers and lead innovative programs to build capacity in this domain;
- Contributing to the development of a spirit of welcome and hospitality within the School;
- Providing support to the Principal;
- Providing appropriate liaison between the Principal, staff, students and parents.
- Fostering positive staff relationships;
- Consulting and negotiating with relevant staff members as appropriate;
- Providing practical support for the School's pastoral care of students and families and especially of staff.

REMUNERATION AND BENEFITS

The successful candidate will be afforded a base salary and benefits commensurate with market standards. Stuartholme School is committed to providing a positive work environment that is diverse, collaborative, and innovative.

LEADERSHIP TEAM ORGANISATIONAL CHART



LENGTH OF TENURE

The Deputy Principal is appointed for an initial period of five years with a further five-year appointment subject to a satisfactory performance review at the conclusion of the first five-year period. After the completion of 10 years, the School may at its discretion advertise the role.

APPRAISAL/REVIEW CONDITIONS

The Deputy Principal will undergo an annual Professional Review with the Principal and a comprehensive Performance Appraisal towards the end of the appointment contract time in accordance with School's enterprise agreement. The Performance Appraisal will be conducted at the request of the Principal.

SPECIAL REQUIREMENTS

The nature of the position is such that the Deputy Principal is required to be available outside "normal" School hours and to participate fully in the total life of the School.

QUALIFICATIONS

Applicants must hold a Masters qualification in educational leadership or equivalent.

HOW TO APPLY

Please provide your resume plus a brief cover letter (maximum 1000 words) outlining how your experience, abilities and knowledge will enable you to achieve the key responsibilities of the role. This is an opportunity to tell us about yourself and why you are the right person for this job. Should you wish to apply, your response is required by midday on Monday 14 November 2022 by email addressed 'To the Principal' at hr@stuartholme.com. Your resume should include contact details of at least 3 referees.