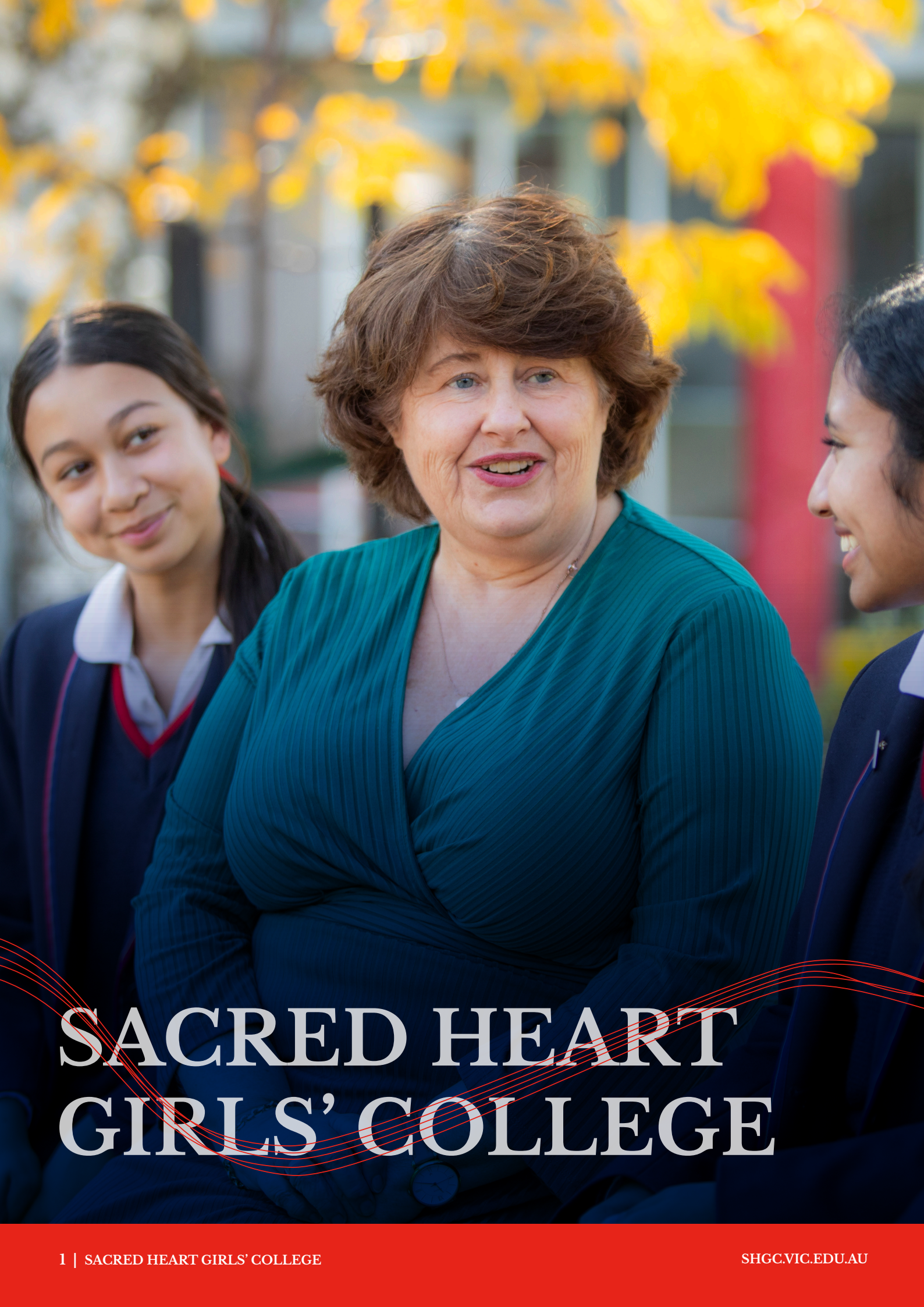




SACRED HEART
GIRLS' COLLEGE



DEPUTY PRINCIPAL APPLICATION PACKAGE



SACRED HEART GIRLS' COLLEGE

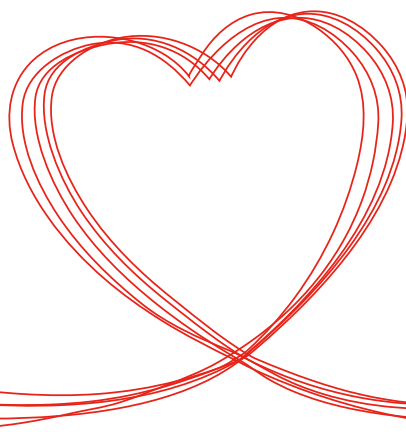
Students are at the Heart of all we do

Sacred Heart Girls' College is a Catholic faith community that was established by the Sisters of Our Lady of the Missions in 1957. While the Sisters no longer administer the College, their charism and influence remain in the spiritual and academic life of the school. With more than 100 teaching and specialist staff, SHGC serves to provide a safe and supportive environment in which some 950 students can learn and grow. We pride ourselves on providing opportunities for students to achieve academic excellence, grow in their faith and personal development and to take their place in the world as confident, responsible young women.

We commit to honouring the uniqueness and gifts of each person by:

- Celebrating and strengthening our Catholic identity, history and heritage
- Creating an authentic, challenging, collaborative and safe learning environment
- Building a culture of excellence
- Adopting ethical and responsible practices that ensure sustainable use of resources
- Working in partnership with parents and the broader community

The foundress of Our Lady of the Missions, Euphrasie Barbier, had a dream 'that all people would be loved, honoured and respected for the wonderful gifts of their difference and the amazing gifts of our oneness'. At Sacred Heart we seek to live this dream as we educate young women for our contemporary world.





OUR MISSION OUR VISION

MISSION STATEMENT

Sacred Heart Girls' College is a Catholic secondary school inspired by the charism of the Sisters of Our Lady of the Missions (RNDM).

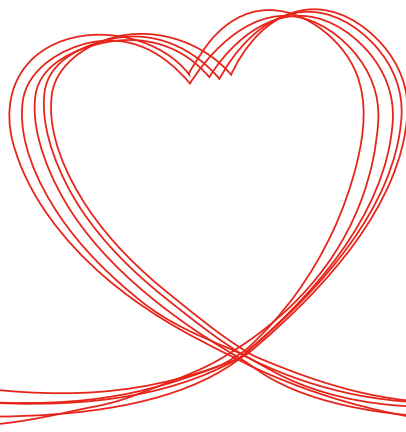
We nurture an inclusive and diverse culture, fostering life-long learning and a commitment to social justice.

The College provides a dynamic environment that educates young people to be compassionate, discerning, resilient and true to our motto, **Always Striving Upwards**.

VISION STATEMENT

In the spirit of the RNDM Sisters, we aspire to honour the uniqueness and gifts of each person by:

- Enriching spirituality and celebrating our Catholic identity and heritage.
- Promoting excellence in wellbeing and learning.
- Adopting ethical and responsible practices that ensure sustainable use of resources.
- Demonstrating outward looking leadership and service.
- Fostering a safe community where all are treated with respect and dignity.
- Providing opportunities to be innovative and responsive to a changing world.
- Challenging each student to discover their personal attributes and strengths to engage with local and global issues.





THE POSITION

The Deputy Principal Learning and Teaching is directly responsible to the Principal and provides visionary leadership in developing purposeful learning experiences, which reflect a commitment to excellence and innovation. The Deputy Principal Learning and Teaching will be outward looking and requires an understanding of evidence-informed pedagogy, including the use of learning technologies. They also assume overall responsibility for the development and management of curriculum, pedagogy, assessment and reporting at Sacred Heart Girls' College.

As a member of the College Leadership Team, the Deputy Principal Learning and Teaching contributes to the collaborative decision-making process, planning, implementation and evaluation of the College's Strategic and Improvement Plans.

FAITH AND COMMUNITY LEADERSHIP

The Deputy Principal Learning and Teaching is a visible and committed leader of the College's Catholic identity, mission and vision.

INNOVATIVE AND PURPOSEFUL LEARNING

The Deputy Principal Learning and Teaching leads the development of a highly differentiated, rigorous and future-focused learning program that promotes achievement, equity and excellence for all students.

STAFF PROFESSIONAL LEARNING

The Deputy Principal Learning and Teaching builds staff capacity through collaborative, reflective and research-informed professional learning.

CURRICULUM AND ASSESSMENT

The Deputy Principal Learning and Teaching ensures coherence, quality and excellence across curriculum, assessment and reporting processes.

LEARNING ENVIRONMENTS

The Deputy Principal Learning and Teaching provides expert leadership in the design and use of contemporary learning environments that enhance engagement and achievement.

See the full Position Description on our website www.shgc.vic.edu.au/employment



SELECTION CRITERIA

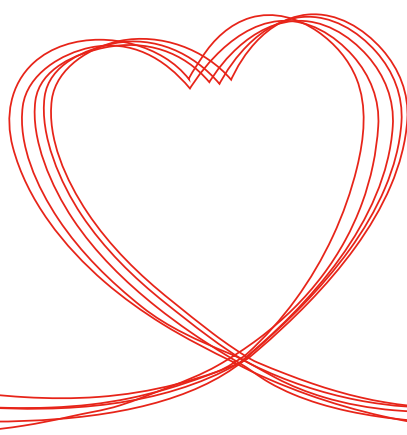
We all have special gifts and talents

The successful applicant will be able to demonstrate:

1. Commitment to the Catholic identity, mission and vision of the College.
2. Capacity to provide strategic leadership in the design and delivery of a highly differentiated, rigorous and future-focused learning program that promotes excellence, inclusion and improved outcomes for all students.
3. Experience in leading and developing staff through collaborative, research-informed professional learning that enhances teaching practice and student engagement.
4. Expertise in leading whole-school curriculum development, assessment and reporting processes, ensuring alignment with legislative and system requirements and College expectations.
5. Capacity to lead the effective design and use of contemporary physical and digital learning environments that enhance student engagement, agency and achievement.
6. Highly developed communication, organisational and interpersonal skills, enabling effective collaboration, relationship-building and the management of complex priorities within a school setting.

The successful applicant will have the following experience and qualifications:

- Demonstrated experience in educational leadership, preferably in a secondary context.
- Masters or Postgraduate qualification in Instructional Leadership, Evidence Based Teaching, educational leadership and/or educational management.
- Accreditation to Teach Religious Education and Lead in a Catholic School (or working towards gaining Accreditation).





APPLICATION PROCESS

Each student is unique

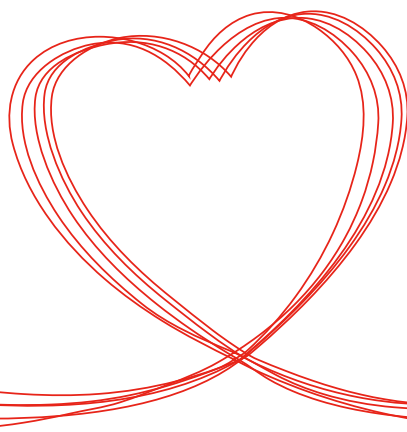
Applicants are requested to submit:

1. A letter of application (maximum two pages)
2. A response addressing the selection criteria (maximum three pages)
3. A current curriculum vitae including the names and contact details of three professional referees. Please include a referee from current or most recent place of employment, if this is a school it needs to be the Principal.
4. Application Form

Applications are to be submitted to principal@shgc.vic.edu.au

Applications close **Monday 2 March 2026** at 4pm.

Enquiries regarding the position may be directed to the Principal, Julie Swanson (principal@shgc.vic.edu.au).





TIMELINE

Applications Close	Monday 2 March 2026 4.00pm
Shortlisting	Wednesday 4 March – Friday 6 March 2026
Interviews	Thursday 12 and Friday 13 March 2026
Reference Checks	Week commencing Monday 16 March 2026
Offer	Friday 20 March 2026
Start Date	Term 2 2026 or by negotiation

Shortlisted applicants will be interviewed. The interview will consist of a series of questions based on determining the capacity of the applicants to undertake the role, as outlined in the position description.

All shortlisted applicants will be notified of the outcome of interviews and, if unsuccessful, may request feedback on their application and interview.





Melbourne Archdiocese
Catholic Schools



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GIRLS' COLLEGE



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