



## **DEPUTY PRINCIPAL LEARNING & TEACHING**

### **POSITION DESCRIPTION**

Sacred Heart Girls' College is a Catholic faith community enriched by the Our Lady of the Missions charism; a community where students are at the heart of all that we do.

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 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.

The Deputy Principal Learning and Teaching will provide students with a child-safe environment and be familiar with and comply with the school's child-safe policy and code of conduct and any other policies or procedures relating to child safety.

### **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.

Key responsibilities include:

- Actively and publicly promote and support the Catholic identity of the College, its mission, vision and values reflecting the charism of the founding Sisters of Our Lady of the Missions.
- Modelling faith-centred leadership through relationships characterised by compassion, integrity, service and respect.
- Working collaboratively with all members of the College Leadership Team to enact and support the mission, vision and strategic directions of the College.

- Supporting initiatives that nurture staff and student spiritual formation, wellbeing and a sense of belonging within the College community.
- Engaging positively and professionally with parents, carers, community partners and stakeholders to strengthen relationships and shared responsibility for student growth.
- Demonstrating a commitment to Catholic social teaching, particularly in the promotion of equity, inclusion and justice within the learning program.
- Model a leadership style and presence that reflects the vision of leadership articulated by the Principal.
- Provide students with a child-safe environment by being familiar with and complying with the College's child-safe policies and practices and any legislative requirements.
- Deputise for the Principal as required.

## **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.

Key responsibilities include:

- Leading a culture of high expectations, innovation and continuous improvement in learning and teaching.
- Providing instructional leadership to ensure the College's Learning Program is consistently enacted through evidence-based teaching practices aligned with the MACS Vision for Instruction and results in high-quality classroom practice and improved student learning outcomes across the College.
- Overseeing the design and evaluation of purposeful, inclusive and differentiated learning programs that responds to the diverse needs, aspirations and pathways of students.
- Supporting learning experiences that empower students as confident, capable and socially conscious young women.

## **STAFF PROFESSIONAL LEARNING**

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

Key responsibilities include:

- Investigating, developing and leading staff in innovative, challenging and collaborative teaching practices that enhance student engagement and learning.
- Empowering staff to adopt evidence-based strategies that support differentiation, student voice and deep learning.
- Promoting a professional culture of collaboration, shared practice and instructional leadership.
- Supporting staff to use data and research to inform pedagogy, assessment and learning design.
- Modelling exemplary professional practice and fostering a culture of professional inquiry and growth.

## **CURRICULUM AND ASSESSMENT**

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

Key responsibilities include:

- Leading whole-school approaches to curriculum design that are inclusive, rigorous and responsive to student needs.

- Overseeing the development, implementation and review of all curriculum documentation, including assessment and reporting, ensuring alignment with College expectations, VRQA, VCAA and MACS requirements.
- Promoting, supporting and engaging in collaborative research into educational innovation, and analysing findings with relevant stakeholders to inform strategic improvement.
- Ensuring assessment and reporting practices are transparent, meaningful and focused on student growth and achievement.
- Using evidence and data to guide curriculum renewal and strategic decision-making.

## **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.

Key responsibilities include:

- Empowering staff to effectively use and model contemporary, flexible learning spaces that support collaboration, creativity and student agency.
- Supporting the implementation and ongoing integration of digital technologies to enhance student achievement through innovation, access and equity.
- Establishing, modelling and monitoring clear learning environment expectations that support explicit teaching, promote consistency of practice, and maximise student engagement and learning across the College.
- Ensuring learning spaces reflect best practice in pedagogy, wellbeing and inclusion.
- Leading strategic initiatives that integrate learning space design, digital technologies and teaching practice.

## **SELECTION CRITERIA**

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).

## VARIATION TO THE ROLE

The Principal, or delegate may assign other duties from time to time, which are broadly consistent with the role or vary the Position Description, after consultation, in response to the changing needs of the College.

## TERMS AND CONDITIONS

The successful candidate will be provided with a Staff Handbook that sets out the expectations and requirements of employment at the College. Child protection legislation requires preferred applicants to be subject to employment screening. Sacred Heart Girls' College supports the principles of equal opportunity employment and encourages diversity in the workplace.

<b>Reports to</b>	Principal
<b>Internal Liaisons</b>	Leadership Team, Director of Organisation, Directors of Learning Innovation, Learning Diversity Leader, Pathways Leader, Learning Leaders, Literacy and Numeracy Leaders, VCE Leader, Enrichment Coordinator, Year Level Leaders, students, parents
<b>External Liaisons</b>	MACS, VCEA, VRQA, VCAA and other relevant organisations
<b>Conditions</b>	Deputy Principal Category B Level 5 (subdivision to be determined based on experience)  There is a teaching component (approx. 0.15 FTE) connected to this role.  <i>Salary and conditions are in accordance with the Victorian Catholic Education Multi Enterprise Agreement 2022.</i>
<b>Appointment Time</b>	5 years (with a mid-term appraisal) Ongoing teaching position