



Sacred Heart Girls' College Deputy Principal Staff

Employment Package



Sacred Heart Girls' College

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 charisma 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.

The Position

The Deputy Principal Staff is appointed by the Principal, and is responsible to the Principal for policies, programs and practices that support staff to feel connected to their workplace; to understand their roles and responsibilities; and to carry out their roles effectively.

As a member of the College Leadership Team, the Deputy Principal Staff contributes to ensuring that the workplace environment supports the wellbeing of all staff. The Deputy Principal Staff will lead the College in the development of best practice in human resource management. In providing this, the Deputy Principal Staff will demonstrate leadership that reflects the vision and values articulated in the College's Mission and Vision Statements.

The position requires a combination of strong leadership, strategic thinking and HR expertise, with the ability to maintain confidentiality and manage sensitive information with discretion. The role entails:

1. Responsibility for providing strategic direction, operational support, and overall management of the school's staff and human resources functions
2. Overseeing the recruitment, induction, mentoring, development and retention of high-quality educators and support staff
3. Overseeing the organisation and conduct of performance appraisals and annual review meetings



4. Enhancing workplace culture through implementation of policies and coordination of processes and documentation relating to employee relations including but not limited to performance management and dispute resolution
5. Working with the College Leadership Team to provide students with a child-safe environment and complying with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety.
6. Creating a positive, safe and inclusive work environment, monitoring and supporting the health and wellbeing of staff.
7. Ensuring compliance relating to employment regulations, staff registration, accreditation and training obligations and maintaining accurate and up to date records in accordance with system, government and legislative requirements.

The Application Process

Applicants are to:

- Download and complete the Application for Employment form, from the College website: <https://www.shgc.vic.edu.au/our-community/employment-opportunities>
- Generate a covering letter addressing the selection criteria below (no more than 4 pages.)
- Include Curriculum Vitae and other supporting documentation
- Submit via email the completed documents above to the Principal, Christopher Dalton: principal@shgc.vic.edu.au prior to 4:00pm on 18 October 2023

Receipt of your application will be acknowledged by email.

The Selection Process

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.



The Selection Criteria

Understanding of human resource management processes

- Knowledge of and experiences in the processes of recruitment, induction, mentoring and appraisal

A focus on continuous improvement

- The ability to contribute to the development of the College Strategic Plan and Annual Action Plans

Vision and Innovation

- Demonstrated capacity to lead large scale change and improvement initiatives which result in cultural change and improved learning and growth for staff and students.

Effective communication and interpersonal skills

- The capacity to communicate and work effectively and collaboratively with all members of the College community

Teamwork and Collaboration

- The ability to build and lead teams and promote a positive and inclusive school culture.

Problem-Solving and Decision-Making

- The ability to identify and analyse problems, develop effective solutions, and make informed decisions.

Commitment to staff welfare

- Demonstrated commitment to supporting and improving the wellbeing of staff.

Qualifications and experience

- Appropriate qualifications relating to educational leadership
- Accreditation to Lead in a Catholic School or working towards such accreditation
- Demonstrated experience and skills in leading in a Catholic school

