



SACRED HEART GIRLS' COLLEGE

POSITION DESCRIPTION

DEPUTY PRINCIPAL STAFF

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 Staff is appointed by the Principal and is responsible to the Principal for policies, practices and other factors that contribute to an enriching learning community. This role entails overseeing the recruitment, development, and retention of high-quality educators and support staff, ensuring compliance with employment regulations, and fostering a positive and inclusive work environment. The Deputy Principal Staff is a senior leadership position within the College, responsible for providing strategic direction, operational support, and overall management of the school's staff and human resources. The position requires a combination of strong leadership, strategic thinking, and human resources expertise to ensure the recruitment, development, and retention of a highly effective and motivated workforce.

The successful candidate will contribute to the overall success and well-being of the school community by fostering a positive work environment and supporting staff growth and professional development.

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 Mission Statement.

KEY RESPONSIBILITIES

Leadership and Strategic Planning

- Actively and publicly promote and support the Catholic identity of the College and the charism of the Sisters of Our Lady of the Missions
- Be a faith leader to the College community
- Exhibit exemplary leadership in Catholic girls' education
- Deputise for the Principal as required

- Collaborate with the Principal in developing and implementing the school's vision, mission, and strategic goals.
- Provide leadership and guidance in human resources planning, policies, and procedures to support the school's strategic objectives.
- Foster a positive and inclusive work culture that promotes staff well-being, growth, and professional development.
- 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

Staff Recruitment, Selection and Retention

- Develop and implement effective recruitment strategies to attract and retain highly qualified educators and support staff.
- Oversee the recruitment process, including advertising positions, screening applications, conducting interviews, and in conjunction with the Principal make staffing decisions.
- Ensure compliance with legal requirements and internal policies throughout the recruitment and selection process
- Lead the process for the appointment of staff to Positions of Leadership in the College
- Lead the staffing group to create balanced, inclusive staffing allocation that will be conducive to providing learning environments that cater to the individual needs of students while considering the expertise and compatibility of teachers.

Staff Development and Performance Management

- Develop and implement opportunities for targeted, evidence-informed professional learning to build on strengths and develop the capacity of middle leaders to grow as leaders who create impact, drive improvement, and enhance student and teacher learning outcomes.
- Consult with the Deputy Principals Learning and Teaching and Students to develop and implement professional development programs to support the growth and effectiveness of staff members.
- Develop, implement and oversee the VIT Mentoring Program for provisionally registered teachers
- Oversee the provision of mentoring for new and returning teachers and support staff
- Coordinate performance management processes, including goal setting, regular evaluations, and professional growth plans.
- Foster a culture of continuous improvement and excellence through the organisation of and involvement in:
 - Performance appraisals
 - Annual Review Meetings
 - Coaching, mentoring and goal setting
- Handle employee grievances, conflicts, and disciplinary actions in a fair and consistent manner, following established procedures.

Employee Relations and Compliance

- Serve as the primary point of contact for staff regarding employment-related matters
- Oversee the administration and management of staffing records in line with Victorian Catholic Education Multi Enterprise Agreement 2018 or its successors, Government Legislative Reporting, Victorian Registration and Qualifications Authority (VRQA), Melbourne Archdiocese of Catholic Schools (MACS), Victorian Institute of Teaching (VIT) registration requirements, Working With Children (WWC) and criminal record checks
- Ensure compliance and maintenance of accurate and up-to-date databases for:
 - VIT registrations and graduate teacher processes for registration
 - Working with Children Checks and criminal record checks
 - First Aiders register and consult with the Deputy Principal, Student Wellbeing regarding adequate levels of qualified staff
 - Accreditation to Teach in a Catholic school

- Consult with the Principal to approve and manage extended leave applications and provide regular and timely updates concerning:
 - Long Service Leave
 - Personal leave – extended or planned
 - Parental Leave
 - Leave without pay
 - Extended absences

Policies and Procedures

- Develop and maintain up-to-date policies and procedures that align with MACS, VRQA and other regulatory bodies
- Communicate policies and ensure staff understanding and compliance
- Regularly review and update policies to reflect changing regulations and College needs

Workplace Health and Wellbeing

- Serve as a resource and point of contact for staff seeking information, guidance, or support related to health and wellbeing matters
- Conduct one-on-one consultations or refer staff to appropriate resources as needed
- Foster a supportive and inclusive work environment by promoting open communication
- Manage the College Critical Incident Management Plan and Emergency Management Plan and ensure the College Leadership Team are familiar with roles and responsibilities
- Organise Warden Training for staff annually in the event of evacuation or lock down
- Chair the OHS Committee

VARIATION TO THE POSITION

The principal or delegate may vary the Position Description or assign other duties from time to time.

TERMS AND CONDITIONS

The successful candidate will be required to comply with all College policies and relevant child protection legislation.

Reports to	Principal
Internal Liaisons	College Leadership Team, Staff, Parents, Students
External Liaisons	MACS, CECV, VRQA, VIT, relevant community and business organisations
Conditions	Deputy Principal Category B, Level 5
Appointment Time	5 years (with a mid-term appraisal) Ongoing teaching position