



# Caroline Chisholm Catholic College

## Position Description – Deputy Principal (Learning)

### POSITION CLASSIFICATION:

Deputy Principal (Category B)

### REPORTS TO:

Principal

**Caroline Chisholm Catholic College**, Braybrook, is a leading Catholic co-educational secondary college, inspired by Catholic faith and values to offer a rich, contemporary, progressive and safe learning environment. Caroline Chisholm Catholic College is a member of the Melbourne Archdiocese of Catholic Schools (MACS), serving the community of Braybrook in the inner west region of Melbourne. The College is committed to the education of the whole person, working in partnership with families and embracing education as a vehicle to empower students. Caroline Chisholm Catholic College is a safe school and is committed to the safeguarding of all students.

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### Role Purpose

The Deputy Principal – Learning plays a key leadership role in promoting a safe, inclusive, and faith-filled environment where every student is known, valued, supported and encouraged to flourish. The Deputy Principal – Learning, has responsibility for the wellbeing, growth and engagement of all students who attend the College. This role leads the strategic direction and operational management of student learning, progression and engagement across the College's three campuses, ensuring alignment with our Catholic ethos and the College's vision, mission and values.

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### Duties - Key Responsibilities:

All Deputy Principals at Caroline Chisholm Catholic College lead the implementation of strategic planning in reflection of the MACS 2030 Framework.

### Faith-Inspired Wellbeing

As a faith leader, the Deputy Principal -Learning is responsible for actively promoting and modelling the Catholic ethos of the College. They are to provide broad opportunities for religious instruction and faith formation of students through active engagement with curriculum, service, liturgy, prayer and reflection. The Deputy Principal – Learning must:

- Champion a holistic approach to learning and teaching grounded in Catholic values and the teachings of the Gospel.
- Collaborate with the Deputy Principal – Mission, to integrate faith, service, support, and pastoral care initiatives.
- Be present and actively contribute to all liturgical and faith-based activities.
- Engage and collaborate with others in the spirit of faith, compassion and empathy.
- Be an active member of their local parish.

### Learning and Teaching

Understanding that learning is a life-long journey, the Deputy Principal -Learning empowers teaching staff to assist students connect with the real world by providing opportunities to be growth-minded, creative, critical thinkers supported to grow and achieve through a contemporary learning and teaching program that aligns with the MACS 2030 Vision Framework. The Deputy Principal - Learning:

- Oversees and develops the College's Learning and Teaching policies, practices, and programs.
  - Manages the delivery of the Learning and Teaching programs.
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- With the College Executive, supports the Deputy Principal – Staff in collaboration with the Deputy Principal -Students, in professional learning of Teaching Staff.
  - Works alongside Deputy Principal - Staff in leading professional development to staff.
  - Oversees whole school assemblies and other College Events related to Learning & Teaching.
  - Ensures that all Learning and Teaching at the College is in harmony with appropriate public policy and the Catholic education sector's approach to Learning and Teaching.
  - Supports staff in enacting the broad range of policies relating to curriculum, course development (including lesson planning and teaching strategies) and implementation across the Victorian Curriculum, VCE, VCE VM and VET.
  - Supports staff in the personalisation of learning for all students through appropriate Pathways Programs.
  - Is responsible for Learning Diversity Services and ensures that the learning needs of all students are met.
  - Is responsible for the evaluation, assessment and reporting of student learning.
  - Works closely with the Deputy Principal – Students and the Deputy Principal - Mission, to enable and access student support services, including counselling and external partnerships.
  - Supports the Deputy Principal – Students in leading the Case Management Program so that all students requiring additional support can learn within the school's learning programs.
  - Support staff in managing complex student needs and fostering positive learning environments.
  - Works with the Deputy Principal -Students, in monitoring student data to identify trends and implement targeted interventions.

### **Leadership and Collaboration**

As a key member of the College Executive Team, the Deputy Principal -Learning displays loyalty, integrity and honesty, ensuring they lead by example. The Deputy Principal -Learning develops and implements strategic plans to achieve progress for student learning and wellbeing.

- Assists the Principal in the day to day running of the College.
- Deputises for the Principal as required.
- Supports the Deputy Principal -Staff in providing recommendations to the Principal on required staffing and related recruitment.
- Supports the Deputy Principal -Staff and Deputy Principal -Operations, in providing recommendations to the Principal on required staffing for both overseas tours and multi-day camps.
- Supports the Deputy Principal -Operations, in the coordination and publishing of the College calendar.
- Is an active presence at College evening events consistent with the expectations of the College Executive.
- Leads and mentors the Directors of Learning for Curriculum, Programs and Learning Diversity.
- In collaboration with the Director of Campus, Directors of Learning and other Deputy Principals, leads and mentors all Heads of Learning, and Department Team Members to ensure that students are supported in their development, progress and learning experiences.
- Works closely with the Principal and College Executive Team on strategic planning and continuous improvement.
- Is a presence in the yard, the community and feeder parishes.

### **Working Relationships**

- The Deputy Principal - Learning reports to the Principal.
- Member of the College Executive and College Leadership Team.
- The Directors of Learning report to the Deputy Principal - Learning.
- The Deputy Principal - Students and Learning's Personal Assistant reports to the Deputy Principal - Learning.
- The Heads of Learning report to the Deputy Principal – Learning.

### **Other duties as directed by the Principal**

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## Child Safe Responsibilities

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- An understanding of Ministerial Order 1359 on Child Safety as it relates to the College's Code of Conduct, policies, procedures and practice
- Promoting child protection issues within the College community and responding to general queries with respect to the College's Child Protection and Safety Policy and Child Protection Program
- Acting as "*Child Protection Champions*" and ensuring a strong and sustainable child protection culture is embedded within the College
- Caroline Chisholm Catholic College is a Child Safe School
- Be a suitable person to engage in child-related work

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## Knowledge and Experience

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- An ability to work within a high functioning leadership team.
- Proven ability and experience in delivering excellent educational outcomes in both learning and teaching, with an emphasis on holistic student development.
- An ability to articulate and action the Mission and School Improvement Plan of Caroline Chisholm Catholic College.
- An understanding of the MACS 2030 Vision as it relates to the outcomes expected of CCCC students.
- The ability to engage in contemporary best practice across all areas of student development, consistent with the Vision for Instruction, Engagement, Leadership and Faith under the MACS 2030 Framework.
- A clear understanding of and commitment to public policy expectations of teacher work, incorporating as appropriate:
  - the Australian Professional Standards for Teachers.
  - the Australian Charter for the Professional Learning of Teachers and School Leaders.
  - VCEA and MACS policies, and procedures.
  - the Victorian Catholic Education Multi-Enterprise Agreement.
  - developing National and State Government strategies for education.
- A clear ability to collect and use data to provide meaningful analysis and recommendations that enable the College to focus on improvement opportunities via focussed learning and teaching.
- The ability to foster and action experiences that provide an environment of rich learning and life development for students.
- The ability to mentor and manage staff.
- Excellent verbal and written communication skills.
- Enthusiasm for and commitment to the position.
- A high degree of professionalism.
- An ability to work independently and within a team including an Executive Leadership environment.
- Qualifications and experience appropriate to the role
- Holds a current registration with the Victorian Institute of Teaching
- Holds Accreditation to Teach in a Catholic School or Lead in a Catholic School
- Has completed or plans to study at Masters Level in education, leadership or RE.

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## Terms & Conditions

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- Catholic Education Multi Enterprise Agreement 2022
  - 5 Year Appointment
  - Employment Type: Full-time / Ongoing
  - A review to take place in the third year of the tenure
  - Teaching component approximately. 0.20 FTE
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