Deputy Principal – Student Wellbeing

The Deputy Principal (SW) will have the vision, commitment and ability to lead our community. A strong commitment to student and staff wellbeing will be essential. A willingness to embrace the School’s Positive Psychology program will be assumed.

Particular attributes and essential skills

- Relevant experience in a senior leadership role
- Outstanding classroom practitioner
- Able to create warm relationships with students
- Able to lead, rather than simply manage
- Adhere to the principles of positive leadership and able to energise colleagues
- Exemplary grammatical skills and an eye for detail
- A strong commitment to customer service, both internal and external
- Strong skills of conflict resolution, negotiation and persuasion
- Confident public speaker and comfortable in social environments when representing the School
- Good understanding of compliance regulations and modern workplace law
- Skilled in crisis management

Role Description

- The Deputy Principal (Student Wellbeing) is appointed by, and acts under the direction of, the Principal. The Deputy Principal (SW) shares with the Principal the responsibility for the achievement of the strategic directions and the overall leadership of the School community.

- As a member of the School Senior Executive, the Deputy Principal (SW) is committed to the School Vision K - 12 and, in particular, assists and advises in areas relating to student and staff wellbeing, student programs and major decision making.

- The Deputy Principal (SW) will work closely with the Heads of Schools and the School Counsellors in matters of whole school management and operation. Advocacy for our Positive Psychology program will be assumed.

- The Deputy Principal (SW) will work in concert with the Deputy Principal (Learning and Development) and will keep the Principal fully informed about all matters within the roles and responsibilities of the position. Responsibility for the daily operations of the campus will be shared between the Deputies.

Develop and implement accountability processes at all levels of the School operations to evaluate the effectiveness of programs and educational outcomes by;

- Developing and publishing school policy which is consistent with, and enables the realisation of, the School’s philosophy and strategic goals
- In collaboration with the Business Manager, developing and publishing school policy which ensures that the School meets legal compliance obligations
- Developing and monitoring annual performance indicators for program and policy effectiveness, in curriculum, co-curriculum, pastoral care and boarding operations of the School
Share with the Principal the advancement of the school’s philosophy and strategic goals by,

- Assisting in the development of the philosophy and strategic goals across the curriculum, pastoral care, boarding and co-curricular areas of School life
- Assisting in the development and implementation of Annual Operational Plans.
- Developing with the Senior Management Team a culture of continuous review and improvement through the annual reviewing of goals and achievements.
- Staying abreast of developments in each area of the Principal’s responsibility, including Financial Management
- Keeping abreast of current trends and issues likely to impact on the educational offerings of the School
- Thinking strategically, anticipating trends and making recommendations to the Principal for the enhancement of the School’s educational offerings
- Supporting the Principal in the leadership of various school entities
- Deputising for the Principal as required, reflecting and representing the views of the Principal to the School and wider community.

Ensure the development, implementation and review of the School’s pastoral care program through the Heads of Schools by;

- Developing pastoral care policies and programs appropriate to each developmental stage K-12
- Monitoring and enhancing the quality of positive pastoral care for students at each stage
- Providing strategic advice to the Principal concerning the implementation of programs and the development of innovations which enhance the School’s pastoral care offerings
- Remaining abreast of current thinking in the areas of health, positive psychology, welfare and development issues for children and young people
- Ensuring that student welfare and discipline practices remain current and appropriate to student circumstances
- Overseeing the School’s response to disciplinary matters through the Heads of Schools
- Providing appropriate training for staff in the implementation of the School’s discipline policies and procedures
- Developing and ensuring the implementation of the bullying, harassment and child protection policies
- Ensuring a clear understanding of the policies and expectations by all staff in contact with students
- Supervising the work of the School Marshal in ensuring that the management and monitoring of student attendance, uniform and behaviour meets the School’s expectations
- Liaising with the School Counsellor regarding student welfare matters.
- Attending to student needs and personal development as appropriate
- Assisting students with special needs to maximise their participation in the School’s programs
- Overseeing all matters related to student orientation and leadership programs, through delegated responsibility to the Heads of Schools.

Provide innovative and positive leadership to support the School’s strategic intent to seek and chart improvement;

- Implement positive management initiatives as the basis for staff professional growth
- Ensure continuous reflection of teaching practice through involvement in classroom visits and video processes.
- Adopting a leadership role in our Positive Psychology program
The Deputy Principal will provide effective management of the School’s interface with parents by:

- Initiating and maintaining contact with parents relating to welfare and discipline issues for individual students as appropriate.

Note:

This Role Description forms the framework for Professional Review.

The School reserves the right to modify this Role Description, from time to time, to meet the operational needs of the School.