



St Norbert  
College

12 April 2024

Dear Colleague

Thank you for your interest in the Deputy Principal position at St Norbert College.

Please review the following Role Description for the two Deputy Principal positions, together with the table outlining specific duties related to each. If you wish to proceed with the application, please complete the process which is outlined on page 1 of the Application Form.

Please ensure that you email your referees a copy of the Deputy Principal Referee Report as soon as possible. They will be required to email this directly to the College by Monday 29 April 2024.

Do not hesitate to contact me if there is any aspect of the position you would like to discuss prior to submitting your application.

Thank you for your interest.

Yours sincerely

Sharon Rainford  
PRINCIPAL



## DEPUTY PRINCIPAL ROLE DESCRIPTION

The Deputy Principal is expected to promote the ethos of the College and to provide Christian and educational leadership to all members of the College community.

As a member of the College Leadership Team which comprises the Principal and three Deputy Principals, the Deputy Principal will collegially manage the operation of the College.

Under the current structure, the Deputy Principals have a responsibility for the pastoral and curriculum leadership of students. Two Deputy Principal positions are to be filled commencing Semester 2, 2024.

- Deputy Principal – Years 7 and 10;
- Deputy Principal – Years 9 and 12.

### RESPONSIBILITIES

#### 1 Spiritual Leadership

- To demonstrate leadership in the liturgical and prayer life of the College.
- To promote the Religious Education Guidelines which foster the integration of faith, culture and life.

#### 2 College Planning

- To promote the distinctive ethos of the College as outlined in the Mission statement.
- As a member of the College Leadership Team, to contribute to the development, implementation, monitoring and review of policies.
- To ensure that College policies are developed, documented and implemented by staff.
- To assist in the evaluation of the effectiveness of College programs, identify strategies for improvement and facilitate appropriate change.
- To organise/assist with publications for the College i.e. Calendar, College Diary, Handbooks, Organisational details.

#### 3 Staff Management

- To assist the Principal in the management of staff in the areas of curriculum and pastoral care procedures and the delegation of responsibilities and roles related to curriculum and pastoral matters.
- To oversee and support the Educational Psychologist and Counsellor in their roles.

- To lead the Academic Board or the Combined Leadership Team with the conduct of their duties to implement pedagogical and pastoral strategies to assist students with improvement in their learning.
- To provide advice and support to staff in professional and work-related areas.
- To promote the self-esteem and morale of staff members, and contribute to team building.

#### **4 Curriculum Management / Teaching and Learning**

- To promote the education of the whole person.
- To promote and maintain awareness of current educational developments and facilitate the incorporation of new ideas as appropriate.
- To discharge all teaching responsibilities in an exemplary manner.
- To manage, in conjunction with the Principal and Heads of Learning Areas, the development, implementation, monitoring and review of the curriculum and associated policies providing for accessibility, equity and relevance to student needs.

#### **5 Student Management**

- To monitor the tone of the College and promote the self-esteem of students.
- In conjunction with the other Deputy Principals, to contribute to the development and implementation of policies and procedures which promote positive student behaviour.
- To monitor the safety and well-being of students in the College context and contribute to the development and implementation of policies and procedures which enhance student welfare.
- To assist the pastoral care and behaviour of students at St Norbert College, providing appropriate advice to students, parent/carers and teachers.
- To oversee social activities pertaining to the relevant year levels e.g. Socials, Balls, Dinner Dances, River Cruises.

#### **6 General**

- To meet regularly with other members of the College Leadership Team.
- To assist on interview panels for staff appointments, when necessary.
- To conduct enrolment interviews.
- To organise relevant Parent Information Evenings.
- To communicate with and involve parents in matters relating to student behaviour and/or academic progress.
- To complete referee checks for enrolment applications for relevant year levels.
- To participate in a variety of College Committees.
- To perform other day-to-day duties as requested by the Principal.

# DEPUTY PRINCIPAL INFORMATION FOR APPLICANTS

## 1 Eligibility Criteria

To be eligible for this position, an applicant must:

- maintain active membership of the Catholic Church and a lifestyle which gives witness to its teachings.
- possess or working towards a Master of Leadership and Management or Master in Religious Education.
- be able to demonstrate appropriate experience and interpersonal skills gained in prior promotional positions.
- possess or be working towards completion of, Catholic Education Office Accreditation for Leadership.
- Have a minimum of seven (7) years relevant experience working in education.
- Be free of any impediment to full acceptance by the Catholic Church.

## 2 Terms of Appointment

An initial 12-month probationary period followed by a review.

## 3 Time-line for Selection

Position advertised	<b>Saturday, 13 April 2024</b>
Closing date for applications	<b>Monday, 29 April 2024 at 9.00am</b>
Interviews	<b><i>The week commencing Monday, 6 May 2024</i></b>



# LEADERSHIP ROLES 2024

<b>Deputy Principal Years 9 &amp; 12</b>		
<p><b>PASTORAL CARE OF STUDENTS</b></p> <ul style="list-style-type: none"> <li>-Oversee the Pastoral care of students in allocated Year groups</li> <li>-Year group responsibilities</li> <li>-Supporting HOH in their role</li> <li>-Monitor tone of the allocated Year groups</li> <li>-Student attendance and participation</li> <li>-Participation and Retention/ Notice of Arrangements for Year Groups</li> <li>-Attendance follow-up</li> </ul>	<p><b>TEACHING &amp; LEARNING</b></p> <ul style="list-style-type: none"> <li>-Supporting HOLAs in their role</li> <li>-Oversee Teaching &amp; Learning Programs including assessment schedules</li> <li>-Instruction &amp; Pedagogy - Improving teaching &amp; learning</li> <li>-SCSA contact</li> <li>-VISN Liaison</li> <li>-Keeping Safe: Child Safe Curriculum</li> </ul>	<p><b>YEAR RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>-Subject Changes</li> <li>-Subject Selection</li> <li>-Parent Information Nights</li> <li>-Attendance at Year functions</li> <li>-Year Assemblies (including Year 12 Info Night, Year 9 Camp)</li> <li>-Parent Interviews/External Suspensions</li> <li>-Exit Cards/Letters</li> <li>-Clearance Forms</li> <li>-Year 9 Camp</li> <li>-Year 12 References</li> <li>-Year 12 Graduation</li> <li>-Principal Medallions</li> </ul>
<p><b>STUDENTS RESULTS</b></p> <ul style="list-style-type: none"> <li>-Co-ordination of College Reports</li> <li>-Checking and reviewing of allocated Year level Reports</li> <li>-Analysis of College Interim &amp; Semester Reports (Learning Behaviours, D &amp; E grades)</li> <li>-Tracking Student Progress for allocated Year level <ul style="list-style-type: none"> <li>• Monitoring of Academic Support Booklet</li> </ul> </li> <li>-Statement of Results for Year 11 &amp; 12</li> <li>-Tracking &amp; achievement of WACE for Year 12s (Including OLNA)</li> <li>-Year 12 Predicted ATARS</li> <li>-Assist HOLA - RE with CEWA RE Test</li> </ul>	<p><b>COLLEGE ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>-Timetable &amp; Class lists</li> <li>-Duty Rosters</li> <li>-Policies: Update and review</li> <li>-SSO</li> <li>-SEQTA Engage &amp; SEQTA Learn</li> <li>-SIRS uploads</li> <li>-EDVAL</li> <li>-Handbooks-Curriculum</li> <li>-Book Lists &amp; Cover Letters</li> </ul>	<p><b>ENROLMENTS</b></p> <ul style="list-style-type: none"> <li>-Referee checks</li> <li>-Interviews</li> <li>-Primary Promotional visits</li> </ul>
<p><b>COLLEGE EVENTS-WHOLE SCHOOL</b></p> <ul style="list-style-type: none"> <li>-Parent Student Teacher Interviews &amp; EDVAL Interviews</li> <li>- Co-ordinate NAPLAN Organisation / Scheduling parent</li> </ul>	<p><b>COMMITTEES/WORK PARTIES/MEETINGS</b></p> <ul style="list-style-type: none"> <li>-Academic Board (Chair)</li> <li>-ICT Committee</li> <li>-Combined Leadership</li> <li>-Learning Support</li> <li>-Transforming Lives Reference Group</li> <li>- PCT</li> <li>-Creative Arts Exhibition</li> <li>-PD Committee (Chair)</li> <li>-Social Committee</li> </ul>	<p><b>LINE LEADER for</b></p> <ul style="list-style-type: none"> <li>-HOLAs</li> <li>-ICT Coordinator</li> <li>-Librarian</li> </ul>
<p><b>STUDENT LEADERSHIP</b></p> <ul style="list-style-type: none"> <li>- Oversee Year 12 Student Leaders</li> </ul>	<p><b>DEVELOPMENT OF STAFF</b></p> <ul style="list-style-type: none"> <li>-Oversee the performance &amp; development framework</li> <li>-Goal setting</li> <li>-PEP</li> </ul>	

## Deputy Principal Years 7 & 10

<p><b>PASTORAL CARE OF STUDENTS</b></p> <ul style="list-style-type: none"> <li>-Oversee the Pastoral care of students in allocated Year groups</li> <li>-Year group responsibilities</li> <li>-Supporting HOH in their role</li> <li>-Monitor tone of the allocated Year groups</li> <li>-Student attendance and participation</li> <li>-Participation and Retention/ Notice of Arrangements for Year Groups</li> <li>-Follow up of Attendance</li> <li>-Analysis of Attendance data</li> </ul>	<p><b>TEACHING &amp; LEARNING</b></p> <ul style="list-style-type: none"> <li>-Literacy &amp; Numeracy program</li> <li>-Whole School Study Skills program including student goal setting</li> <li>- Academic Excellence Program</li> <li>-Academic Scholarships             <ul style="list-style-type: none"> <li>• ACER testing</li> <li>• Monitoring</li> </ul> </li> </ul>	<p><b>YEAR RESPONSIBILITIES</b></p> <ul style="list-style-type: none"> <li>-Subject Changes</li> <li>-Parent Information Nights</li> <li>-Attendance at Year functions</li> <li>-Year Assemblies</li> <li>-Parent Interviews/External Suspensions</li> <li>-Exit Cards/Letters</li> <li>-Clearance Forms</li> </ul>
<p><b>STUDENT RESULTS</b></p> <ul style="list-style-type: none"> <li>-Checking and reviewing of allocated Year level Reports</li> <li>-Analysis of College Interim &amp; Semester Reports (Learning Behaviours, D &amp; E grades)</li> <li>-Tracking Student Progress for allocated Year level</li> <li>-Testing (OLNA)</li> <li>-Student Academic Review process (Yr. 7-12)</li> <li>- WACE results analysis</li> <li>- Tracking &amp; achievement of WACE for Year 11s (Including OLNA)</li> <li>-Year 11 Predicted ATARS</li> </ul>	<p><b>COLLEGE ADMINISTRATION</b></p> <ul style="list-style-type: none"> <li>-Pre-service teachers' liaison with universities</li> <li>-ACARA/My School – data</li> <li>-Policies: Update and review</li> <li>-Community Awards e.g. ADF Long Tan (Year 10 &amp;12), Curtin (Year 11 &amp; 12), UWA (Year 12), Ampol All-Rounder (Year 12)</li> <li>-Scholarships eg. ECU, Curtin, UWA</li> <li>-All Academic Awards</li> <li>-Assessment Catch Up</li> </ul>	<p><b>ENROLMENTS</b></p> <ul style="list-style-type: none"> <li>-Primary school promotional visits</li> <li>-Placement Test Years 7 (including catch-up)</li> </ul>
<p><b>COLLEGE EVENTS- WHOLE SCHOOL</b></p> <ul style="list-style-type: none"> <li>-College Assemblies</li> <li>-College and ATAR exams</li> <li>-OLNA Organisation / Scheduling</li> <li>-Orientation – Year 7</li> <li>-New Parent/Student Evening</li> <li>-assist with NAPLAN Organisation / Scheduling</li> </ul>	<p><b>LINE LEADER for</b></p> <ul style="list-style-type: none"> <li>-Head of Year 7</li> <li>-Academic Excellence Co-Ordinator</li> <li>-Learning Support Co-Ordinator</li> </ul>	<p><b>- COMMITTEES/ WORK PARTIES/MEETINGS</b></p> <ul style="list-style-type: none"> <li>-Academic Board</li> <li>-Combined Leadership (Chair)</li> <li>-Learning Support</li> <li>- Presentation Night (Chair)</li> <li>- PCT</li> </ul>

***NB: Some roles may be interchangeable depending on the skills and experience of the successful candidates.***