



Oakleigh Grammar

Position Description

Position Title: Deputy Principal – Teaching & Learning

Reports to: The Principal

Date: March 2020

Organisational Environment

Oakleigh Grammar is a K to 12 co-educational Christian Orthodox School. The School is currently structured into three sub schools – Junior (ELC to Year 5), Middle School (Years 6 to 9) and Senior School (Years 10 to 12).

The School is an open entry school drawing students from inner and outer Melbourne suburbs. The School was established in 1983 by the Greek Orthodox Community of Oakleigh and District and was rebranded in 2011. Over the past six years the enrolment has doubled and a host of new innovative and contemporary educational initiatives have been introduced and established.

Nature of the Role

The Deputy Principal – Teaching & Learning is one of two Deputy Principals and a member of the Executive leadership of the School. As a member of the School's executive team, the position is responsible for overseeing all teaching and learning requirements across the School. The incumbent will Chair the Education Committee, Teaching and Learning Model (TLM) Committee and will be a member of the Executive Senior Leadership Team (ESLT).

The Deputy Principal Teaching & Learning supports the Principal in establishing the desired learning environment in the School. This environment ensures the success of our School vision. The appointee is a central figure in supporting the Principal in the creation of this climate within the school.

Working closely with the Principal the Deputy Principal -Teaching & Learning leads, develops and drives the execution of initiatives aligned to achieving the values, vision, mission and strategic objectives of Oakleigh Grammar. This will require the Deputy Principal – Teaching & Learning to accept the primary initiative for ensuring that programs are documented, that delegation occurs as necessary and that arrangements are clearly communicated through the regular channels and on an ad hoc basis as required.

The Deputy Principal – Teaching & Learning is also delegated to exercise direct responsibility in specifically designated areas including innovation in teaching and learning, quality improvement processes, staff and professional learning. As a leader committed to enriching educational opportunity for students the Deputy Principal – Teaching & Learning will identify, enable, facilitate and implement continuous improvement and achievement of projects and initiatives.

Whilst the primary responsibilities of the position are articulated it is expected that the incumbent will engage with the wider school community and participate fully in events and activities playing an ambassadorial role as a senior representative of Oakleigh Grammar.

The scope of the role would be well suited to a dynamic and innovative educational leader who will continue to grow our unique and contemporary approach to education.

Within this role there will be a requirement to undertake a 0.2 FTE teaching load.

Responsibilities/Accountabilities

Strategic Leadership

- Provide leadership to the school staff through the expression of the values consistent with those of our ethos, and in particular an encouraging spirit, an acceptance of responsibility, a resilience, and willingness to problem-solve.
- Play an active role in the development and implementation of the current and future strategies and objectives.
- Promulgate and promote key strategic objectives to all staff, ensuring that there is understanding, engagement and participation at all staff levels.
- Develop, recommend, implement and monitor quality assurance processes regarding teaching and learning.
- Encourage and maintain a climate of quality and excellence through being the guardian of the “customer experience” within the School and the development of collaborative relationships with internal and external stakeholders.
- Respond strategically and proactively to the changing education sector, lead innovation collaboratively and model a positive approach to change.
- Build the school culture at every opportunity.
- Maintain high standards and to exhort the same from the teaching staff.
- The Deputy Principal - Teaching and Learning may be required to deputise for the Principal in his absence, and so he/she should be prepared and capable of representing his perspective without warning.
- To connect the teaching and learning culture to the goals in the School Strategic Plan.

Educational Leadership

- Promote teaching and learning as the core business of the School, facilitating and fostering a learning climate for staff and students.
- Facilitate the development and growth of a high performance culture of continuous improvement and individual merit.
- Ensure school effectiveness research is undertaken in order to promote and sustain school improvement, ensuring the development of appropriate quality assurance and review strategies.
- Lead and facilitate measures to achieve best practice in relation to the learning and teaching processes, as well as high quality models of assessment and reporting.
- Staff Leadership and Management
- Monitor and evaluate staff performance, succession planning, recruitment, induction and professional learning and relevant training for all staff.
- Promote a strong working relationship between teaching and non-teaching staff to deliver strong outcomes for students, staff and the School community.
- Foster a positive and dynamic working environment by developing a team approach, ensuring open communication, transparent and effective decision-making and collaborative work practices.
- Address and resolve matters of performance and conduct, in accordance with School policies, procedures and values.
- Encourage or demonstrate effective communication within and beyond the School community, including keeping staff informed about relevant decisions and issues.

Academic Leadership

- Working with the Education Committee and TLM Committee to build and sustain:
 - A clearly articulated Oakleigh Grammar Philosophy of Learning, and to see it implemented uniformly;
 - A strong academic system that actively supports each student;
 - High levels of program documentation, such that we are perpetually ready for audits and school registration.
 - A coherent, integrated Teaching framework from K-12.
 - Identify, and provide targeted professional development as required.
- Collaborate with the Principal and Heads of Faculty to develop a comprehensive and systematic collection of data that can guide the analysis of student learning outcomes, including developing a historically orientated analysis of Oakleigh Grammar performance.

- Work with the Principal to ensure that procedures are in place and carried out, for the ongoing evaluation and development of subject curricula by Heads of Faculty.
- Be aware of new Teaching trends and raise suitable issues with the Principal and senior staff when appropriate, with a view to improve the School's curriculum.
- Advise the Principal on staffing needs in conjunction with the Deputy Principal - Operations.
- Work closely with the Principal in achieving compliance with the requirements of Registration as required by the VRQA.

Organisational Leadership and Management

- Clearly understand the vision for the School and adopt it as part of daily practices, the development of policies and procedures, and when working with teams to implement improvement strategies.

Specific Events and Tasks

- Contribute relevant items to the Grammar News.
- Recommend to the Principal any staff member who does not alter their behaviour and/or standards of performance after being spoken to. This could result in Performance Management steps being taken.
- Liaise with the Principal, the Deputy Principal - Teaching and Learning over the establishment of reporting timelines.
- Conduct staff appraisals as required by the Principal according to the policies of the school;
- Undertake such other duties as requested by the Principal from time to time.

Key Performance Indicators

- Expressing public loyalty to the position of the Principal, and the school vision.
- Maintaining absolute confidentiality.
- Providing regular and accurate feedback to the Principal about the teaching and learning within the school.
- Not entering into gossip.
- Clarity of communication.
- In meetings to express your point of view without fear or favour and to do so in a clear, honest and reflective manner.
- Achieve compliance with appropriate National and State laws and Child Safe Policies and Procedures policies and procedures.

Such measures and evidence that will be mutually agreed upon at the annual appraisal meetings.

Other

Other

- Maintain a strong presence in both the parent community (by acting as an ambassador of the School by leading and being actively involved in key events for parents throughout the year including Parent Teacher Interviews, Information Nights, Awards Evenings and so on) and the wider education community.
- Maintain a practising role in the teaching program.
- Other responsibilities as required by Principal from time-to-time.

Accountability and Extent of Authority

- Employ interpersonal and relationship building skills to ensure the ability to effectively negotiate, resolve conflict, motivate and engage staff within the School.
- Performs tasks within the limits of operational policies and procedures.
- Authorises expenditure within the approved budget.
- Solves day-to-day problems in accordance to operational directions, guidelines and procedures.
- Makes independent and appropriate decisions as they relate to the operation of the School in alignment with principles underpinning School values and strategic objectives.
- Seeks guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.

Key Relationships

Directly Supervising:
Heads of Faculty and TLM Committee member

Associated relationships with:
Deputy Principal – Operations
Executive Assistant to the Principal
Business Manager
Head of Admissions
Marketing Department

Qualifications

- Undergraduate qualification in Education
- Post-graduate qualifications (eg: Masters) will be viewed favourably
- Current VIT registration
- Previous experience in a senior management position in an Independent School
- Thorough understanding of the operation of a K to 12 coeducational School which offers a broad program
- An outstanding teacher and communicator
- Have a clear vision on managing people and programs
- Willing to work outside of normal school hours as required
- Able to understand the importance of effective operations management in ensuring the School future success
- Proven ability to manage change effectively

Other Information

- Innovative
- Dynamic / inspiring by nature
- Empathetic to young people
- Resourceful
- Able to demonstrate a high level of initiative
- Able to sustain a good sense of humour
- Able to work in a team based environment
- Due to the nature of the role, the incumbent must be willing to work outside of normal school hours as required
- A five week annual leave entitlement plus the school Christmas/New Year closedown (two weeks) and any other leave days as directed by the Principal.

Terms & Conditions

The Deputy Principal - Teaching and Learning will be on an Executive Management contract, and this includes the requirements of:

- A school working day from 8 a.m. till 5 p.m.;
- The Deputy Principal - Teaching and Learning is expected to teach in his/her discipline;
- Within this role there will be a requirement to undertake a 0.2 teaching load..

- *This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this Position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.*

Child Safe School

Oakleigh Grammar has a **zero-tolerance approach to child abuse**. The School must comply with the minimum standard for the care, safety and welfare of students as detailed in the child safe standards specified by Ministerial Order No. 870.

Oakleigh Grammar is a Child Safe School and we are committed to ensuring a culture of child safety. We provide a safe environment for every child and student. All students have a right to feel safe and to be safe. We want our students to be secure, happy and empowered. We support and respect all children, from all cultural backgrounds and faiths.

Our School is committed to preventing child abuse and identifying risks early, and removing and reducing these risks. This includes measures to actively maintain a safe school environment both during school hours and outside the school day.

All Oakleigh Grammar employees and volunteers have a legal and moral responsibility to respond to situations involving child abuse and neglect including mandatory reporting of abuse or suspected abuse.

In addition Oakleigh Grammar is committed to the safety of children from culturally and/or linguistically diverse backgrounds, and to provide a safe environment for children with a disability.

We also have specific policies, procedures and training in place that support the Board of Management, Leadership Team, Teachers, Staff and Volunteers, to achieve this important outcome of a child safe school.

The Senior Leadership Team (SLT) / Child Safe Officers are responsible for:

- leading the development of a culture of child safety as directed by the Principal and Board of Management
- commit to the School's child safe school policies and procedures which include:
 - * **Child Safe Policy**
 - * **Mandatory Reporting Policy**
 - * **Staff Professional Boundaries Policy**These policies can be viewed on the School website at <http://www.oakleighgrammar.vic.edu.au/policies-and-procedures/>
- ensuring that child safety is prioritised, and that any allegations of abuse or safety concerns are recorded and responded to consistently and in line with legal requirements, policies and procedures
- ensuring that child abuse or neglect allegations are reported to Child Safe or Child Protection
- be familiar with the steps that the School is obliged to take following an **allegation of reportable conduct**
- implementing the strategies outlined in the document - **Practices and Procedures for a Child Safe School**
- participating in an annual review of **Practices and Procedures for a Child Safe School** and other child safe policy reviews
- ensuring all staff commit to the School's **Child Safe Policy, Mandatory Reporting Policy** and **Staff Professional Boundaries Policy**, by way of reading and signing the policy documents.