



## Deputy Principal – Secondary District High Schools

<b>Position number</b>	Generic
<b>Agreement</b>	<a href="#">The School Education Act Employees' (Teachers and Administrators) General Agreement 2017 or as replaced</a>
<b>Classification</b>	Admin 4
<b>Reports to</b>	Principal
<b>Direct reports</b>	Various

### Context

Further information about the particular school or college in which the vacancy is being advertised is available on the [Department](#) website.

### Key responsibilities

#### **Leadership**

In collaboration with the Principal and other members of the administrative team, the Deputy Principal:

- provides educational leadership in the school and the community by helping develop and promote the school values, ethos and priorities, and encouraging staff, volunteers from the community and others to share ownership of the school's vision and goals
- uses effective change management strategies to assist the school community to accept and develop opportunities for improved service
- assists the Principal to facilitate workforce effectiveness in leading and motivating staff in planning directed at improving outcomes for students and the level of service delivered by the school
- contributes to developing the School Plan through participative decision-making, including assisting in developing policy, and establishing and maintaining systems
- uses professional knowledge and understanding to promote teaching and learning within the school community, fostering development of a responsive and inclusive school-based curriculum
- provides strategic direction for staff, and models and promotes a culture of improvement of professional performance, providing coaching and mentoring where appropriate

- establishes and manages administrative and operational systems in the relevant area of responsibility to deliver effective school operations within legislative and industrial policy and guidelines
- has a significant role in the daily management of staff and student wellbeing and may have responsibility for management, or shared management, of timetabling.

### **Management**

The Deputy Principal is accountable to the Principal for the effective operation of the relevant areas of responsibility through:

- assisting the Principal to ensure compliance with relevant legislation, Departmental policies and procedures, and management of financial, physical and human resources
- ensuring staff are provided with timely and appropriate feedback about their performance and presented with opportunities for professional learning in accordance with the Public Sector Performance Management Standard and Departmental policy
- assisting the Principal to ensure appropriate information systems are in place to report on compliance and the use of proper accounting procedures
- using information systems to ensure accurate and timely reporting on school performance to inform school planning and decision-making and to ensure accountability for school performance
- monitoring and managing staff leave entitlements to ensure accrued leave is cleared within a reasonable timeframe and in accordance with relevant awards, agreements and Departmental policy.

### **Selection criteria**

1. demonstrated capacity to provide effective leadership in a diverse range of educational settings.
2. high level of interpersonal and public relations skills that demonstrate the ability to establish and maintain effective working relationships to achieve planned outcomes.
3. demonstrated professional knowledge and the ability to apply this knowledge to ensure a high level of educational outcomes for all students, (e.g. Aboriginal students, students from diverse ethnic backgrounds and students with special needs).
4. demonstrated capacity to manage staff, physical and financial resources.

### **Eligibility and training requirements**

Employees will be required to:

- obtain a current Department of Education Criminal Record Clearance prior to commencement of employment
- obtain or hold a current Working with Children Check
- complete the Department's induction program within three months of commencement
- complete any training specific to this role required by Departmental policy
- complete the Department's training in Accountable and Ethical Decision-Making within six months of appointment.

## Certification

The details contained in this document are an accurate statement of the responsibilities and other requirements of the position.

## ENDORSED

Date 30 May 2018  
Reference D19/0226874