



St Peter's Woodlands Grammar School

POSITION DESCRIPTION

Deputy Principal

Position Title	Deputy Principal
Reports To	Principal
Direct Reports	Heads of Department, Specialist Teachers & Executive Assistant
Employment Status	Full-time (1.0), Permanent (46 weeks per year)
School Sector	Independent, Anglican, ELC – Year 6 Primary School

1. Summary of Position and Key Responsibilities

The Deputy Principal reports to the Principal and is a key member of the School's Executive Leadership Team. The Deputy Principal provides high-level leadership from ELC – Year 6, working closely with the Principal to advance the School's Christian ethos, vision and values in the Anglican tradition. The role carries responsibility for pastoral care, teaching and learning, staff and student wellbeing and the day-to-day operational management of the School, together with a range of administrative functions that support the smooth and effective management of the School. In the absence of the Principal, the Deputy Principal assumes leadership of the School. The Deputy Principal works closely with the Principal and Heads of School to collaborate and ensure excellence in Primary Education.

2. Reporting and Working Relationships

- The Deputy Principal is directly accountable to the Principal.
- The Deputy Principal is a member of the School's Executive Leadership Team.
- The Deputy Principal line manages Heads of Department, Specialist Teachers, Executive Assistant and additional non-teaching staff as required.
- The Deputy Principal works collaboratively with Principal, Head of Primary, Head of Junior Primary, School Council, staff, students, parents/caregivers and the wider School community.

3. Key Responsibilities / Duties

Leadership

- Deputise for the Principal as and when required, including assuming leadership of the school in the Principal's absence.
- Act as a key member of the Executive Leadership Team.
- Support the Principal in the development & implementation of the school's vision, values & strategic plan.
- Support the Principal to shape and culture a positive, inclusive school culture that reflects the school's Anglican ethos and values.
- Provide high-level leadership across the ELC & school, overseeing day-to-day school operations.
- Support staff selection for key roles.
- Contribute to the Christian life of the school in the Anglican tradition.

Pastoral Care and Community

- Lead and coordinate whole school wellbeing and behaviour management frameworks.
- Manage all child protection matters.
- Meet with parents, caregivers and students as required, and liaise on matters of student wellbeing and behaviour.
- Meet with teaching teams to support the implementation of pastoral programs in the classroom.
- Attend year level meetings, wellbeing (SWAP) meetings and other schoolwide meetings as required.
- Coordinate appropriate student transition between year levels and stages of schooling.
- Collaboration and engagement with wider school networks.

Teaching and Learning

- Develop, coordinate and monitor the curriculum across all learning areas, identifying and adopting effective learning approaches and monitoring initiatives in pedagogical enhancement in collaboration with Head of School.
- Mentor new teachers and provide feedback to the Principal/Heads of School.
- Assist with teaching team construction and communication in consultation with Curriculum leadership.
- Ensure documentation, assessment, record-keeping and reporting for the Primary curriculum are managed effectively.
- Manage the professional learning of teachers, including organising and leading professional development sessions and advising staff of relevant opportunities.

Staff Oversight

- Participate in relevant staff recruitment.
- Monitor relevant staff leave and act as a mentor in performance development.
- Undertake teacher performance management, review and appraisal.
- Direct line manager for Heads of School, Heads of Department, Specialist Teachers, EA to DP and additional non-teaching staff as required.
- Lead the staff and community professional development program

Operational Management

- Develop and coordinate all school timetables, including curriculum and yard duty rosters.
- Coordinate the School calendar structure and events (assembly/chapel, staff meetings).
- Provide oversight of relevant special events, excursions, incursions, assemblies and services, including the excursion and incursion approval process.
- Lead the school camps process.
- In conjunction with the Principal, coordinate key School events such as Year 6 Graduation and Awards Night.
- Provide oversight of annual stationery and textbook orders.
- Provide oversight of school road crossing/student safety systems.
- Coordinate the development and ongoing oversight of effective school publications, policies and procedures, and liaise with the Advancement Team in the production of relevant School publications.
- Ensure compliance in all relevant areas of School operations.
- Provide oversight of relevant correspondence.
- Undertake essential enrolment interviews.

Shared Responsibilities

- Participate in budget preparation, monitoring and review.
- Attend School Council meetings as required.
- Ensure the equitable distribution of classroom resources.
- Participate in school tours, community events and other relevant school activities.

- Implement relevant Strategic Plan objectives.
- Coordinate relevant staff meetings.

4. Person Specification

Knowledge and Skills

- Demonstrated high-level skill in establishing effective working relationships with staff, students and parents/caregivers.
- Demonstrated effective leadership skills in administration, interpersonal relations, planning and programming.
- Demonstrated ability to present professionally and confidently, particularly in a public speaking capacity.
- Demonstrated ability to operate with the utmost integrity at all times.
- Demonstrated ability to work collaboratively as both a leader and team member.
- Demonstrated ability to communicate effectively in both written and oral forms.
- Demonstrated ability to manage one's own time and to exercise initiative.
- Demonstrated up-to-date knowledge of effective change management processes.
- Demonstrated ability to contribute to the Christian life of a school in the Anglican tradition.
- Demonstrated ability to use information technology relevant to the management of a school.
- An understanding of, and commitment to, the ethos of independent schools.
- Demonstrated enthusiasm, dedication and energy.

Essential Experience

- Proven track record as a leader in a school, including senior leadership experience (desirable).
- Experience developing, implementing and reviewing curriculum and leading pedagogy.
- Experience coordinating activities across multiple year levels within a school.
- Proven ability to remain positive, patient, supportive and approachable.

Desired Experience

- Experience setting school timetables.
- Experience using school management/student information systems.

Qualifications

- An appropriate Teaching qualification from a tertiary institution recognised by the South Australian Teachers Registration Board.
- Evidence of further professional study (e.g. a relevant Masters qualification) is highly regarded.
- Current registration as a Teacher with the South Australian Teachers Registration Board.
- Current Working with Children Check (WWCC) or the willingness to undertake the same.
- Mandatory Notification Certificate or the willingness to undertake the same
- First Aid Certificate or the willingness to undertake the same
- Protective Practices Certificate or the willingness to undertake the same

5. Terms and Conditions of Employment

- This is a Full-Time (1.0), Permanent Position working 46 weeks per year.
- Six weeks annual leave.
- Salary will be negotiated in line with the role and the successful candidate's skills and experience.
- The school will contribute to a superannuation fund in accordance with Superannuation Guarantee Legislation.
- Professional learning and work-related expenses allowance of \$4,000 per year. This does not accrue.

- A mobile phone will be provided under the school's plan and related usage limits.
- The Deputy Principal is eligible for staff benefits available to other staff, as set out in the applicable Enterprise Agreement.
- The Deputy Principal is entitled to six weeks paid recreation leave each year of service (or pro rata for part of a year), to be taken during school holiday periods and negotiated with the Principal at the beginning of the calendar year. This leave does not accrue.
- Sick leave accrues annually in accordance with the applicable Enterprise Agreement/policy.
- Long Service Leave entitlements accrue in accordance with the relevant Long Service Leave legislation.
- An annual performance review will be undertaken with the Principal to reflect on the year's work and set achievable goals.
- The position requires some outside of hours work.

6. Acknowledgement

This Position Description is intended to describe the general nature and key responsibilities of the role. It is not exhaustive, and duties may be varied from time to time by the Principal in consultation with the Deputy Principal, in keeping with the changing needs of the School.

Employee Name:		Dated:	
Employee Signature:			
Principal Name:		Dated:	
Principal Signature:			