



ROLE DESCRIPTION

ROLE TITLE	Deputy Principal Teaching and Learning
ACCOUNTABLE TO	Vice Principal

MISSION STATEMENT

Newman College is a PK-12 Catholic school that educates students in the Marist tradition and endeavours to lead students to know and love Jesus Christ. With Mary as our model in faith, we encourage students to grow into the fullness of their humanity in an educational environment where they feel welcome, accepted and valued.

ROLE OVERVIEW

The Deputy Principal Teaching and Learning shares responsibility for the Catholic identity, faith formation and spiritual leadership of the College community, inspired by the charisma of Saint Marcellin Champagnat and grounded in the Gospel message of Jesus Christ. The role actively promotes and gives witness to the mission, ethos and educational vision of Newman College, contributing to the evangelising mission of the Church through leadership that reflects the Marist characteristics and values of Catholic education.

The Deputy Principal Teaching and Learning provides strategic leadership in curriculum, pedagogy and educational improvement across the College. Working collaboratively with the College Executive, Director of Curriculum Administration PK–12, Head of Primary, Leader of Learning Primary and Leaders of Learning Secondary, the role supports the development and implementation of high-quality, evidence-informed teaching and learning practices that enhance student achievement, engagement and wellbeing across Pre-Kindergarten to Year 12.

The role leads and supports a range of educational initiatives aligned to the College Vision for Learning — *Shine through Discovery: Let Your Light Shine* (Mt 5:16) — and the priorities outlined within the Annual School Improvement Plan. This includes curriculum renewal, contemporary pedagogical practice, learning technologies, data-informed improvement, student academic support, innovation in teaching and learning, and professional growth for staff. Central to the role is fostering a culture of collaboration, reflective practice and continuous improvement amongst middle leaders and teaching staff to maximise outcomes for all students.

The Deputy Principal Teaching and Learning works closely with the College Executive Team to strategically lead professional learning and build the instructional leadership capacity of middle leaders. Through mentoring, coaching and collaboration, the role supports leaders and staff in implementing whole-school priorities, strengthening consistency of practice and promoting excellence in teaching and learning across the College.

As a member of the College Executive, the Deputy Principal Teaching and Learning contributes proactively and responsively to the ongoing development and operational needs of the College. The Principal may, from time to time, require the performance of other duties consistent with the role and responsibilities of the position.

KEY ACCOUNTABILITIES

1. Key Accountability One – Leader of Catholic Identity and Mission

The Deputy Principal Teaching and Learning is co-responsible for developing Catholic identity and the educational mission of the College.

- 1.1 Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and broader community in the mission of Newman College as a Catholic school.
- 1.2 Actively leads prayer and works to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- 1.3 Works with the Director of Mission and Catholic Identity in supporting the prayer, sacramental and liturgical life of the College and the Vision for Mission Plan.
- 1.4 Works with the College Executive and middle leaders to develop and implement an effective plan for the spiritual and professional development of staff particularly in regard to faith formation, service ministry, social justice and liturgy.
- 1.5 Seeks or maintains Accreditation to Teach Religious Education consistent with Catholic Education Western Australia (Ltd) policy.
- 1.6 Supports and contributes to the development of the Marist Association of Saint Marcellin Champagnat in Western Australia.
- 1.7 Supports the Director of Mission and Catholic Identity in assisting the Leaders of Learning in the implementation of the Religious Education curriculum and the integration of the religious dimension across the curriculum.

2. Key Accountability Two – Leader of Learning

The Deputy Principal Teaching and Learning ensures the promotion of the College learning culture in accordance with contemporary learning principles. The role is focused on the development of quality pedagogy and learning gains for all students, informed by contemporary research and supported by professional learning.

- 2.1 Actively promotes the College Vision for Learning as the foundational values and principles for learning and teaching.
- 2.2 Creates a performance culture of continual improvement across the College characterised by learning gains for all students.
- 2.3 Leads the ongoing development of quality contemporary teaching, and models classroom strategies that maximise student learning incorporating the principles of contemporary learning.
- 2.4 Utilises the Australian Professional Standards for Teachers and the ACER School Improvement Tool to inform and monitor the development and implementation of quality pedagogy.
- 2.5 Leads and implements the analysis of systematically gathered data on student performance and outcomes including, but not limited to, academic, attendance, behavioural and wellbeing data, including the effective use of school data from external assessments and diagnostic testing.
- 2.6 Review and systematic roll-out of policy and procedure documents including assessment and behaviour policies to ensure Leaders of Wellbeing and Leaders of Learning are collaborative in their approach and decision making
- 2.7 Works collaboratively with the Deputy Principal Secondary and relevant leaders to develop and review holistic student learning and wellbeing programs.



- 2.8 Liaises with Leaders of Wellbeing and Leaders of Learning to monitor student progress using academic, behavioural, attendance and wellbeing data to ensure timely intervention and parent communication regarding student achievement and serious learning concerns.
- 2.9 Collaborates with Primary leaders and staff to analyse student achievement and wellbeing data to inform targeted intervention, extension and improvement strategies.
- 2.10 Collaborates with Leaders of Learning to ensure the effective development, implementation and review of Teaching and Learning Programs across all curriculum areas.
- 2.11 Leads the alignment in partnership with the Leader of Learning Primary to ensure curriculum alignment, consistency of pedagogical practice and continuity of student learning across PK–12.
- 2.12 Oversees the College curriculum offerings and educational programs in collaboration with Leaders of Learning and relevant College leaders, including but not limited to: enabling pathway programs; research, review and recommendations regarding future educational pathways and student support structures; Vocational Education and Training (VET); Workplace Learning and endorsed programs; and Education Support Centre programs and enrolment processes.
- 2.13 Works with the Leader of Learning Primary in the implementation, monitoring and review of curriculum, assessment and reporting practices aligned with College expectations and system requirements.
- 2.14 Oversees the development, implementation and monitoring of College assessment, moderation, reporting and Student Learning Conversation procedures in collaboration with the Director of Curriculum Administration PK–12.
- 2.15 Oversees and reviews Semester Reports to ensure consistency, quality assurance, accuracy and alignment with College expectations and system requirements.
- 2.16 Guides the implementation of Western Australian Curriculum and WACE requirements in accordance with School Curriculum and Standards Authority (SCSA) guidelines in consultation with Leaders of Learning and within the Primary context.
- 2.17 Collaborates with Gifted and Talented Education (GATE) Coordinators, Leaders of Learning and teaching staff to develop, implement and monitor extension programs and enrichment opportunities that support the diverse learning needs of high-achieving and gifted students across the College.
- 2.18 Leads and oversees the organisation and delivery of Academic Assemblies and associated recognition programs that celebrate student achievement, excellence and academic growth across the College.
- 2.19 Review and approve incursions and excursions relating to Teaching and Learning

3. Key Accountability Three – Building the Capacity of Self and Others

The Deputy Principal Teaching and Learning assists the professional development of colleagues across a broad spectrum of leadership and other domains to build the capacity of the team to lead contemporary learning and teaching in safe and growth-promoting learning environments.

- 3.1 Makes significant contributions to educational policy and practice within the College and in wider professional contexts.
- 3.2 Demonstrates comprehensive knowledge and understanding of current educational issues, trends and reforms impacting PK–12 education.



- 3.3 Models, coaches and mentors teachers in their use of a range of strategies, including use of evidence of performance and feedback and goal setting to challenge and support staff in improving their professional practice and wellbeing.
- 3.4 Assists in building the instructional capacity of staff through professional learning, coaching, mentoring classroom observations, targeted feedback and collaborative planning processes.
- 3.5 Facilitation of Middle Leaders and staff meetings, ensuring relevant professional learning is accessible.
- 3.6 Works with teachers and middle leaders on the use of Professional Growth Plans including the development of active role descriptions, support for professional development goals, reintegrated leadership development and career path planning.
- 3.7 Works collaboratively with the Vice Principal and Senior Human Resources Advisor regarding staff performance management, professional conduct and workplace matters.
- 3.8 Collaborates with the Leader of Learning and Support to engage Early Career Teachers: modelling the learning cycle, providing professional development, and guiding teaching and learning formation
- 3.9 Collaborates with the College Executive and Senior Human Resource Advisor to oversee staff induction.

4. Key Accountability Four - Leader of Strategic Thinking, Improvement, Innovation and Change

The Deputy Principal Teaching and Learning is co-responsible for developing a culture and practice of innovation and creativity in learning and teaching across the College, contributing actively to change for the future, working strategically, influencing policy and identifying contemporary approaches to learning and teaching.

- 4.1 Contributes to the improvement in the capacity of all College leaders to generate new ideas, think and plan strategically, and create a culture and practice of continual improvement, transformation and sustainability with a focus on learning gains for all students.
- 4.2 Initiate and foster evidence-based reflection and futures-focused improvement and innovation to achieve best practices in contemporary teaching and learning.
- 4.3 Models across all levels of College leadership strategic thinking, innovation and change management and commitment to professional learning.
- 4.4 Challenges and supports staff in adapting processes and procedures as required by the changing nature of the educational agenda, the College Strategic Directions and the external educational agenda.
- 4.5 Contributes to the development of a workplace culture characterised by innovation, effective team functioning and change management delivering sustainable improvements in students' learning outcomes, pedagogy and workplace satisfaction.
- 4.6 Develops in self and colleagues a shared understanding of innovation and developmental change processes as they apply to teaching and learning. Promotes and maintains awareness of emerging educational technologies, contemporary pedagogical practices and digital learning developments.
- 4.7 Facilitates the implementation and integration of appropriate pedagogical practices, digital technologies and software to enhance student learning outcomes and classroom practices that foster a positive, safe and effective digital learning environment.
- 4.8 Analyses and interprets system and school-based data including WACE, OLNA, NAPLAN and other diagnostic testing data to inform strategic planning and student improvement initiatives.

- 4.9 Serves as a member of the College Executive and Strategic Leadership Team, contributing to whole-school improvement, strategic planning and organisational leadership.
- 4.10 Works collaboratively with the Primary Leadership Team to support the strategic development, implementation and review of teaching and learning initiatives across the Primary years.
- 4.11 Collaborates with Marist Schools Australia in the area of professional practice to support system development and improvement initiatives.

5. Key Accountability Five – Leading the Management of the College

The Deputy Principal Teaching and Learning has an astute understanding of change processes and appropriate stewardship of College resources.

- 5.1 Ensures that the development, implementation and integration of technology systems and structures continue to serve student learning needs and teaching initiatives.
- 5.2 Collaborate with the Director of Curriculum Administration PK-12 to develop frameworks for the College timetable and manage student subject selection and course changes.
- 5.3 Facilitates processes and provides support as needed to ensure adherence to legislative, mandatory and system level requirements relevant to the role.
- 5.4 Coaches and mentors newly appointed leaders and teachers to ensure good systems, policies, and processes for the effective management of the College.
- 5.5 Exercises good stewardship of College resources.
- 5.6 Assists the Executive Team in the recruitment, interviewing and selection of staff to ensure the appointment of high-quality educators and support staff aligned with the College vision and strategic priorities.
- 5.7 Leads and collaborates with the Leader of Learning Primary to ensure alignment, continuity and excellence in teaching and learning practices across PK–12.

6. Key Accountability Six – Engaging and Working with the Community on Learning and Teaching

The Deputy Principal Teaching and Learning contributes to the knowledge of parents and the wider community on contemporary issues in learning, teaching and overall development of young people.

- 6.1 Collaborates with the College Executive to maintain structures and strategies for effective liaison, consultation, collaboration, and partnership with parents with a focus on student achievement and contemporary issues in learning and teaching.
- 6.2 Understands the broader community within which the College resides and is aware of the cultural, social, and political characteristics that inform the needs of students, families and carers and the challenges they face.
- 6.3 Contributes to the development of a College environment that is welcoming, hospitable, life giving and just.
- 6.4 Engages with College stakeholder groups in decision-making processes as required.
- 6.5 Assist the Leader of Development and Engagement in promotion of academic aspects of College life.
- 6.6 Contributes to collaborative processes and decision-making that builds relationships and promotes shared commitment, partnership, and a sense of achievement.



EXPECTED BEHAVIOURS & ATTITUDES

All staff are responsible for:

- Actively working to promote the charism of Saint Marcellin Champagnat and the mission and life of the Catholic Church within the College.
- Actively supporting the Marist Association of Saint Marcellin Champagnat.
- Actively promoting the College's Evangelisation Plan.
- Actively supporting a child safety culture, with a zero tolerance for child abuse.
- Complying with:
 - Marist Schools Australia (MSA) Ltd Policy Statements
 - Newman College Policy Statements and Procedures
 - Newman College Code of Conduct for Staff
- Adhering to workplace health and safety procedures and actively contribute to maintaining a safe, healthy and tidy environment.
- Maintaining open communication and work collaboratively with others within the College to foster teamwork and morale.
- Maintaining a commitment to continuously improve services and pursue excellence.
- Seeking opportunities for professional development.

ELIGIBILITY CRITERIA

- Be a practicing Catholic who will model and maintain the Catholic and Marist ethos and Traditions of the College.
- Master level education qualifications
- Possess the required CEWA Accreditation for Leadership
- Appropriate teaching qualifications and current registration with Teacher Registration Board of Western Australia (TRBWA)
- Hold a current Work With Children card
- Current Criminal Record Check
- Proven leadership skills
- Experience in and a preparedness to contribute to the School's camping, retreat and extra-curricular programs.
- High levels of skill in teaching, with a willingness to innovate in order to find better practices

TERMS OF APPOINTMENT

- This role has a 0.2 FTE teaching component
- Tenure: The Contract of Employment is as follows:
 - Initial term of three (3) years
 - A second term of four (4) years
 - A third term of three (3) years.

Extension of the initial or second term depends on a successful performance review in relation to the defined responsibilities.



KEY WORKING RELATIONSHIPS

- Principal
- Vice Principal
- Director of Finance and Operations
- Head of Primary
- Deputy Principal Secondary
- Director of Curriculum Administrator PK-12
- Leader of Learning PK-6
- ICT Manager
- Leaders of Learning
- Leaders of Wellbeing
- Classroom Teachers
- Finance Manager