

Position description

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| Position: | Deputy Principal |
| Work area: | K-12 |
| Classification: | Full Time including 0.2 Teaching Load |
| Effective date: | 18 January 2023 |
| Tenure | 1 Year |

OUR SCHOOL

Moama Anglican Grammar is an independent, co-educational, Anglican school offering classes from Kindergarten to Year 12. The School commenced operation in 2005 and operates under the NSW Education System. The School is divided into Primary (K-6) and Secondary (7-12) with an expected enrolment of approximately 690 students for 2023.

Moama is a twin town with Echuca, situated on the Murray River north of Melbourne on the NSW/Victorian border. Both sides of the border are experiencing rapid growth.

The School provides a comprehensive and balanced program which caters for the academic, cultural, emotional, sporting and spiritual needs of each child in its care.

Our mission is to provide a safe and inspiring educational environment that equips students with the skills and confidence to help create their future.

Our values are Compassion, Respect and Integrity.

THE ROLE

The Deputy Principal (DP) will lead all aspects of the School in collaboration with the Head of Primary and Head of Secondary, including the academic, cultural, co-curricular and welfare needs of the students. Reporting to the Principal, the DP will provide support to the Principal, providing strategic leadership in all matters pertaining to the whole of the School.

The DP will not only efficiently and effectively lead the day-to-day operations of the School but will possess an excellent knowledge and understanding of all matters applicable to secondary and primary education, including the curriculum and pastoral initiatives that reflect best practice, administration, budget and staff management.

The DP will work closely with other members of the Senior Executive and deputise for the Principal in his/her absence as required.

PRIMARY RESPONSIBILITIES:

- Manage the successful day to day operation of the school (K -12) in collaboration with the Head of Secondary and Head of Primary
- Provide leadership, management and oversee the professional development of staff in collaboration with the Head of Teaching & Learning (Secondary and Primary)
- Develop and maintain a collegial, effective relationship with the Principal
- Oversee the discipline, tone and management in the campus
- Oversee the pastoral care and academic progress of students through clear communication with the Head of Secondary, Head of Primary, Pastoral Care Team, Heads of Faculty and Head of Teaching and Learning (Secondary and Secondary)

- Promote transparent communication as a major communication channel with parents and students
- Be a positive and professional role model for staff and students
- Ensure that the school meets its compliance requirements, such as NESR Registration, etc.
- Contribute to the strategic direction and future planning of the School
- Participate as a highly committed member of the school Executive Team
- Oversee preparation of and management of departmental budgets in collaboration with the Head of Teaching & Learning (Secondary and Primary)

SCOPE OF SPECIFIC DUTIES:

1. School Leadership

- Assist the Principal and Professional Practice Coordinator with the appointment, induction, development and review of staff
- Assist the Principal with the implementation of the Strategic Plan, major projects and initiatives
- Attend all relevant meetings
- Is a member of selected Board sub-committees
- Oversee the professional learning program for teaching staff in collaboration with the Head of Teaching and Learning (Secondary and Primary)
- Attend Primary and Secondary assemblies on a regular basis
- Oversee the organization of and Lead formal whole school events, including Commencement Assembly, ANZAC service, Celebration day service and Presentation Day/Evening
- Collaborate with the Head of Primary and Head of Secondary to ensure the smooth running of significant events in each sub-school such as, Valedictory Assembly and Dinner and Year 6 Graduation Dinner and Assembly
- Have oversight of student camps, support their planning and approval
- Monitor cleanliness, tidiness, maintenance and upkeep of facilities
- Develop School calendar in cooperation with Executive Team
- Demonstrate support of chaplaincy at the school
- Deputise for the Principal in his/her absence as required
- Play an active role in professional associations including those that enhance the statewide and national standing of MAG
- Attend functions, events and fixtures that pertain to the Secondary School, its students, staff and interests
- Write regular Deputy piece for newsletter

2. Educational Leadership and Administration within the School

- Maintain and enhance the intellectual and academic life of the School ensuring high levels of expectation for staff, students and parents
- Provide dynamic support for the quality of classroom instruction
- In collaboration with Head of Primary and Head of Secondary create the school timetable each year (K-12)
- Set high expectations of work ethic and dedication as core to MAG life
- Set a tone of efficiency, timeliness in communication, clarity and transparency in decision making, commitment to individual needs and high expectation of secondary student engagement in school life
- With Heads of Teaching and Learning, oversee assessment and reporting procedures
- Provide occasions for intellectual enrichment
- Provide feedback to the Principal and Executive Team on School matters
- Hold a vision for outstanding education, including consideration of curriculum and pastoral initiatives that reflect national and international “best practice”
- Liaise with the Head of Teaching and Learning -Secondary, Year 12 Coordinator and Careers Adviser to ensure Year 12 students (particularly) receive timely, beneficial advice about career options, university options and offers, early entry schemes, etc.

3. Pastoral and Spiritual Leadership in the School

- Ensure effective systems for the well-being and care of each student in the School
- Demonstrate support of chaplaincy both in word and in deed
- Have oversight of and support for the pastoral counselling staff as required
- Create occasions that allow students to emerge as authentic leaders and role models in the school
- Maintain a vital interest in whole School pastoral programs
- Provide support for parents in their role as appropriate
- Take an active interest in the school's co-curricular program, providing leadership and support where necessary
- Develop a culture of wellbeing, including good guidance on social issues
- In collaboration with the Head of Secondary and Head of Primary work closely with Student Leaders to ensure effective leadership
- Work with Heads of school, teachers, students and parents when student poor choices diminish the high standards of behaviour expected from a MAG student

4. Other

- Attend key School functions and promote the school's core values at these events
- Has a visible presence at major co-curricular events such as Cross Country, Swimming Carnival, etc.
- Assist with promotion and public relations activities and information evenings
- Assist with coverage for holiday periods (shared with other Executive Team members)
- Contribute to the ongoing review of School policies, procedures and the risk management framework
- Additional duties as allocated by the Principal

5. General

- High personal commitment to the Vision, Core Values and aims of Moama Anglican Grammar
- Outstanding communication and relationship skills
- Strong professional accomplishments and leadership capacity
- Willingness to support our Christian foundation as it is expressed within the Anglican Church
- Is a person of exemplary character and disposition whose judgments are respected in the community of the School and beyond

Carmel Spry
Principal

August 2022

This Position Description is a guide only and is not intended to be an exhaustive list of duties.