



Leighland CHRISTIAN SCHOOL

POSITION DESCRIPTION

TITLE:	Deputy Principal
APPOINTED BY:	Executive Principal – Leighland Christian School Board
RESPONSIBLE TO:	Executive Principal
TENURE:	Negotiated start date, five-year term
ROLE ALLOCATION:	Full time role Includes a maximum teaching load of 0.2FTE or as determined by the Executive Principal.

SALARY/CONDITIONS

The salary and conditions for this position are in accordance with experience and performance and in the context of salaries and conditions that apply in the Tasmanian Independent Schools (Teachers) Multi-Enterprise Agreement 2022 with a Deputy Principal allowance applied.

Relocation costs will be paid in negotiation with the Executive Principal.

OVERVIEW:

The Deputy Principal is a role supporting the development of staff and students on the Ulverstone Campus, working closely with the Ulverstone Campus Principal in operations and closely with the Executive Principal in Strategy and Community Development.

Consistent with the biblical principles that are foundational to Leighland Christian School, the Deputy Principal is directly responsible to the Executive Principal of Leighland Christian School and will:

- In collaboration with the Senior Leadership Team (SLT), develop and implement visionary, strategic and operational planning processes that address identified opportunities and challenges.
- Be committed to the vision, mission, and values of the school.
- Be responsible for continuing a Christ-like culture, tone, and atmosphere together with continual improvement of teaching and learning from a Christian perspective.
- Build and maintain the school's reputation in the wider community and promote the school in public and private forums.
- Respect, promote and work within the organisational authority structures of a parent governed Christian School, as laid down in the Constitution of Leighland Christian School.
- Be a part of the Senior Leadership Team and Ulverstone Management Team.
- Support the Ulverstone Campus Principal and Head of Secondary for day-to-day operations of the Secondary campus at Ulverstone, including the professional performance of staff and the personal development and behaviour of students.
- Assume the role of Secondary School Child Safety Officer and write monthly reports for the Campus Principal.
- Be willing and able to assume responsibility for the school in the absence of the Ulverstone Campus Principal.

PERSONAL REQUIREMENTS

- Clear evidence of a mature and flourishing Christian faith demonstrating godly wisdom and Christ-like qualities, along with a clearly evident commitment to serving Christ in Christian Education.
- Self-awareness and the ability to interpret situations and act appropriately.

- Academic qualifications and experience appropriate for a leadership role in an established Kinder to Year 12 Christian school.
- A recognised ability to lead in a manner that gains the trust and respect of the school community.
- A willingness to work collaboratively with all members of the SLT in respect of whole-school strategic planning and in the context of whole-school considerations and expectations.
- An innovative and flexible leader with a commitment to Adaptive Leadership and Distributive Leadership practices.
- High-level skills in planning; communication; coordinating and managing educational activities.
- A commitment to personal, and professional development in Christian Education and the broader educational landscape.
- Adaptability, initiative, sensitivity, enthusiasm, optimism, and the ability to manage change effectively.
- Capacity to develop close links between the school and the wider community.

PRIMARY RESPONSIBILITIES:

The Deputy Principal is accountable directly to the Executive Principal for:

Spiritual Leadership

- Leading a Christ-centred, God-honouring educational community that reflects a biblical worldview in all aspects of its culture, atmosphere, direction, and programs.
- Being a genuine example to the local community of Christ-centered, humble, and courageous leadership.
- Being on the staff devotion roster and leading the staff in prayer and devotions.
- Planning the staff spiritual retreat day in consultation with the Executive Principal.
- Being a part of the Christian Living working party to continue to develop Christian Living curriculum and embed it in the whole life of the school.
- Supporting the Head of Secondary with the fortnightly assemblies and Connect times.
- Encouraging students to grow in their faith and supporting and attending student led events e.g., Evening Worship, Awaken.

The Senior Leadership Team

- Being a part of the Leighland Christian School Senior Leadership Team.
- Contributing to warm, trusting and highly effective relationships within the SLT.
- Leading the staff and students in the outworking of the school's vision, mission, and values.
- Developing and implementing visionary, strategic, and operational planning processes across the whole school in consultation with the Executive Principal.
- Being a part of the SLT strategic training days, retreats, and fortnightly meetings.

Community Relations

- Developing a sense of community and healthy relationships among staff and parents (including parent support groups) that encourage them to embrace and own the vision and values of the school.
- Ensuring effective and appropriate lines of communication with parents and the community.
- Along with the other members of the SLT, taking responsibility for effectively managing parental concerns.
- Representing the school at official functions both within and outside the school as required by the Executive Principal.
- Maintaining close association with National and State networks such as Christian Education National (CEN), Future Schools, New Tech Network Australia (NTNAU) and Independent Schools Tasmania (IST) and attending CEN National events in consultation with the Executive Principal.

Personal Professional Growth

- Continually developing and deepening a personal understanding of the nature and purpose of Christian Education.
- Maintaining a personal professional development program, particularly with respect to opportunities provided by CEN, Future Schools, NTNAU, IST, and other appropriate professional and Christian organisations.
- Having a commitment to continuous learning. We desire that all of our staff will be lifelong learners and will support this.

Relationships with the Board and Association

- Fully supporting the work of the Board and complying with reasonable Board directives.
- Formally preparing and presenting reports directly to the Executive Principal for monthly Board meetings.
- Attending Association meetings as required by the Executive Principal.
- Presenting at Board meetings as requested by the Executive Principal.

Finance

- Keeping the Executive Principal and Business Manager up to date with all relevant financial matters relating to the Ulverstone Secondary Campus and contributing to the development of the annual budget and long-range financial planning.

Cross Campus Appraisals Project

- Developing a new appraisal process for teachers in consultation with the Campus Principals.

The Deputy Principal is accountable to the Executive Principal via the Campus Principal for:

General Operational Management

- Being a part of the Ulverstone Campus Management team and supporting the Campus Principal in this; setting agendas and leading and training the staff.
- Encouraging, supporting and coaching the Head of Secondary to ensure smooth day-to-day operations at the Secondary Campus at Ulverstone.
- Assuming the line manager role for the Head of Secondary for high-level student discipline and wellbeing matters.
- Assuming the line manager for the Daily Organiser.
- Assuming the line manager for the Head of Sport.
- Inspiring, directing, guiding, supporting and managing all Secondary Campus staff members in consultation with the Campus Principal.
- Chairing the staff wellbeing committee and continuing to develop this.
- Setting high expectations through collaborative planning and formal appraisal processes that regularly review the effectiveness of teaching, learning and pastoral care.
- Providing an environment that acknowledges and supports individual staff initiatives and achievements.
- Reporting to the Executive Principal on relevant professional or legal matters.
- Providing regular and timely reports to the Executive Principal regarding compliance-related matters, including WH&S regulations.
- Responsibility for the organisation of relevant school-wide events.
- Approval of ERM forms on the Ulverstone Campus.
- Undertaking any other responsibilities as assigned by the Executive Principal.

Student Development

- Inspiring, directing, guiding and encouraging students in their Christian educational development.
- Providing a safe and caring educational environment for students that nurtures faith, encourages wisdom and discernment; and supports and enables their responsible engagement in the world.
- The Deputy Principal will assume the role of Child Safety Officer and will therefore be responsible for fostering a culture of safety. They will model child-safe behaviours and advocate, train and keep the Secondary team accountable by following the school's child safe policy documents.
- Reporting to the Executive Principal on any matters of relevant personal or legal concern with respect to students or school families.

Pedagogy

- Working with the Campus Principal to train staff in Transformation by Design and embed this in all subject areas across the Secondary school.
- Supporting the new pedagogical initiatives in Project Based Learning, Play Based Learning and Design Thinking; participate in our training and work with NTNAU and Future Schools.

QUALIFICATIONS

A Masters in a relevant discipline from a recognised university and leadership level experience in supporting teaching, learning and pastoral care approaches and initiatives will be positively considered. The successful applicant must hold

Full Registration with the TRB and hold or obtain a Working with Vulnerable People card. They must be an active member of a Christian church and lead an exemplary Christian life.

CHILD SAFE STATEMENT

Leighland Christian School is committed to providing a safe environment for children. We want our students to be safe, happy, and empowered as we support and respect all students, as well as our staff and volunteers. This includes the safety of students from culturally and/or linguistically diverse backgrounds and students with a disability. All staff at Leighland Christian School are required to complete the school's child protection training program. The staff handbook contains copies of the school's Child Protection and Safety Policy, Child Safety and Mandatory Reporting Policy and the Child Safety Code of Conduct, which all staff must read.

ADDITIONAL INFORMATION

The Deputy Principal role will also reflect the skills, passions and experience of the applicant and will be negotiated with the Executive Principal.

The Deputy Principal will be required to attend school events, meetings, functions, camps, sports, promotional events, and competitions as part of, or in addition to, normal working hours. Some duties may need to be performed at times other than during the school day or when students are not in attendance.