



DEPUTY PRINCIPAL – LEARNING AND ACHIEVEMENT

JOB & PERSON SPECIFICATION

JUNE 2026

Deputy Principal – Learning and Achievement

ROLE DESCRIPTION

ROLE TITLE: Deputy Principal – Learning and Achievement

CLASSIFICATION: Deputy Principal

DURATION: 18 January 2027 to 17 January 2031

RESPONSIBLE TO: Reporting to the Head of Secondary Campus

KEY RELATIONSHIPS:

Internal: Principal, Executive College Leadership Team, Deputy Principals, Business Manager, Director of Administration, Director of Learning and Engagement, Director of Learning and Futures Leaders of Learning, Teaching staff and Administration staff.

External: SACE Board, CESA, Department of Education, ACARA, TAFE

LOCATION: Based at the Secondary Campus, Henley Beach

PURPOSE

Deputy Principals (Secondary) are positions of senior educational leadership in curriculum, student development, pastoral care and improvement, educational services, human resources and administration. As a member of the College Leadership Team, the Deputy Principal Learning and Achievement is a key stakeholder in the development and implementation of the strategic directions of the College.

The primary responsibility of the Deputy Principals (Secondary) is the maintenance of the highest standards associated with the delivery of the religious, educational and social goals of the College. The position is informed by the Lasallian vision of schooling, which realised its highest expression when an integrated human and Christian education brings to fruition the optimum intellectual, spiritual, moral, social and physical talents of the student.

The Deputy Principal – Learning and Achievement will integrally promote the core values of equity, social justice and inclusion for all students in curriculum delivery and assessment as well as the

holistic growth of each person, the goal of personal excellence and the development and maintenance of academic rigor and a culture of valuing learning across the College community.

The Deputy Principal Learning and Achievement has responsibility to:

- Lead the implementation and ongoing review of the Teaching and Learning Framework
- Lead the development, implementation and improvement of whole-school pedagogical practices
- Lead the ongoing development of contemporary teaching, learning and curriculum processes, including the effective use of school data from external assessments and diagnostic testing
- Drive improvement in the capacity of the Directors and Leaders of Learning to generate new ideas, think and plan strategically and create a culture of continual improvement, transformation and sustainability with a focus on learning gains for all students.

ROLE ACCOUNTIBILITY

The Deputy Principal – Learning and Achievement will work with the Head of Secondary Campus and Principal in ensuring that the aims of the College are faithfully pursued. The Deputy Principal Learning and Achievement is responsible to the Head of Campus for the overall operation, preparation, delivery and assessment of the curriculum, and learning and teaching program of the College.

The Deputy Principal Learning and Achievement has line management responsibility of: Director of Learning and Engagement (Middle School), Director of Learning and Futures (Senior School), Director of Learning Platforms and Analytics, Director of Inclusivity and the Senior Administration Officer: Curriculum & Assessment.

KEY RESULT AREAS

LEADING TEACHING AND LEARNING

- To facilitate an environment that optimises student learning opportunities
- To promote staff empowerment to deliver curriculum in a manner that is responsive to the individual and changing needs of the students
- To support and advise the Director of Learning and Engagement (Middle School) and Director of Learning and Futures (Senior School) (hereafter referred to as Directors of Learning) Curriculum and Assessment in their various duties, in delivery of the learning programs within the College
- To act as an effective channel of communication between teaching staff, Leaders of Learning, Directors and the Principal in respect to learning and teaching matters
- To overview assessment and reporting processes, improvement and regularly review this policy in accordance with educational research and best practice.
- To oversee public celebration of student achievements.

DEVELOPING SELF AND OTHERS

- To promote excellence in teaching practice and guide, support and counsel staff in the development of their own methods of effective teaching practice.
- To facilitate a positive, professional, harmonious, co-operative and connected teaching environment throughout the College
- In collaboration with the Head of Secondary and Deputy Principal – Staff and Strategy, to promote worthwhile, effective and timely professional learning for individuals and groups in accordance with the College ethos and priorities
- To plan, conduct and/or facilitate professional learning and development activities for teaching staff, both on a whole school and secondary campus basis

LEADING IMPROVEMENT, INNOVATION AND CHANGE

- To lead and support teaching staff in development of teaching strategies and procurement and use of resources which enhance curriculum delivery
- To maintain, and strive for continuous improvement in, the quality of the delivery, assessment and reporting of curriculum throughout the secondary campus
- To ensure regular updating, review and redevelopment of Curriculum Statements for each faculty
- To support and promote curriculum initiatives and curriculum differentiation for teachers dealing with multi-ability classes
- To promote and support teachers in the implementation of appropriate technology in learning and teaching programs
- To provide advice and planning support for the ongoing development of curriculum and learning policy within the College.

LEADING IN THE MANAGEMENT OF SCHOOL CURRICULUM

- To be an effective member of the Executive Leadership Team
- Oversight of collaboration with the Primary Campus to ensure a whole school approach to learning via Director Learning and Engagement
- To support the Deputy Principal - Staff and Strategy in the induction program and mentoring of all staff
- To assist the Deputy Principal - Staff and Strategy in the appraisal of teaching staff
- To regularly review and update relevant sections of the Staff Handbooks
- In consultation with the Head of Secondary, continually review learning programs, assessment, achievement and reporting across Years 7-12.
- To support the Principal and Head of Secondary in effectively consulting on matters of curriculum
- To coordinate the overall learning and teaching program of the College in collaboration with the Director of Curriculum and Assessment and Leaders of Learning
- To coordinate and overview the conduct of moderation, testing and examinations and the principles and processes for end of year academic awards

- To oversee the ongoing development of literacy and numeracy programs for targeted groups of students requiring special intervention and to oversee the annual NAPLAN testing program for Year 7 and 9 students
- To collaborate with the Head of Campus and Deputy Principal Staff and Strategy to allocate staff to optimum teaching loads and subject allocations
- To oversee with the Director of Learning and Pathways, the provision of viable programs for VET students
- To oversee the Director of Inclusivity in overseeing the work of the Leaders of Learning with the delivery of curriculum to students with a range of needs
- Responsible for oversight and sign off of curriculum related excursions

ENGAGING AND WORKING WITH THE COMMUNITY

- To overview the close liaison with the SACE Board, CESA, Department for Education, ACARA and other Colleges and schools in curriculum matters
- To represent the College in public forums on matters of curriculum and to deputise for the Principal as appropriate.
- Reports to and meets regularly with the Head of Secondary on all matters of curriculum.
- To work with parents as 'first educators' of their children in matters of learning, pastoral care and discipline
- To involve parents where appropriate, in discussion of curriculum and learning issues
- To coordinate parent-teacher interview processes
- To regularly provide communication through the College newsletter and other media
- Any other tasks as directed by the Principal

PERSONAL CAPABILITIES

- Demonstrated understanding and implementation of the Mission and Vision of St Michael's College as a Catholic school in the Lasallian tradition
- Demonstrated ability to provide clear and effective leadership to teaching and other staff
- Demonstrated excellence as an educator of young people
- Demonstrated experience and success in curriculum planning and review as well as teaching strategy, pedagogy development and implementation.
- Demonstrated ability to coach, guide and mentor staff to enhance their personal growth and leadership
- Demonstration of effective teaching practice to staff and students
- Highly effective administration and decision-making skills that demonstrate clarity, competence and a collaborative approach.
- Demonstrated ability to communicate effectively with staff, students and parents
- Demonstrated commitment to life-long learning and professional development
- Excellent time management and organisational abilities
- Demonstrated ability to be successful in a demanding and multi-faceted role

- Commitment to the purpose and philosophy of the Catholic understanding and exercise of pastoral care
- Demonstrated commitment to the co-curricular programme of the College

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.

EVIDENTIARY REQUIREMENTS

Essential

- Proven Leadership experience
- A well-informed understanding of contemporary learning and teaching practices, research and pedagogy
- Evidence of leadership of educational innovation and development of curriculum and assessment
- Registration or eligibility for registration with the South Australian Teachers Registration Board and a relevant tertiary qualification or working towards
- Department of Human Services – Working with Children Check or Catholic Clearance Letter
- Electronic screening clearance to work in Catholic Education SA
- Completion of RRHAN-EC (Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRHAN-EC) training, or as soon as possible after appointment
- WHS for Officer training, or as soon as possible after appointment
- Current First Aid qualification

Desirable

- Graduate Certificate, Master of Educational Leadership, CESA Aspiring Leaders, or equivalent

PROFESSIONAL EXPECTATIONS

- Adherence at all times to the CESA Code of Conduct, the Charter for Staff in Catholic Schools in South Australia and the St Michael's College Community Charter
- Enhance the College's relationship with external stakeholders through positive interactions and communication
- Maintain professional and courteous relationships with internal and external providers and clients
- Demonstrate the values of the College through personal behaviour
- Demonstrate safe behaviour at all times
- Comply with the College's standards and procedures in WHS
- Demonstrate effective performance in achieving agreed WHS goals in support of College standards
- Reporting of all WHS hazards and incidents

WHS – DEPUTY PRINCIPAL

This role is deemed to be an *Officer* of a person conducting a business or undertaking (PCBU). As an *Officer* you must exercise due diligence to ensure that the PCBU complies with their primary duty of care under the South Australian Work Health and Safety (WHS) Act 2012.

Due diligence includes taking reasonable steps:

- to acquire and keep up-to-date knowledge of work health and safety matters
- to gain an understanding of the nature of the operations of the workplace, especially of hazards and risks associated with work operations
- to ensure that appropriate resources and processes are available to eliminate or minimise risks
- to ensure that there are appropriate processes for receiving and considering information regarding incidents, hazards and risks and to respond in a timely way to that information
- to ensure and implement processes for compliance with legislation (eg reporting notifiable incidents, consulting with workers, provision of instruction and training for workers,)
- to verify the provision and use of resources and processes in the workplace (eg audits, professional reviews)

As a *Worker*, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure that you have been informed of that is related to health and safety

(Reference: Division 4, Section 27 and 28 WHS Act 2012)



HOW TO APPLY

Applications including a cover letter and CV should be addressed to Justin Hinora and Andrew Reed. Please visit henderconsulting.com.au to apply.

For a confidential discussion, please call (08) 8100 8827.

Please Note

Your application will be automatically acknowledged by a return email.