



Deputy Principal - Head of Campus Officer Campus

Position Description	
Position Title:	Deputy Principal – Head of Campus, Officer Campus
Reporting Relationships:	Responsible directly to the Principal
Classification Level:	Deputy Principal B, Level 7 under the VCMEA 2013 & MOU 2017
Campus Location	Officer

Mission:

I am the Way, the Truth and the Life (John 14:6)

St Francis Xavier College is a Catholic community that is educative and supportive of the whole person. We have a clear purpose: the individuals' development of competence, conscience and compassion formed in the Christian tradition in light of the Scriptures; one who is guided by a sense of Christian faith, hope and love who will be of service to the world. We recognise God's presence in our lives by being a living witness to Jesus, celebrating and pursuing excellence and by living courageously with optimism and respect for the dignity of all.

Role Summary:

The Deputy Principal - Head of Campus, Officer Campus is directly accountable to the Principal and is entrusted with overall responsibility for the day-to-day management of the Campus. They strategically lead the campus with ambition for student achievement. The Deputy Principal - Head of Campus, Officer Campus will promote pastoral care that is an authentic expression of the shared vision and values of our Christian community and will promote the growth and development of students at the campus as young Christian women and men who are confident, competent, articulate and prepared to make a positive contribution to society.

The Deputy Principal - Head of Campus, Officer Campus is a member of the College Executive and, as such, assists and supports the Principal in all aspects of College leadership. Together with the other members of the College Executive, the Deputy Principal - Head of Campus, Officer is responsible for implementing the College Philosophy and ensuring that relationships within the College are consistent with the ethos of St Francis Xavier College. The Deputy Principal – Head of Campus contributes to the development of whole College directions and is loyal to actively supporting their implementation at the campus.

Key Duties & Responsibilities:

As a Member of the College Executive

- Promote the Catholic ethos in the life of the St Francis Xavier College community
- Ensure that all aspects of College life are permeated by the Spirit of the Gospel
- Work in an honest, open, creative and flexible manner that contributes positively to the effectiveness of the College Executive
- Provide opportunities for staff input into College Executive considerations and provide appropriate and comprehensive feedback
- Represent the College in external forums

- Model a leadership style and approach that reflects and supports the vision of leadership articulated by the Principal
- Represent the College at evening and other out of hours' events
- Deputise for other members of the College Executive as required

As Deputy Principal - Head of Campus, Officer

- Contribute to the Deputy Principal Team to ensure the effective operation of the College
- Contribute to the strategic elements of the College learning and teaching program via the Student Learning Strategic Leadership Team
- Lead the Campus Executive Team
- Facilitation of the Religious Education Program on the Campus
- Wellbeing of students and staff on the Campus
- Support a culture of achievement and excellence within an innovative and modern learning environment
- Encourage a highly differentiated and purposeful learning program
- Administration of the Campus
- Communication (internal & external)
- Student management
- Oversee all campus extra-curricular activities
- Care and use of the campus facilities
- Ensure staff and student areas comply with Occupational Health and Safety standards
- In conjunction with the Deputy Principal- Head of Campus, Berwick, ensure opportunities and learning experiences offered to students are consistent across both campuses

Facilitation of the Religious Education Program on the Campus:

- In conjunction with the Religious Education Coordinator – Officer, Director of Catholic Identity and the Deputy Principal - Mission, ensure that the Religious Education Program and faith development directions are facilitated on the Campus
- In conjunction with the Religious Education Coordinator – Officer, Director of Catholic Identity and the Deputy Principal - Mission, facilitate the liturgical program on the Officer Campus
- Attend all retreats, Masses and reflection days as appropriate

Wellbeing of Students and Staff:

- Oversee the provision of pastoral care for all students on the Officer Campus
- Work collaboratively with the Deputy Principal – Wellbeing on the strategic development of the wellbeing culture, program, curriculum and related practices
- Support the Director of Students with their leadership of Heads of House
- In conjunction with the College Wellbeing Team, develop and implement programs to enhance the wellbeing of all students
- Liaise with the Pastoral Associate as appropriate regarding the pastoral care of families associated with the Officer Campus
- Monitor levels of work demanded of both staff and students, and provide assistance where necessary
- Develop and implement appropriate wellbeing strategies in keeping with the policies of the College and the College's approach to positive education and Positive Learning Partnerships Program
- Coordinate Student Leadership meetings, including the SRC
- In liaison with the Vice Principal, facilitate professional learning of campus staff
- Ensure the involvement of campus staff in whole school activities

- Oversee staff attendance, dress and punctuality
- Work with the Deputy Principal – Head of Campus, Beaconsfield to ensure the provision of appropriate transition programs for students (Years 9 - 10)

Establishment of a culture of achievement and excellence:

- Together with the Vice Principal, work with all staff to ensure that high standards of performance (both staff and student) are being met
- Support the Director of Learning Culture in leading the team of Learning Culture Leaders, Curriculum Leaders, eLearning Coordinator, Learning Enhancement Coordinator and Learning Resource Centre Manager
- Promote the effective use of learning spaces
- Assist the Director of Learning Culture - Officer to ensure that students are aware of the expectations for completing and submitting work to the very best of their ability
- Encourage and facilitate student involvement in outside activities that will both add to their education and showcase the College
- Assist the Director of Learning Culture - Officer and the Learning Enhancement Coordinator – Officer to ensure that appropriate learning adjustment is being carried out for students
- Together with the Campus Executive Team (CET), coordinate logistics of student progress meetings
- Liaise with the Careers Counsellor on a regular basis to ensure that all students have access to appropriate and on-going careers information/advice
- Support the Vice Principal with matters of staff performance management
- Insist on the correct wearing of uniform by students at all times.

Administration of the Campus:

- In conjunction with the College Business Manager, monitor the management of all Office Administration staff on the Officer Campus to ensure effective operation of Student Services (including First Aid needs) and Reception
- To chair the weekly meeting of the CET and oversee the daily program on the Officer Campus
- Liaise on a daily basis with the Campus Daily Organiser/Timetabler to manage staff absences and Campus activities
- Liaise with the appropriate personnel from feeder Primary Schools
- Contribute to the budget development process

Communication:

- Create an atmosphere of welcome and inclusion at the Campus based on Positive Learning Partnerships
- Oversee the publication of the Daily News for the Campus
- Contribute to the development of the College calendar
- Prepare a fortnightly report for the College Newsletter, and reports for the College yearbook and other College publications
- Assist in the planning and implementation of enrolment information evenings, year level information evenings, Open Days etc.
- Be responsible for the establishment and training of College student leaders
- Be the link between Officer Campus staff and the College Executive
- Liaise with parents/guardians associated with the College by being present, when appropriate, at parent meetings and forums
- Ensure that cross-campus communication is regular and effective

- Assist the Principal promote the College in the wider community by celebrating its aims and achievements
- Deal with major complaints, criticisms and expressions of dissatisfaction related to the Campus
- Develop and maintain College relationships with affiliated groups
- Make a professional contribution to educational bodies outside of the College
- Maintain professional working relationships with other schools

Induction of New Students and Staff:

- Support the interview of prospective students and their parents/guardians and make recommendations to the Principal as to the suitability of enrolment.
- Allocate new students to Houses and assist in the preparation of information material for new students to the College
- Support the Vice Principal with interviewing new staff
- Together with the Vice Principal and HR Manager, oversee the induction of new staff on the Campus and assist in their integration into the College community
- Work with the Deputy Principal – Community Partnerships in the placement of student teachers
- Work with the Deputy Principal – Community Partnerships to ensure the provision of appropriate transition programs for students (Years 6 - 7)

Student Management:

- Develop appropriate student management strategies and programs in keeping with the Vision Statement of the College
- In conjunction with members of the College Wellbeing Team and the House Coordinators, develop pastoral and disciplinary networks appropriate to the campus
- Attend Program Support Group (PSG) meetings as needed
- Monitor student absences

Extra-curricular Activities:

- Liaise with the Sport & Recreation Co-ordinator – Officer to ensure that all inter and intra school activities are properly co-ordinated and supervised
- In conjunction with the Deputy Principal - Head of Campus, Berwick, develop opportunities for the two groups of year level students to interact on special occasions, such as Camps, Inter-House Carnivals
- Together with the Deputy Principal – Head of Campus, Berwick, support the Camps Coordinator

Care of Use of the Campus Facilities:

- Liaise closely with the Principal, Vice Principal, Business Manager and Property Manager as each stage of the construction/development of campus evolves, to ensure good learning and effective teaching is promoted
- In conjunction with the Principal, Vice Principal, Business Manager and Property Manager, monitor the development of educational facilities through each stage of construction to ensure the College Master Plan is being met appropriately
- Identify and prioritise the physical needs of the Campus
- Together with the Property Manager, ensure the security arrangements are appropriate and effective
- Contribute to the Campus OHS and Properties maintenance checks conducted once per term to ensure the upkeep of all campus facilities and prioritise maintenance tasks that need to be undertaken
- In collaboration with the Campus Daily Organiser/Timetabler, allocate offices to staff

Other:

- The Head of Campus may be required to work and to attend planning meetings at times during the school holidays
- Any other duties as directed by the College Principal from time to time

Key Selection Criteria:

- Ability to exercise strategic leadership to have influence for College success in a Catholic context
- A visible leader who can build capacity in students, staff, parents for community connection and student achievement
- Demonstrated ability to carry out the administrative element of the role to ensure high operational functionality of the Campus

Additional Requirements:

St Francis Xavier College is committed to developing a culture to maintain the safety of each student in our care. At St Francis Xavier we have a zero tolerance for child abuse and are committed to acting in children's best interests and keeping them safe from harm.

The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at St. Francis Xavier College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct

- Must hold a current VIT registration

Last Updated:**October 2018**