Position Information Document

Acting Deputy Principal

**POSITION DETAILS**

<table>
<thead>
<tr>
<th>Role Title</th>
<th>Deputy Principal</th>
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<tbody>
<tr>
<td>Responsible to</td>
<td>Principal</td>
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<tr>
<td>Fraction of Time</td>
<td>Full time –</td>
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<tr>
<td>Lesson release</td>
<td></td>
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<tr>
<td>Tenure</td>
<td>Term 3 2013</td>
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**COLLEGE VISION**

Cabra Dominican College is a Catholic co-educational school with a student population of approximately 1050 students from year 6-13. Founded in 1886 by the Dominican Sisters, Cabra has strived throughout its history to remain faithful to the Dominican tradition.

Vision Statement:

*Cabra Dominican College, as a Christian community in the Catholic Tradition, strives to nurture and develop the unique gifts of individuals, to liberate them in search for truth, and to empower them to create a better world.*

**KEY WORKING RELATIONSHIPS**

Principal

The College Leadership Team

Year Level Coordinator

Teachers
DUTY STATEMENT

The Acting Deputy Principal joins the Deputy Principal (Senior School), Deputy Principal (Middle School), Deputy Principal (Curriculum), Business Manager and Principal as part of the College Leadership Team. Together they share a partnership in helping the Principal address the educational, pastoral, administrative and financial needs of the school. The Leadership Team meets regularly to plan for the future, to reflect on past and present practice and to manage the day to day life of the school.

PROFESSIONAL QUALITIES

The successful applicant will be responsible to the Principal for:

- Overseeing the effective pastoral care and management of students.
- Ensuring that the educational needs of students are being met through the provision of an engaging and relevant curriculum.
- Implementing and maintaining appropriate administrative processes to allow for the orderly day to day running of the Senior School.
- Providing religious leadership within the school and in particular a promotion of Dominican ideals.
- Contributing generously and strategically to the workings of the Leadership Team.
- Supporting and enhancing the work of other key Senior School staff, including Year Level Coordinators, Class Teachers, School Counsellor, St Mary’s Unit staff.
- Working closely with students to provide opportunities for student leadership and involvement, including organising School Assemblies.
- Supporting the Principal in undertaking enrolment and staff selection interviews.
- Undertaking membership of appropriate College Committees.

PERSONAL QUALITIES

The successful applicant will be expected to have:

- a commitment to the College’s Vision and a willingness to incorporate the Dominican ethos of Cabra into all aspects of their work.
- a high level of educational leadership in the areas of educational policy making and planning and for curriculum design, development, implementation and review.
- an ability to articulate a clear strong vision for individual academic excellence, with the ability to lead staff towards achieving this.
- an ability to keep the teaching staff well informed with accurate knowledge of curriculum movements, trends and innovations in South Australia and across Australia and to assist in the provision of access to both formal and informal professional development opportunities.
• the ability to work both within a team and to lead teams, incorporating an open and participative leadership style.

• high quality communication skills with an ability to affirm teachers in their work with students, parents and colleagues.

• expertise in the management and provision of a broad curriculum within the academic tradition of the school, student subject selection procedures, student assessment and reporting procedures and course evaluations.

• an understanding of the academic timetabling process and the ability contribute to Leadership team discussions about timetable and staffing issues.

• commitment to the use of technology across all curriculum areas.

• sound knowledge of the issues relating to the education of girls and boys in a co-ed environment.

**WORK HEALTH & SAFETY (WHS)**

All staff members have a responsibility for:

• WHS and maintenance in any area or classroom designated.

• Providing appropriate WHS training for persons using designated areas.

• Supporting the development and maintenance of best practice WHS culture.

• Taking reasonable care to look after own safety and that of others.

• Complying with relevant policies and procedures.

• Implementing relevant actions in WHS Plans as required.

• Actively participating in training and personal development.

• Reporting hazards and unsafe work practices promptly.

• Reporting any work related injury, illness or near miss promptly.

• Participating where required in the investigation of hazards, incidents, injuries or near misses.

• Raising WHS issues with colleagues, committees or supervisor and assisting with their resolution.

• Consulting with colleagues on any WHS issues.

• Participating in workplace safety inspections and audits and in the process of ensuring that relevant WHS registers and records are maintained.
SIGNED

__________________________________ DATE:____________________________
Brian Schumacher

SIGNED

__________________________________ DATE:____________________________
(Employee)

ROLE REVIEW DATE

DATE:____________________________

PERFORMANCE REVIEW DATE

DATE:____________________________