



<b>Title of Position:</b>	<b>Deputy Principal</b>
<b>Responsible to:</b>	<b>Principal</b>

## 1. GENERAL ACCOUNTABILITIES

As an employee of Lutheran School Wagga Wagga, the Deputy Principal is required to:

- 1.1. Exhibit behaviour through word and action that reflect the ethos and Christian foundations of the school.
- 1.2. Abide by the school's Professional Conduct Standards.
- 1.3. Be familiar with and follow school policies and procedures.
- 1.4. Establish and maintain positive relationships with colleagues, students and parents.
- 1.5. Ensure that behaviour towards, and relationships with, students reflect proper standards of care, and are not unlawful.
- 1.6. Carry out work responsibilities to the best of their ability and in a safe manner as outlined in the school's Workplace Health and Safety Policy.
- 1.7. Reflect on their work performance and seek further training or professional development opportunities to update knowledge and skills.

## 2. SPECIFIC ACCOUNTABILITIES

### 2.1. Role

- 2.1.1. Manage the day to day operation of the school.
- 2.1.2. Lead, supervise and support staff.
- 2.1.3. Lead and coordinate pastoral care for students, including behaviour learning.
- 2.1.4. Contribute to the teaching and learning program, including student leadership.
- 2.1.5. Support the principal in engaging with school, Bethlehem Church and wider communities.

## 3. DUTIES

### 3.1. Manage the day to day operation of the school

- 3.1.1. Manage and communicate day to day events through calendars and notices (whiteboard, electronic e.g. email and TASS).
- 3.1.2. Organise, coordinate and supervise daily/weekly timetables and rosters.
- 3.1.3. Organise and supervise relief teachers to ensure they provide a suitable program for students.
- 3.1.4. Coordinate, in conjunction with the teacher in charge, non-routine class activities, excursions and camps (including risk assessment requirements).
- 3.1.5. Work with relevant staff, including the Principal, to document necessary procedures to ensure the effective operation of the school.
- 3.1.6. Coordinate arrangements for visiting tutors (eg Riverina Conservatorium of Music, Speaking Out).
- 3.1.7. Coordinate and manage arrangements for visiting student teachers (university) and work experience students (high school).

### 3.2. Lead, supervise and support staff

- 3.2.1. Supervise teaching staff (year level and specialist teachers) to ensure effective practice and care for students.
- 3.2.2. Act as an Authorised Delegate for the purposes of Teacher Accreditation and Maintenance of Accreditation and carry out delegated tasks as outlined in the school's Teacher Accreditation Authority (TAA) Handbook.
- 3.2.3. Supervise Stage Coordinators, and work in collaboration with them, to ensure students' needs are being addressed and their learning is maximised.



- 3.2.4. Work in consultation with the Curriculum Coordinator and Stage Coordinators to monitor teacher planning, curriculum delivery and assessment and provide feedback to teaching staff.
- 3.2.5. Support staff through coaching and mentoring programs and opportunities for personal professional development.
- 3.2.6. Ensure school policies and programs are implemented across the school.
- 3.2.7. Visit classrooms regularly (including some teaching across year levels) and provide feedback to teachers.
- 3.2.8. Induct and update staff and volunteers in Valuing Safe Communities (VSC) and maintain records of training.

### **3.3. Lead and coordinate pastoral care for students, including behavior learning**

- 3.3.1. Assist and support teachers (and students) with student discipline and behaviour/relational learning and management.
- 3.3.2. Manage the school's Behaviour Learning Policy and associated programs, procedures and resources.
- 3.3.3. Establish and maintain accurate record keeping systems to support behaviour learning and student wellbeing.
- 3.3.4. Discuss student concerns with class teachers to develop plans for action as required.
- 3.3.5. Act as a point of reference/contact for children requiring additional behaviour or wellbeing support including referral to appropriate support agencies.
- 3.3.6. In conjunction with the Chaplain, develop and implement programs that promote self-esteem and/or positive social skills.
- 3.3.7. Be sensitive to the needs of students and families offering support and advice as necessary.
- 3.3.8. Liaise with school support staff, including the Learning Enhancement Teacher and Chaplain, in matters of student wellbeing and coordinate and lead support team meetings as required.
- 3.3.9. Ensure contact with families is made as necessary to communicate and build positive partnerships.
- 3.3.10. Make relevant staff, including the Principal, aware of any student concerns.

### **3.4. Support and contribute to the teaching and learning program, including student leadership**

- 3.4.1. In consultation with the Curriculum Coordinator, develop, implement and review systems for reporting student progress.
- 3.4.2. Manage the process to provide written reports of student progress each semester.
- 3.4.3. Attend relevant meetings, workshops and professional development opportunities.
- 3.4.4. Maintain currency of professional practice through some programmed teaching activity and current curriculum knowledge.
- 3.4.5. Promote and manage student leadership across the school through student leadership positions and the Student Representative Council (SRC).
- 3.4.6. Work with the school captains and SRC members to carry out their responsibilities.

### **3.5. Support the principal in engaging with school, Bethlehem Church and wider communities**

- 3.5.1. Assume the role of Acting Principal as required.
- 3.5.2. Actively participate in school executive and leadership meetings and attend school board meetings as a consultant.
- 3.5.3. Write and review policies and procedures.
- 3.5.4. Communicate regularly with the school community through the newsletter and other media.
- 3.5.5. Liaise with Bethlehem Church and pastor to foster the school church partnership including involvement of students in church worship.
- 3.5.6. Coordinate the preparation and publication of the annual school magazine.
- 3.5.7. Deputise for the Principal at some functions or meetings.
- 3.5.8. Carry out other duties as may be reasonably required by the Principal.