

# Application for Employment

## 2023

### Additional Information: Assistant Deputy Principal (Senior School)

As the Assistant Deputy Principal is a substantive leadership role within the College, in addition to the areas outlined in the online application form on the MBC website, applicants are also asked to provide a written response to the three areas listed below under 'Leadership' and a brief response to each of the categories of the 'Selection Criteria' –

#### LEADERSHIP: Please outline

1. The key qualities of and your potential contribution as a Christian leader
2. An outline of your key achievements as a Christian educational leader
3. A pastoral initiative that you have led with a focus on improving student wellbeing OR A curriculum/pedagogical initiative that you have led with a focus on improving student learning

#### SELECTION CRITERIA

Applicants for this position will have:

1. A living Christian faith
2. Senior curriculum &/or pastoral and teaching experience
3. A sound understanding of contemporary pedagogy and wellbeing paradigms
4. Strong team building and organisational capacity
5. A willingness to go the extra mile to achieve excellence
6. Evident leadership capacity; strong referee commendations
7. Excellent communication skills

#### Timeline

**The deadline for applications for this position is Friday 12 August 2022, 3.00pm**

- Applicants should complete the online application form on the College website, uploading documents as required, including a response to the areas outlined above as part of their Cover Letter (please upload with your Cover Letter to this section of the online application form)
- Interviews will occur as soon as is practicable thereafter
- NB. The College reserves the right to contact referees unless otherwise notified

# Assistant Deputy Principal

## Senior School

### Introduction

*The Assistant Deputy Principal has a major role in the functioning of the day-to-day operation of the College, is a key support person for the Deputy Principals (Curriculum and Student Care), and is an important channel of communication between the Principal, staff and community at Mandurah Baptist College (Senior School)*

*The Assistant Deputy Principal plays a crucial collaborative role within the leadership team in assisting to establish the desired learning environment of Mandurah Baptist College (Senior School), ensuring both the success of the College vision and ongoing academic standards.*

*The Assistant Deputy Principal is appointed for one year and following a review may be signed under contract for a further three years.*

*The Assistant Deputy Principal may have a teaching load of up to five periods per week, if needed in this capacity (although not routine).*

### General Responsibilities

Under the direction of the Deputy Principals (Curriculum and Student Care) -

1. To collaboratively provide vision for pastoral care and pedagogical practises on a whole school level.
2. To assist with the leadership of the strategic planning, development implementation and evaluation of the College pastoral care and teaching and learning programs. To ensure the ongoing planning and commitment to the school Positive Education and Social and Emotional Learning Environment.

### Responsibilities – Regular

A) Pastoral (under the direction of the Deputy Principal Student Care)

- Protective Behaviours Coordinator
  - maintaining responsibility for protective behaviours compliance and coordination of programs, collaboratively with the pastoral team
- International Students Coordinator.
  - The foundation and coordination of this portfolio, together with key staff
- To proactively regulate students' discipline by:
  - Interviewing students who have been referred by teachers for committing serious breaches of College regulations according to the discipline policy of the College: working collaboratively with the Deputy Principal of Student Care.
  - Liaising with parents regarding instances of unacceptable behaviour

*B) Curricula* (under the direction of the Deputy Principal Curriculum)

- Daily Relief coordination
- To arrange for allocation of Staff supervisions for absent teachers
- Administrative assistance for events e.g. examinations & standardised testing, Parent Teacher Interviews
- To oversee the examination system of the school, security of examination papers and adequate invigilation.
- Authorise arrangements to be made for students on extended sick leave (particularly in Upper School courses, and for Upper School examinations).

*C) Leadership* (under the direction of the Principal and Deputy Principals)

- Staff Management: to provide support to middle management.
- Participate in the strategic planning, development, implementation and evaluation of the College programs as part of the Administration team.

*D) General* (under the direction of the Principal and Deputy Principals)

- To coordinate the Christian Education (classroom) program, in consultation with teaching staff, College Chaplains and external stakeholders (including running the annual Christian Education Planning Day)
- To liaise with Alphacrusis College on the implementation and delivery of the Vetamorphus program.
- To organise Assemblies, liaising with students and staff to formulate agendas, scripts, seating plans and other elements of each Assembly.
- To monitor standards and initiate enquiries and investigations into areas of concern as they arise.
- To engage in support of parents through presentations, and events that support a school/home learning culture e.g. IT nights, Upper School Evening, study support, SEQTA Engage portal.
- Participate in the ongoing review of the College's policies.
- Liaise with the relevant staff in serving the spiritual welfare of students, and help to develop among students a sense of respect for self, staff and the wider College community.
- To assist the Principal by evincing qualities of leadership with the staff and students, and public.
- To support the aims and policies of the College and ensure that decision-making and actions are carried out in the spirit of the ethos of the College.
- To assist the Principal in building as far as possible, good staff and student morale and be the general means of communication between the Principal and parents & students.
- To liaise with and report to the Principal regularly on appropriate matters pertaining to the College, staff and students.
- To prepare schedules and rosters for yard duties; Sporting Carnivals; School-based vaccinations; organisational matters (devotions, clean up); others as required
- Liaise with the relevant staff in serving the spiritual welfare of students, and help to develop among students a sense of respect for self, staff and the wider College community.
- To proactively regulate students' discipline by:
  - Interviewing students who have been referred by teachers for committing serious breaches of College regulations according to the discipline policy of the College. Minor infringements are managed by the staff concerned.
  - Liaising with parents regarding instances of unacceptable behaviour.
- To support the aims and policies of the College and ensure that decision-making and actions are carried out in the spirit of the ethos of the College.
- To liaise with and report to the Principal regularly on appropriate matters pertaining to the College, staff and students.
- To liaise with staff responsible for the preparation and smooth running of College-based meetings, committees and extra-curricula events and functions which may include College Easter Service, Graduation and Awards Evening, Open night Learning Journey, WHS, Carnivals and Assemblies. To arrange or supervise arrangement for various College functions.
- To oversee general orderliness around the College including general tidiness, dress and manners of

the students, always working as far as possible through the teachers responsible.

- To provide proactive support to staff who need it and internal or external PL opportunities for staff to up-skill them in this area.
- Actively engage in WHS matters; and steward the physical resources of the College.
- Ensure that individual students receive counselling appropriate to their needs via community referral agencies such as the College Counsellors, Psychologists, Chaplains or with external services, if necessary, when student welfare issues are a cause for concern.

## Responsibilities – Occasional

- To deputise for the Principal and Deputy Principals when required to do so.
- To assist the Principal with interviews of students and parents as and when required.
- To keep the Principal informed of any matters in the pastoral, wellbeing and academic life of the Senior School which are likely to require their action or attention,
- To monitor standards and initiate enquiries and investigations into areas of concern as they arise e.g. (i) monitoring classroom conduct standards (ii) liaising on IEPs and other educational plans as needed (iii) conduct investigations from parental inquiries with Heads of Years.
- To attend camps, excursions and other extra-curricular activities as required.
- Other duties as required by the Principal