



Deputy Principal Staff Wellbeing and Development



Nagle College

20 Hope Avenue, Bairnsdale VIC, 3875



Nagle College
Bairnsdale

Deputy Principal – Staff Wellbeing and Development

Our Vision:

Inspired by the life of Christ, our Presentation Heritage and the Salesian Charism, Nagle College (**College**) is a Catholic community that welcomes, builds strong relationships, evangelises, and prepares young people for life.

Our Expectations:

Our College is a Catholic faith-based learning community that ensures all students can be Safe, Happy and Successful. Students are reminded of this through the continuous implementation of our College's school wide expectations: Respect, Responsibility and Excellence.

As a Catholic community we are people of hope, which is based on developing successful and respectful relationships between staff, students, and families, following the example of Jesus Christ.

Role Outline:

The Deputy Principal Staff Wellbeing and Development is appointed by the Diocese of Sale Catholic Education Limited (**DOSCEL**) and is responsible to the Principal.

The Deputy Principal Staff Wellbeing and Development is co-responsible for developing Catholic identity and educational mission of Nagle College within the Mission of the Church.

The Deputy Principal Staff Wellbeing and Development is responsible for fostering a positive, supportive, and productive work environment. This role is pivotal in ensuring the professional growth, wellbeing, and development of all staff members, aligning with the broader strategic goals of the College.

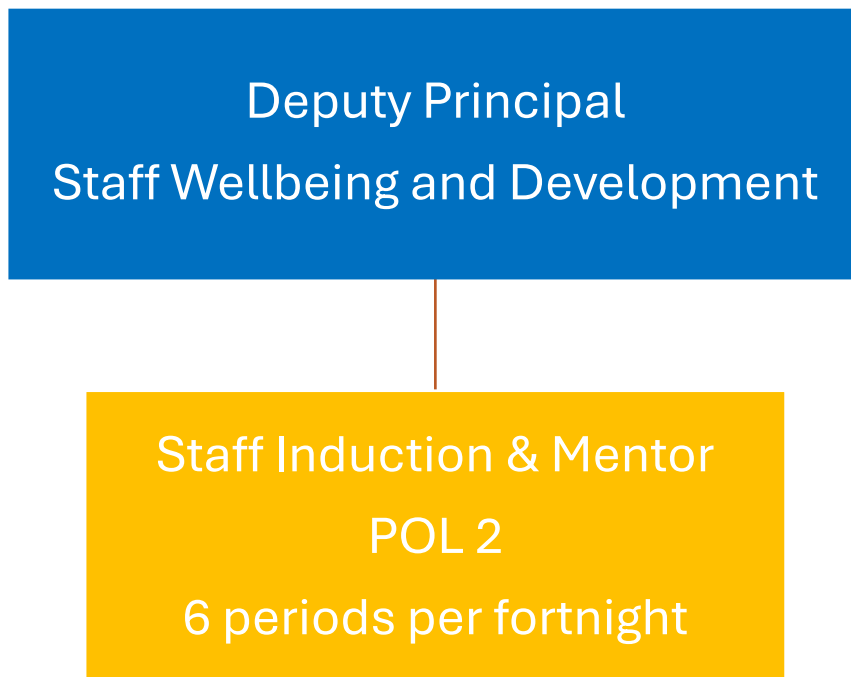
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The Deputy Principal Staff Wellbeing and Development will lead initiatives that enhance staff capabilities, promote a culture of continuous improvement, and ensure the holistic wellbeing of all College staff.

The Deputy Principal Staff Wellbeing and Development is primarily responsible for matters related to staff wellbeing, orientation, and mentoring. The Deputy Principal Staff Wellbeing and Development is also the initial point of contact for staff to discuss matters or things affecting or relating to the employee's ability to work. Additionally, the Deputy Principal Staff Wellbeing and Development coordinates staff relief and conducts appraisals of new and existing staff members in consultation with the Principal.

The Deputy Principal Staff Wellbeing and Development works in conjunction with the Principal and the Executive Strategic Leadership Team to make executive operational, strategic, policy and management decisions.

As a member of the Executive Strategic Leadership Team, the Deputy Principal Staff Wellbeing and Development may be required to address both proactive and responsive needs of Nagle College, therefore the Principal may require performance of other duties. This may include deputising for the Principal as required.



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Employment Conditions:

FTE and Position Type	Full time and ongoing as a Teacher – fixed term as Deputy Principal
Employment Category	Deputy Principal
Time Release	31 Periods per fortnight
Tenure	<p>Five Years</p> <p>The initial appointment for a deputy principal will be for five (5) years. A formative review will take place during the 3rd year.</p> <p>An application for a 2nd period of appointment would be welcomed as part of the public advertised process.</p>
Award	Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.
Classification	<p>Deputy Principal Level 2 according to the Diocese of Sale Catholic Education Limited Schools and Secretariat Agreement 2022.</p> <p>The salary range from January 2025 is \$160,365 to \$169,971</p>

Key Accountabilities included but are not limited to the list below:

Child Safeguarding	The Deputy Principal Staff Wellbeing and Development will ensure that Child Safeguarding Standards and expectations are adhered to and promoted through all aspects of Nagle College
Leader of Catholic Identity and Mission	The Deputy Principal Staff Wellbeing and Development is co-responsible for developing Catholic identity and the educational mission of the College.
Leading teaching and learning	The Deputy Principal Staff Wellbeing and Development is responsible for the promotion of a positive and successful College learning culture in accordance with contemporary learning principles as an active Community of Practice. The role is focused on the development of expert teachers and developmental professional learning leading to opportunities for success in accordance with whole College strategic goals.
Developing self and others	The Deputy Principal Staff Wellbeing and Development demonstrates and develops in others effective interpersonal skills across a broad spectrum of leadership to lead successful

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	contemporary learning and teaching in safe and growth-promoting learning environments.
Leading improvement, innovation and change	The Deputy Principal Staff Wellbeing and Development is co-responsible for developing a culture and practice of innovation and creativity in learning and teaching across Nagle College. This role will ensure that as a Community of Practice, the College will continually look to improve curriculum provision and delivery.
Leading the management of the school	The Deputy Principal Staff Wellbeing and Development exercises an astute understanding of change processes and appropriate stewardship of the College resources.
Engaging and working with the community	The Deputy Principal Staff Wellbeing and Development contributes to the knowledge of parents/carers and the wider community on the necessary information on learning and teaching and learning pathways needed for the successful development of all students.

Child Safeguarding	<ol style="list-style-type: none"> 1. Ensure students are provided with a child safe environment. 2. Be familiar with and comply with the Nagle College Child Safeguarding policy and code of conduct, and any other policies or procedures relating to child safety. 3. Demonstrate a duty of care to students in relation to their spiritual, physical and mental wellbeing. 4. Implement strategies that promote a healthy and positive learning environment. 5. Demonstrate an understanding of child safety standards and obligations (e.g. mandatory reporting obligations). 6. Demonstrate an understanding of appropriate behaviours when engaging with children. 7. Report any concerns relating to child safety immediately.
Leader of Catholic Identity and Mission	<ol style="list-style-type: none"> 1. Gives personal witness to Catholic values in carrying out day-to-day duties of the role and engaging students, staff and broader community in the mission of Nagle College as a Catholic school. 2. Actively leads prayer and works to promote the charism of Saint Dom Bosco and the mission and life of the Catholic Church within the College.

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	<p>3. Works with the Assistant Principal Catholic Identity and Mission in supporting the prayer, sacramental and liturgical life of the College.</p> <p>4. Works with the College Executive Strategic Leadership Team and College Operational Leaders to develop and implement an effective plan for the spiritual and professional development of staff particularly in regard to faith formation, service ministry, social justice and liturgy.</p> <p>5. Supports the Assistant Principal Catholic Identity and Mission in assisting the Leaders of Learning in the implementation of the Religious Education curriculum and the integration of the religious dimension across the curriculum.</p>
<p>Leading teaching and learning</p>	<p>1. Actively promotes the College Vision for Learning as the foundational values and principles for learning and teaching.</p> <p>2. Creates a performance Community of Practice culture of continual improvement across the College characterised by learning gains for all students.</p> <p>3. Promotes and models classroom strategies that maximise student learning incorporating the principles of contemporary learning including, but not limited to, explicit teaching, project-based learning, design thinking and digital technology.</p> <p>4. Utilises the Australian Professional Standards for Teachers and the National School Improvement Tool to inform and monitor the development and implementation of quality pedagogy.</p> <p>5. Leads and implements the analysis of systematically gathered data on student performance and outcomes including, but not limited to, academic, attendance, behavioural and wellbeing data.</p> <p>6. Facilitation of Operational Leaders and staff meetings, ensuring relevant professional learning is accessible.</p> <p>7. Review and systematic promotion of policy and procedure documents including assessment and behaviour policies to ensure Leaders of Student Progress and Leaders of Learning Areas are collaborative in their approach and decision making.</p> <p>8. Mentoring and support for curriculum design and assessment, including establishing a common pedagogical language.</p> <p>9. Leads the ongoing development of quality contemporary teaching, learning and assessment processes, including the</p>

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	effective use of school data from external assessments and diagnostic testing
Developing self and others	<p>1. Models, coaches and mentors' leaders and teachers in their use of a range of strategies, including use of evidence of performance and feedback and goal setting to challenge and support staff in improving their professional practice and wellbeing.</p> <p>2. Utilizes contemporary professional knowledge of performance growth and development to ensure quality teaching and helps all teachers reflect on their performance by referencing evidence and standards.</p> <p>3. Initiates strategies to foster a climate that embraces and provides constructive feedback and recognises achievement, including incorporating student voices.</p> <p>4. Collaborates with teachers and leaders on the use of Professional and Development Plans, including the development of active role descriptions, support for professional development goals, integrated leadership development, and career path planning.</p> <p>5. Leads a program of classroom observation and targeted feedback in both formal and informal settings as part of the teacher development plan experience.</p> <p>6. Supports teachers in implementing common pedagogical principles, such as essay writing, in the classroom and through resource provision.</p> <p>7. Engages with graduate and new teachers at the College by modelling the learning cycle, providing professional development, and guiding teaching and learning formation.</p> <p>8. Makes significant contributions to educational policy and practice within the College and in broader professional contexts.</p> <p>9. Facilitate access to internal and external professional learning opportunities that will engage and develop teachers according to their professional journey and College strategic goals.</p> <p>10. Ensure a successful induction process for all new staff, with a key focus on Child Safeguarding.</p> <p>11. Support Provisionally Registered teachers to attain full registration.</p>
Leading improvement, innovation and change	1. Enhances the capacity of all College leaders to generate new ideas, think and plan strategically, and foster a culture of

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	<p>continual improvement, transformation, and sustainability with a focus on raising aspirations and improving learning for all students.</p> <p>2 Collaborates with the Data Facilitator to initiate and promote evidence-based reflection and future-focused improvement and innovation to achieve best practices in contemporary learning and teaching.</p> <p>3. Demonstrates strategic thinking, innovation, change management, and a commitment to professional learning across all levels of College leadership.</p> <p>4. Encourages and supports staff in adapting processes and procedures to meet the evolving educational agenda, the College's Strategic Directions, and external educational requirements.</p> <p>5. Contributes to developing a Community of Practice culture characterised by innovation, effective team functioning, and change management, leading to sustainable improvements in staff and student learning outcomes, pedagogy, and workplace satisfaction.</p> <p>6. Cultivates a shared understanding of innovation and developmental change processes as they apply to teaching and learning among self and colleagues.</p>
<p>Leading the management of the school</p>	<p>1. Ensure that all teachers, both permanent and casual, are suitably qualified and fit for employment within Nagle College by conducting appropriate checks.</p> <p>2. Facilitates processes and provides support to ensure compliance with legislative, mandatory, and system-level requirements relevant to the role.</p> <p>3. Adopts a long-term perspective and coaches and mentors newly appointed leaders and teachers to establish effective systems, policies, and processes for the efficient management of the College.</p> <p>4. Work closely with the Timetable Team to create teaching loads that make optimal use of teacher skills and expertise, while meeting the needs of Nagle College.</p> <p>5. Collaborate with the Director of College Operations and Timetabling to ensure appropriate staffing for absences and replacements.</p>

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	<p>6. Handle EIP, serious misconduct, and redundancy processes as directed by the Principal.</p> <p>7. Understand and uphold all Reportable Conduct processes and procedures.</p> <p>8. Practices responsible stewardship of College resources.</p> <p>9. Ensure all complaints are recorded and dealt with at all times within relevant policy, regulatory and legislative guidelines.</p>
<p>Engaging and Working with the Community</p>	<p>1. Assists the Principal in maintaining structures and strategies for effective liaison, consultation, collaboration, and partnership with parents, focusing on student achievement and contemporary learning and teaching issues.</p> <p>2. Understands the broader community in which the College resides and is aware of the cultural, social, and political factors that influence the needs of students, families, and carers, as well as the challenges they face.</p> <p>3. Contributes to the development of a College community that ensures all members are Safe, Happy and Successful.</p> <p>4. Engages with College stakeholder groups in decision-making processes as needed.</p>

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