



Scone Grammar School

POSITION DESCRIPTION

Position: **Deputy Principal – Teaching and Learning - P-12**
Responsible to: Principal
Status: Full-time with 0.2 FTE Teaching Load across P to Year 12

Preamble

Scone Grammar School ('School') is a vibrant co-educational rural school which inspires, challenges and empowers young men and women to achieve their full potential in life. The School provides complete contemporary education from Preschool to Year 12 in a Christian context as we are an Anglican School in the Diocese of Newcastle.

Our focus is to empower our students to become well-rounded citizens with a strong ethical and moral character who are capable of assuming a leadership role in the local and global community.

Mission

Scone Grammar School's mission is to embed a Christian foundation for positive, flourishing learners through:

- Innovative education
- Diverse opportunities to grow in a safe, enriching environment
- Caring for and celebrating each individual
- Developing leaders who strive to serve their community

Producing flexible, creative, healthy individuals who strive to maximise their potential and become contributing members of the wider community.



**POSITIVE
FLOURISHING
LEARNING
COMMUNITY**



Scone Grammar School

Position Title:	Deputy Principal – Teaching and Learning P-12
Department:	Executive
Division/Section	School Leadership/Student Programs
Reports to:	Principal
Position Review Process:	Formal meeting with Principal each semester following the submission of a written report that reports on specific goals. Detailed review bi-annually Other meetings as required
Remuneration Package:	Band 3 + Level 4 Leadership
Annual Leave:	Coverage of holiday periods - shared with other members of the School Leadership team and Principal <i>(and as required for meetings of the School Council or Senior Executive and to fulfill all responsibilities required by the role).</i>
Hours:	Core hours: 8.00am – 5.00pm <i>(other hours as required to fulfill responsibilities of role)</i>
Date Profile Prepared/Reviewed:	September 2021

Purpose of Position

The Deputy Principal – Teaching and Learning P-12, is a strategic member of the School's Executive. The role requires insight and vision and will provide an opportunity for the successful candidate to show courageous 21st century leadership in developing an inclusive learning community. This will rest on nurturing positive relationships between students, teachers, parents and community stakeholders. He/She will have a demonstrated willingness to support the School's Christian mission and to encourage among staff, students and their families an active engagement with the Christian Faith as understood by the Anglican Church of Australia.

The Deputy Principal – Teaching and Learning P-12, will build an inclusive model of learning-centered leadership with a specific focus on pedagogical strategic planning. They will inspire, guide, model and lead excellence to develop a strong and visionary learning culture from Preschool to Year 12. The Deputy Principal – Teaching and Learning P-12 will assist the Principal in the leadership of the School (Preschool to Year 12) to provide vision and leadership to staff, students and the school community. He/She will show a demonstrated openness to the Christian faith as understood by the Anglican Church of Australia".

Key Responsibilities and Duties

Strategic Vision and Leadership

Key Outcome

Develop and lead the realisation of the School's Vision for Learning to achieve outstanding learning outcomes for all.

Indicative Responsibilities

- Provide leadership in the school-wide implementation of 21st century teaching methodologies and pedagogy.
- Embedding a learning framework and improving school performance in accord with the principles of the 'Learning Powered Approach'
- Foster a culture of continuous improvement.
- Lead cultural change that harnesses the resources at the school's disposal for the benefit of the broader School community.
- Liaise with Executive and other leaders in the development and improvement of pedagogy and academic programmes.

People Management

Key Outcome

Provide courageous leadership, mentoring and coaching to support staff development and create a vibrant learning environment for all teaching staff.

Indicative Responsibilities

- Promote and lead a professional learning culture through the development of a coordinated, longitudinal professional learning programme that embeds professional collaboration and learning into the routine practice of the School.
- Work in partnership with other key leaders to mentor and coach staff to achieve improved teaching and learning outcomes as well as fostering individual professional learning goals.
- Support the Principal in the recruitment of teaching and teaching-support staff, in consultation with Heads of school and other relevant staff.
- Set clear expectations and, in consultation with Heads of Faculty and Heads of School, performance manage underperforming staff consistent with School procedures and guidelines.
- Be the key executive member supporting and guiding the Learning Support team.
- Monitor and manage all aspects of the Teacher Accreditation process and Pre-service teachers (School Placements) in line with the Australian Professional Standards for teachers.

Curriculum Leadership

Key Outcome

Lead and work collaboratively with teaching staff across the School and across all faculties to align all learning and teaching to the School's Vision for Learning and create learning opportunities that meet students' needs and cater for individual learning styles.

Indicative Responsibilities

- Act as facilitator, consultant and senior professional colleague and stimulate, encourage and work beside staff in developing outstanding teaching and learning outcomes.
- Chair the Heads of Faculty Committee and liaise with key staff to ensure that all teaching and learning programmes are of the highest quality in pedagogical approach and curriculum scope and sequence.
- Work alongside the Technology Committees to support the integration of technology in all learning environments.
- Monitor all academic progress, assessment and reporting for all students, including data analysis from school-based State and National testing.
- Undertake research and foster links with external bodies to add value to student and staff learning.

Planning/Policy Development

Key Outcome

Assist the Principal and School Executive in the preparation, implementation and review of policy and related procedures.

Indicative Responsibilities

- Assist the Principal in preparing policy documents that facilitate the efficient management of the school and meet statutory/regulatory requirements
- Collaboratively develop and implement innovative policies and procedures relating to Teaching and Learning. These will include, but not be restricted to:
 - Assessment and Reporting
 - Extension and Enrichment (in concert with Learning Support)
 - Experiential Learning
 - Embedding 'The Learning Powered Approach' (Grammar Minds)

Budget Management

Key Outcome

Oversee the preparation of budgets as they relate to staffing and educational processes.

Indicative Responsibilities

- Plan and manage the annual budget for staff professional learning and evaluate its efficacy
- Assist the Principal in reviewing annual budget submissions.

