



WHITEFRIARS
CATHOLIC COLLEGE FOR BOYS

Deputy Principal - Staff

Title	Deputy Principal – Staff
Classification	Deputy Principal – Category B
Employment status	Ongoing
Appointment duration	5 years
Date Reviewed	August 2024

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

The Deputy Principal - Staff at Whitefriars College is appointed by Whitefriars College Ltd. and is accountable to the Principal for the performance of his/her duties. The Deputy Principal - Staff works closely with the Principal, contributing to the collaborative decision-making process and leads in the planning, implementation and evaluation of school goals, in light of the College's Strategic Directions 2024-2028.

The Deputy Principal - Staff is a significant leadership role in the school community. It is a Leadership position based on a model of Christian service. The Deputy Principal is a member of the leadership team of Whitefriars College and exercises a unique professional relationship of support and loyalty to the leadership of the Principal and contributes in a way which shapes and implements the school's vision that reflects the Catholic and Carmelite traditions of the College.

This significant senior position drives a collaborative culture of high-quality learning and operational excellence, aligned with the College's Catholic ethos and Carmelite Spirituality. The Deputy Principal is responsible for implementing the Catholic Carmelite philosophy of the College and modelling and supporting the College's Purpose, Values and Strategic Directions goals.

The Deputy Principal is a member of the College's Leadership Team and is expected to work closely with the Principal, Business Manager, other Deputy Principals and Directors to facilitate the day to day running of the College.

Key Responsibilities:

The Deputy Principal supports the Mission of Whitefriars College as a Carmelite school which is at the centre of its identity, culture, activities and decisions and as such, carries responsibilities across the College's Strategic Directions, MACS School Improvement Framework and CIS Accreditation drivers.

The Deputy Principal – Staff of Whitefriars College will assist the Principal and College Board to:

A Catholic Carmelite School

- Embed the Carmelite ethos in all aspects of the life of the College.
- Honour the traditions of the Catholic Church alongside contemporary interpretations of the Gospels.
- Align the core Carmelite concept of forming gentle men as a unique articulation of its education of boys and young men.
- Strengthen the governance and leadership of Whitefriars College within the stewardship of Mercy Partners.

Personal Excellence and Growth

- Develop the pedagogical capacity of teaching staff to support high quality learning through an agreed instructional model.
- Optimize academic achievement and excellence for every student.
- Facilitate student voice and agency as a significant element in the co-creation and processes of learning, wellbeing and student participation opportunities.
- Embed relationships of care, setting high standards and consistent expectations for students and staff by all in the College.

Inclusion, Participation and Collaboration

- Continue to promote a restorative culture where all community members take responsibility for child safety, belonging and inclusion.
- Engage students, staff, families and alumni as key contributors to the development of the College.
- Explore and secure effective partnerships that support the College's educational philosophy and reflect a commitment to innovation.
- Seek to establish authentic relationships with and understandings of First Nations People as part of its commitment to justice and solidarity.

Sustainability and Stewardship

- Invite and welcome diverse families and students who seek to be part of the of the mission of the College.
- Support responsible financial and resource development and custodianship of the environment.
- Be proactive, adaptable and flexible in attracting, developing and retaining quality staff.
- Develop strong leadership and governance oversight of the College to support its Mission priorities.

Leadership and Management

As an active member of the College Leadership Team, the Deputy Principal - Staff displays loyalty, integrity and honesty, ensuring they lead by example. They have experience in the development and implementation of strategic plans with a demonstrated track record of achievement. Highly organized and efficient, they have proven success as a teacher and leader.

The Deputy Principal – Staff is the direct report for:

- Director - Operations
- Director – Learning Culture
- Risk and Compliance Manager
- Human Resources Manager
- Administration Manager

The Deputy Principal – Staff is expected to:

- Assist the Principal in the day to day running of the College and deputizing for the Principal as required
- Be able to assume responsibility for the functioning of the College in the absence of the Principal
- Work in cooperation with the Deputy Principal - Learning and Teaching, Director of Operations and Human Resources Manager in providing recommendations to the Principal on required staffing and their recruitment
- Oversee the recruitment, positions descriptions, working conditions of all teaching and non-teaching staff in partnership with the Human Resources Manager and Business Manager
- Play a leading role in the development and implementation of the College Master Plan
- Work with the College Leadership Team in leading the implementation of the College's, strategic directions, annual action plans and other initiatives approved by the CLT
- Oversee the processes for organisational change, including all College review processes and work in support of the College's Compliance Officer with VRQA compliance requirements
- Support the Business Manager in the development of the College's annual budget
- Oversee the process with regards to CIS review and continued accreditation
- In consultation with the Director – Operations and Daily Organiser, oversee the management of all Long Service Leave, Time in Lieu and Flexible Leave Day arrangements
- In collaboration with the Deputy Principal – Learning and Teaching and the Director – Learning Culture, oversee the Graduate Teacher support and development Program (NEAR)
- In collaboration with the College Leadership Team, oversee and deliver the Middle Leadership Program in support of current and emerging leaders
- Oversee the provision of pre-service teachers at Whitefriars in cooperation with the Deputy Principal - Learning and Teaching, Director – Learning Culture, Administration Manager and Learning Leaders
- Work collaboratively with the Human Resources Manager in the development of staff wellbeing programs
- Be a member of the College
 - Finance subcommittee
 - Strategic Risk subcommittee
 - Professional Learning Committee
 - Operations Committee

Appraisals and Reviews

- In collaboration with Deputy Principal – Staff and the Director - Learning Culture, oversee and schedule the 360° appraisal process for all POL holders during their 3 year tenure
 - Generate peer surveys
 - Collate and review relevant data
 - Liaise with appraisee's direct report in providing feedback and facilitating subsequent goal setting
 - Support the Annual Staff Review process led by Learning Leaders and Direct Reports via EMS360

Induction

In consultation with the Deputy Principal – Staff, the HR Manager oversees the implementation of the College's Induction and Mentoring Program for all new staff and facilitates inductions as required, including

- Creation of Synergetic and VCEA/CEVN identities
- Office location, Laptop provision, Management systems access, ID keys, Staff Handbook
- Prepare induction packs and induction session materials

Staff Professional Practice & Code of Conduct

- Exercise appropriate managerial responsibility across the breadth of College life including the areas of staff accountability and code of conduct
- Monitor teacher accountabilities including VIT registration and adherence to their duties as described in their role descriptions
- In collaboration with the Principal and Risk and Compliance Manager, oversee the management of any Employment Concerns related to:
 - Professional Conduct
 - Reportable Conduct
 - Workplace bullying, discrimination or sexual harassment
 - Conflict resolution
 - CEMEA Clause 13

Volunteers and Contractors

Support the Human Resources Manager in the recruitment of volunteers, including verifying their compliance with Child Safety and induction procedures.

Support the Business Manager and Property Manager in the selection and recruitment of contractors at Whitefriars College including verifying their compliance with Child Safety and Induction procedures.

Staff Professional Learning

- In partnership with the Director - Learning Culture, oversee the Professional learning of all staff with a particular emphasis on the development and implementation of leadership programs.

Community

The Deputy Principal - Staff is responsible for contributing to the broader educational community. They liaise with outside bodies including the Ministry of Education, ACARA, AITSL, VCAA and MACS on matters relating to human resources and staff wellbeing policy. The Deputy Principal - Staff represents the College and the teaching profession in the community. They are professional, ethical and respected individuals inside and outside the school:

- Take a leadership role in professional and community networks and support the involvement of colleagues in external learning opportunities
- Support other staff and students in the College by being present at various College events

The position also requires a commitment to ongoing professional learning and includes other duties as outlined from time-to-time by the Principal.

CRITERIA

Applicants should be able to demonstrate:

Essential

- A commitment to the Catholic ethos and Carmelite Spirituality
- A commitment to Child Safety
- Experience in the development and implementation of strategic plans with a demonstrated track record of achieving excellent outcomes
- A clear vision for the development of a boys learning environment for a modern and comprehensive Years 7–12 Catholic secondary college
- Excellent interpersonal skills and the ability to relate to and influence people at all levels of an organisation through collaborative engagement
- Outstanding leadership and organisational skills and success in leading teams through innovation, development and change management

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills
- Proven capacity to prepare various written reports, plans and budgeting skills
- Proven success as a classroom teacher
- Ability to be discrete and maintain confidentiality
- Relevant post graduate qualifications and VIT registration

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022 which includes being available to the Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Whitefriars College are to follow college policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Other Conditions

- There will be a teaching load with this position as determined by the Principal
- The provision of administration support at 0.5 FTE
- Under the conditions of the CEMEA2022, Time in Lieu is not accruable for Deputy Principals
- A formative Review will be conducted in the third year of appointment



WHITEFRIARS
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DEPUTY PRINCIPAL STAFF - APPLICATION FORM

FULL NAME:	
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ACADEMIC AND PROFESSIONAL QUALIFICATIONS:		
QUALIFICATIONS	INSTITUTION	YEAR COMPLETED

RELEVANT EXPERIENCE IN POSITIONS OF LEADERSHIP			
FROM	TO	SCHOOL	POSITION HELD

REFEREE No 1	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

REFEREE No 2	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

REFEREE No 23	
NAME:	
SCHOOL / ORGANISATION:	
POSITION:	

SELECTION CRITERIA

For inclusion with your application, please attach a brief statement:

- addressing your concept of leadership, including goals you would set for the position;
- a description of how these concepts align with the [College's Strategic Direction](#);
- your response to the following selection criteria:

1. FAITH LEADERSHIP

- Commitment to the values and ethos of Catholic education (in a Carmelite context)
- MACS Accreditation status.

2. EDUCATIONAL LEADERSHIP

- Successful teaching experience
- Demonstrated capacity to initiate improvement in teaching, learning and classroom practice
- Details of recent professional learning, research, post graduate study and/or immediate intentions for future study.

3. RELATIONAL LEADERSHIP

- Demonstrated ability to foster and develop appropriate relationships with the staff, students, parents and the wider community.
- Demonstrated ability to work collaboratively and cohesively with teams within the school

4. ORGANISATIONAL LEADERSHIP

- Demonstrated ability to plan and manage resources effectively and equitably to support the educative programs of the school.

Applications should be addressed to Mark Murphy at principal@whitefriars.vic.edu.au no later than **4pm on Friday 16 August 2024**. All applications will be acknowledged by email.

Any enquiries about the role should be directed, in the first instance, to Ms Antonella Vetrano, Executive Assistant to the Principal on 9872 8200.
