

Deputy Principal

Position Description



Loreto
COLLEGE BALLARAT | EST.1875

POSITION DESCRIPTION

Deputy Principal



Loreto College is a Catholic secondary school for girls in the tradition of Mary Ward with a current enrolment of 990 students.

Loreto College Ballarat was the first of the Loreto Schools in Australia, established by Mother Gonzaga Barry in 1875. It is our vision, as a Loreto school, to offer a Catholic education which liberates, empowers and motivates students to use their individual gifts with confidence, creativity and generosity in loving and responsible service. The five pillars of a Loreto education are those of Freedom, Justice, Sincerity, Verity and Felicity. Loreto College has its foundation in the gospel of Jesus Christ and is proud to be part of and contribute to the larger Catholic community. Religious affiliation is not a condition of employment; however, applicants must be aware of and in sympathy with, the College's religious aims as a Catholic school.

Loreto College Ballarat is an organisation committed to Child Protection and to the implementation of Childsafe policies and practices.

Position Summary

The Deputy Principal has a key responsibility in promoting a culture of continuous improvement to deliver high quality student-centred learning which encourages personal excellence. They are responsible for the development of effective systems and processes that create a dynamic learning community in the Mary Ward tradition. Demonstrating spiritual leadership, the Deputy Principal is aligned with the faith and mission of the College.

The Deputy Principal will work closely with members of the Leadership Team to create a culture of collaboration, ensuring a whole-school approach to professional learning and improvement. In consultation with the Principal, they will facilitate the implementation of key strategic priorities, including the development of an extension campus.

The Deputy Principal will deputise for the Principal as required.

Key Competencies

The Deputy Principal is required to demonstrate the following Key Competencies:

- **Leadership:** The capacity to lead in the delivery of initiatives for improvement and the management of change.
- **Communication:** Excellent skills in communicating to staff, students and parents/carers through the gathering and delivery of information.
- **Development of Others:** The capacity to develop others in their professional growth.
- **Planning and Organisation:** Excellent planning and organisational skills, demonstrating the ability to balance resources, timelines and priorities to achieve objectives.
- **Problem Solving and Decision Making:** Excellent skills in problem solving and decision making, including the ability to be analytical and decisive when identifying solutions, making appropriate and timely actions.
- **Collaboration** - The capacity to lead and work with others in achieving common goals, objectives and outcomes.
- **Continuous Learning:** An ongoing commitment to learning and self-development, particularly in relation to the curriculum and pedagogy for girls' education.
- **Ownership and Accountability:** Responsibility and accountability for the quality of their decision making, delegating and reflecting objectively on events and actions.

Key Responsibilities

Leading Improvement, Innovation & Change

- In conjunction with the Principal and the Leadership Team, implement the College's Strategic and Master Plans.
- Ensure the College's mission and vision is actioned by leading innovation and change, and support the delivery of contemporary education that engages students and prioritises student agency.
- Lead a school-wide commitment to caring for and promoting the development of every student to achieve personal excellence.
- Actively promote an evidenced-based approach for innovation.
- Build a strong, positive, and trusting learning culture through relational leadership.
- Ensure full compliance with all organisational procedures and control systems to mitigate risk, protect the learning environment and optimise the use of resources.
- Proactively lead and implement change management as required.
- Lead the effective day-to-day administration of the College.

Nurturing a Collaborative Culture

- Build and promote collaborative staff relationships that are based on high levels of trust and respect, fostering a culture of critical reflection, inquiry, and problem solving.
- Work with key stakeholders and leaders to encourage thriving communities of practice who lead professional learning and growth.
- Promote student agency in all areas of the College.
- Lead a professional learning cycle for and with staff through the development of professional learning goals (in alignment with the AITSL Professional Standards for Teachers) and ongoing professional review.
- Coordinate leadership opportunities for aspiring and current leaders.
- Through consultation, identify appropriate internal and external professional development opportunities that align with the College's goals and priorities.
- Collaborate with the Human Resource Department to apply the College's policies and procedures and support leadership team and middle-managers on matters of conduct and performance of staff.
- Advise the Principal regarding the appointment of teaching staff and Positions of Leadership within the College.
- Lead the Assistant Principal team in alignment with the College's strategic direction.
- Actively engage with the broader community including parents, alumni and key stakeholders.

Learning, Wellbeing and Faith

- Lead the College to ensure student learning, wellbeing and spiritual needs are met to a high standard.
- Promote a school-wide belief in the capacity of every student to learn successfully and strive for personal excellence in all areas.
- Promote thriving, inclusive communities within the school, fostering respect, understanding and appreciation of diverse cultures, histories and identities.
- Celebrate success and inspire high aspirations for learning among staff, students and families.
- Lead coaching processes to support teachers in their implementation of best-practice.
- Liaise with the Assistant Principal - Learning & Innovation to drive the implementation of pedagogical principles of student-centred learning and innovation in classrooms.
- Work with staff to analyse and use data to monitor student progress, set targets and identify and implement excellent teaching and learning.
- Liaise with the Assistant Principal - Learning & Innovation to ensure College policy, learning programs, and procedures support student wellbeing and positive behaviour support.
- Liaise with the Assistant Principal - Faith & Identity to build and nurture the Catholic Identity of the College and charism of Mary Ward.
- Lead and develop a professional learning community that is focused on innovation and continuous improvement.

- Engage and inspire staff to implement evidence-based teaching practices to meet the learning needs of students.
- Promote the use of data to identify starting points for teaching and wellbeing to monitor the impact of teaching practices.

Administration

- Work with the Leadership Team to review and monitor policies, procedures and compliance to meet statutory and legislative requirements.
- Oversee the College calendar, in conjunction with the Director of Operations.
- Collaborate with members of the Leadership Team to support and oversee the organisation of major College assemblies, events and activities.
- Support co-curricular programs to ensure development and implementation of the College's strategic direction.
- Contribute to the effective governance of the College through active participation in the Board and relevant committees, providing strategic advice and leadership where appropriate.
- In conjunction with the Director of Staff, support, develop and sustain staff wellbeing and performance.
- Engage in external associations and bodies to bring best-practice to the College.

Mission & Ethos

- Have a commitment to, and a clear understanding of, the ethos of a Catholic School and the Loreto charism of Mary Ward.
- Support the Catholic ethos by taking part in staff and student prayer, retreats, social justice activities and voluntary service.
- Role model Christian values in all dealings with students, staff and parents.
- Always maintain confidentiality and demonstrate high professional standards within the College and wider community.
- Provide consistent public support both within and outside the College for school-wide policies, initiatives, and strategic plans.
- Support and uphold the College's policies and procedures and the Child Safety Code of Conduct.
- Role model personal wellbeing, and contribute to the maintenance of a healthy work and learning environment that is respectful, safe and supportive of all students, staff and the whole College community.
- Undertake teaching duties as negotiated with the Principal, in accordance with the needs of the College.
- Other duties as required by the Principal.

Committees:

- Leadership Team.
- Board and Committees as required.
- Consultative Committee.
- Other committees as the needs of the College directs.
- External committees and networks as negotiated with the Principal.

Key Selection Criteria

Qualifications & Experience

Essential:

- Relevant tertiary qualifications, including postgraduate study at Masters level (minimum).
- Current full registration with Victorian Institute of Teaching (VIT) or capacity to obtain registration.
- Demonstrated experience in senior educational leadership.
- Current certification in First Aid, CPR, Anaphylaxis and Asthma Management, or commitment to obtain.

Desirable:

- Experience in Catholic Education.
- Accreditation to teach or lead in a Catholic School.

Skills, Capabilities & Personal Attributes

- The ability to provide spiritual leadership underpinned by the Loreto values and a commitment to the work and charism of Mary Ward.
- An understanding of, and commitment to girls' education.
- Proven ability to lead improvement and change, generating a sense of common purpose, ownership and accountability.
- Demonstrated capacity to lead and inspire staff, building a positive and high-performing culture.
- Demonstrated understanding of best practice in contemporary and innovative education.
- Outstanding interpersonal, planning, organisational, and communication skills.
- A demonstrated commitment to the safety, wellbeing and inclusion of all children.
- An understanding of the opportunities and challenges of education in a regional community.
- The ability to experience and share joy, reflect and commit to continual learning, whilst encouraging others to do so.

Accountability

The Deputy Principal reports directly to the Principal.

Key Stakeholders

Internal

- Principal
- Business Manager
- Assistant Principals (Learning & Innovation; Wellbeing; and Faith & Identity)
- Director of Staff
- Director of Operations
- HR Manager
- Director of Students (7- 9; and 10-12)
- Faculty/Learning Leaders
- Staff
- Students
- Families
- Loreto College Ballarat Board

External

- Loreto Ministries
- Diocese of Ballarat Catholic Education Limited (DOBCEL)
- Victorian Catholic Education Authority
- Independent Schools Victoria

Award & Conditions

Title	Deputy Principal
Classification / Agreement	Deputy Principal Category A CEMEA (2022)
Contract Term	5 years
Time Fraction	Full Time
Commencement	June 2026 (Semester 2), or by negotiation
Date	February 2026