

# St Augustine's College

## Deputy Principal: Wellbeing

### Position Description

The Deputy Principal: Wellbeing will work in partnership with the Deputy Principal: Student Learning and Professional Practice and the Deputy Principal: Catholic Identity & Community as part of the College's executive team to strategically lead the development of wellbeing across the College.

<p>Commitment to Catholic Education</p>	<ul style="list-style-type: none"> <li>● A demonstrated understanding of the ethos of a Catholic school and its mission</li> <li>● A demonstrated understanding of the Church's teachings and the Catholic leader's role in the mission of the Church</li> <li>● A demonstrated capacity to instil in students a respect for each other in accordance with the teachings of Jesus Christ</li> <li>● Ability to contribute to the development of a faith community through involvement in the life of the Church</li> </ul>
<p>Commitment to Child Safety</p>	<ul style="list-style-type: none"> <li>● Adopt the role of the College's Child Safe Officer ensuring all aspects of the child safe standards are embedded into College culture, systems and processes</li> <li>● Provide students with a child-safe environment</li> <li>● Support the Principal to ensure knowledge and compliance with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety</li> <li>● Proactively monitor and support student safety, wellbeing and inclusion</li> </ul>
<p>Operational</p>	<ul style="list-style-type: none"> <li>● Keep abreast of and share current research into salutogenic approaches to whole school wellbeing including positive behaviour supports, social emotional learning and parental engagement</li> <li>● Evaluate, recommend and coordinate the professional learning needs of staff in consultation with DP Student Learning and Professional Practice and Community Leaders: Community &amp; Wellbeing</li> <li>● Budget and resourcing responsibility - IYLP scholarships, wellbeing</li> <li>● Develop systems for data collection and analysis in behaviour and attendance, ensuring the monitoring of student engagement and student/staff wellbeing</li> <li>● Manage return to work processes for staff</li> </ul>
<p>Relational</p>	<ul style="list-style-type: none"> <li>● Lead through witness and promote the Catholic identity of our College</li> <li>● Develop, clarify and communicate processes for community development, behaviour management and staff/student wellbeing</li> <li>● Foster coaching relationships with Community &amp; Wellbeing team, College Social Worker, OH &amp; S officer</li> <li>● Support all staff making mandatory reports/child safe reports/handling complaints &amp; grievances</li> <li>● Support the Principal to address underperformance in positive behaviour and wellbeing practices through pastoral, educative and capacity building processes</li> <li>● Ongoing induction of new staff in conjunction with the Community Leaders. Organise mentors for new staff with Community Leaders.</li> <li>● Oversee VIT requirements and review process annually supported by DP Student Learning and Professional Practice</li> <li>● Liaise with College Wellbeing Officer to monitor case workload</li> <li>● Model wellbeing and healthy practices</li> <li>● Attendance at key College and parish events as a senior Leadership Team member</li> </ul>
<p>Strategic</p>	<ul style="list-style-type: none"> <li>● Member of College Leadership Executive and Leadership Teams</li> </ul>

	<ul style="list-style-type: none"> <li>• Collaboratively lead Community &amp; Wellbeing robust team development, involving implementation and ongoing review of wellbeing systems, the social emotional learning curriculum and positive behaviours (SOLE)</li> <li>• Implement, monitor and evaluate the school improvement agenda in relation to student and staff wellbeing, engagement and positive behaviour</li> <li>• Build team cohesion and capacity creating a high performing team (Community &amp; Wellbeing Team)</li> <li>• Ensure professional supervision for wellbeing team members</li> <li>• Co-lead the alignment of vision, values and learning and teaching framework inspired by our Brigidine and Augustinian Charisms</li> </ul>
Systemic	<ul style="list-style-type: none"> <li>• Engage in diocesan networks relating to wellbeing</li> <li>• Provide availability for diocesan school reviews and selection panels</li> </ul>
Key Attributes	<ul style="list-style-type: none"> <li>• CECV Accreditation to teach in a Catholic School</li> <li>• Postgraduate qualifications or a commitment to further study in Wellbeing and/or Educational Leadership</li> <li>• Excellent oral and written communication skills, including ability to communicate with students, parents and the school community</li> <li>• Ability to collaborate</li> <li>• Well developed emotional intelligence and relational skills - affirming, decision making, offering trust, active listening, visibility, confidentiality, admitting mistakes</li> <li>• Up to date knowledge and skills and commitment to ongoing professional learning</li> <li>• Excellent organisational and administrative skills</li> <li>• Proficient in the use of technology and College IT systems</li> <li>• Competence in dealing with difficult and challenging situations calmly</li> </ul>

Key Internal Connections:

Teams: Leadership Team  
Leadership Executive Team  
Community and Wellbeing Team

Accountable to: Principal  
Parish Priest