

# JOB DESCRIPTION – DEPUTY PRINCIPAL ADMINISTRATION (PRE K – 12)

Peter Moyes Anglican Community School is a child safe employer and is committed to the welfare of children and their protection. All potential employees and volunteers will be required to comply with the School's Child Safe Policy and Code of Conduct. Applicants will be required to undergo police and background checks in accordance with this policy.

Employment at the School is subject to the following compliance requirements:

- Applicants for teaching positions must hold registration (or permission to teach) as permitted with the Teacher Registration Board of Western Australia (TRBWA).
- General staff (non-teaching staff, including music tutors) must hold, or be prepared to undergo, a Working with Children Check and a National Police Record Check that confirms no record of relevant criminal activity as determined by the School.

## PREAMBLE

The Principal is the Chief Executive Officer of the School and is responsible to the School Council for the effective and efficient operation of the School. The Principal delegates to members of the Executive responsibility for aspects of the day-to-day supervision of staff, administration and management of School activity including Curriculum, Pastoral Care and student, staff and parent services.

## THE ROLE

The Deputy Principal Administration position is a pivotal role in the day-to-day management of the School. The role requires leadership of staff and students and the ongoing promotion of a positive school climate. The Deputy Principal Administration is responsible for the overall leadership and routine management of the School in the Principal's absence or at any other time as deemed necessary by the Principal. As a member of the Executive Team, the Deputy Principal Administration will seek, in conjunction with other team members, to strategically manage an outstanding Pre-Kindergarten to Year 12 Anglican educational community.

## PERSONAL ATTRIBUTES

The Deputy Principal Administration will have outstanding capacity for visionary and exemplary educational leadership of the School and will possess the following attributes:

- Active communicant of the Anglican Church whose faith informs their personal and professional practice.
- Educational and personal philosophies which align with the mission and values of the Anglican Schools Commission and of the School.
- Highly effective leadership in a diverse range of educational settings;
- Inclusive and open management style being approachable, a good listener and effective communicator.
- Initiative and drive with the ability to lead and manage change.
- Sound judgement and the ability to make wise decisions and think strategically.
- Capable and competent financial, organisational and resource management skills and the capacity to manage staff, physical and financial resources.
- A highly developed capacity to motivate staff, develop their talents and build teams.
- Highly developed interpersonal and communication skills in individual, group and community contexts.
- Graduate of a recognised University with a proven record as a teacher and educational leader.

- Exhibit good health, vitality and energy to balance personal and professional life in a demanding position.

## **KEY DUTIES/RESPONSIBILITIES**

The Deputy Principal Administration is responsible for the day-to-day management of the School. In consultation with the Associate Principals, the Deputy Principal Administration will provide adequate and timely organisation and assistance to the following:

### **Whole School Responsibilities**

- Assist the Principal to provide a high standard of Christian, educational and strategic leadership of the whole school.
- Liaise with the Principal and Associate Principals in the day-to-day management and leadership of the Sub-Schools.
- Meet regularly as a member of the Executive Team for the purposes of whole school strategic planning and review, policy development, calendar management and communications.
- Assist the Principal and Executive Team in the implementation of the School Strategic Plan.
- Assist the Principal and Executive Team to develop and implement the School Improvement Plan.
- In liaison with the Principal and the Business Manager, assist with the preparation and monitoring of recurrent and capital budgets.
- Oversee Professional Reflection and Growth, Performance Management and New Staff Appraisal processes.
- In conjunction with the Executive Team, review and oversee the development and implementation of policy and procedures.
- Liaise with key staff to ensure the effective implementation of School Policies and procedures.
- Manage the induction of new teaching staff to the School.
- Liaise with the Associate Principals and Head of Co-Curricular in the day-to-day management and leadership of the co-curricular offerings of the School.
- Liaise with the Business Manager, Associate Principals and ICT Manager in the development and implementation of appropriate ICT infrastructure, resources, procedures and support.

### **Administration and Operational Responsibilities**

- In consultation with the Associate Principals, construct and manage the School timetable and staff supervision requirements for the campus.
- Oversee class, room, and teacher allocations and liaise with Associate Principals and Relief Coordinators where required for day-to-day relief teachers.
- Resolve timetable issues pertaining to staffing and other resources.
- In liaison with the Executive Team and administrative staff prepare the School calendars.
- In association with the Principal strategically develop, plan and facilitate School Community events.
- Liaise with and manage visiting professionals and other parties to the School site.
- Liaise with the Business Manager and other staff regarding the planning, use and maintenance of buildings, grounds and equipment.
- Ensure the keeping of appropriate student records.
- Develop comprehensive reporting instructions, troubleshoot and administer Secondary Reporting (Years 7-12).
- Attend Sub-School Chapels, Assemblies and student meetings as required.
- In conjunction with Associate Principals, develop and implement Yard Duty and Bus Duty rosters.
- Process and approve interstate and international tour applications.

## Students

- Support staff in implementing the School's student discipline and relational policies in an informed, proactive and positive manner.
- Interview parents with serious concerns about their children.
- Assist in the interview process with prospective students and their parents for places across the School.
- Liaise with the Enrolments Officer regarding current and prospective enrolments, including students recruited through Anglican Schools Commission International.
- Assist in the planning and presentation of orientation and induction programmes for students, teachers and parents.
- Assist in the development and maintenance of a positive tone to the appearance and behaviour of students.
- Assist in the development, implementation and monitoring of the student Code of Conduct and procedures for the welfare of students.

## Staff

- In conjunction with the Associate Principals provide professional leadership and management of staff.
- In consultation with the Principal facilitate the implementation of a professional development programme for staff that enhances the delivery of key curriculum and pastoral outcomes.
- Assist the Principal and Executive Team with the selection and appointment of new staff.
- Liaise with the Associate Principals to design and implement an induction programme for new Staff including the Peer Mentoring Programme.
- In conjunction with Associate Principals and Heads of Department, monitor the teaching and professional performance of any probationary teachers and teachers undergoing performance management.
- In conjunction with the Associate Principals, direct and oversee staff in their teaching, co-curricular and campus supervision duties.
- In conjunction with the Associate Principals, manage and direct curriculum, pastoral and other meetings as required.
- Prepare material for, and coordinate appropriate, regular staff meetings in conjunction with the Associate Principals.
- Coordinate student teacher programmes with the Universities.

## Communications

- Oversee communication strategies that ensure the timely and appropriate communication of information between the School, families and students.
- In conjunction with the Executive Team, strategically promote and facilitate the interface between the School, Church and local communities.
- Promote and facilitate opportunities for collaboration between staff across PK to Year 12.
- Enhance home and school partnerships by promoting two-way communications.
- In consultation with the Principal manage key academic and pastoral communications with school families, including student reporting and parent-teacher-student interview processes.
- Prepare articles for the School Newsletter and other publications.
- Liaise with the appropriate external bodies (e.g. AISWA, Schools Curriculum and Standards Authority, TISC, TAFE, etc.) as required.
- Promote the School in the broader community;
- Prepare and present occasions such as workshops, information evenings, presentation evenings, parent/teacher evenings, interviews and concerts.

---

## General

- Meet regularly with the Principal, Associate Principals and Senior Staff.
- Work with the Principal, Associate Principals, Heads of Department, Heads of House and Heads of Year to maintain student welfare.
- Work with the Associate Principals to ensure the good order and appearance of the School.
- Attend conferences and engage in forums essential for personal professional development, including national and regional events.
- Attend meetings of ASC Senior Staff including the Annual Retreat.
- Deputise for the Principal as required.

Undertake all other duties which the Principal may delegate from time to time.

The School recognises that Duty Statements are dynamic documents. They are reviewed as required. There may be other amendments and/or additions to these duties, dependent upon the strengths, interests and qualities of the person appointed to the position. The Duty Statement will be reviewed annually by the Principal and Chair of School Council.