



**ALL SAINTS'
COLLEGE**



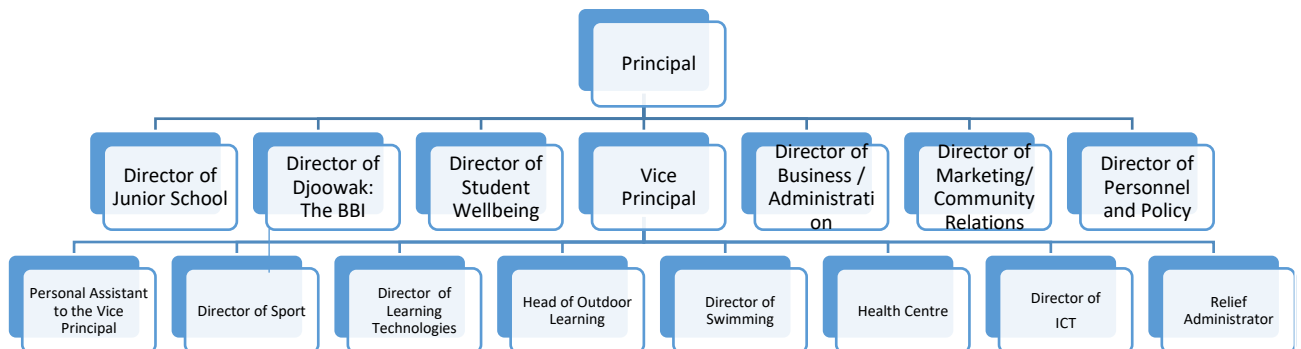
DUTY STATEMENT VICE PRINCIPAL

All Saints' College (ASC) and its Fremantle campus, The Studio School (TSS), prioritise the safety, welfare and wellbeing of children and young people, and expect all staff and volunteers to share this commitment.

POSITION PURPOSE

In addition to contributing to the strategic direction of the College and TSS, the Vice Principal - a member of the Leadership Team (see below) - is responsible for the day-to-day operations of the College (Pre-kindergarten – Year 12), with a particular focus on the secondary campus (Years 7 to 12). Providing a high level of support for the Principal and working closely with the other members of the Leadership Team, the Vice Principal implements and manages a range of programs and processes which facilitate and ensure the effective running, and appropriate tone, of the College.

ORGANISATION STRUCTURE



ASC's Leadership Team

ASC's Leadership Team is responsible for the effective leadership and management of the operational and forward-planning issues of the College. Valuing tradition, team members celebrate and honour ASC's past; recognising the importance of innovation, the team contributes to the vision and strategic direction of the College. As the College's current stewards, team members strive to lead with wisdom and empathy, committed to a collaborative approach and to their own and the team's ongoing learning.

In all they do, ASC's Leadership Team members strive to embody the following values:

- **Compassion** – head, heart, and hands leadership.
- **Mindfulness** – appreciating complexity.
- **Inclusivity** – valuing difference.
- **Humility** – servant leadership.

All academic members of the Leadership Team are expected to teach (up to one line).

KEY RESPONSIBILITIES

The Vice Principal will support the College's mission by undertaking the following duties, which reflect the accountabilities and responsibilities that are integral to the successful performance of this position:

1. Leadership and management

(a) As a strategic leader in the College, the Vice Principal will:

- be innovative and creative in thought and remain abreast of current educational and leadership research;
- contribute to the strategic direction of the College;
- drive operational decision-making processes and effectively manage projects in areas relevant to the portfolio, ensuring that all such initiatives are regularly reviewed and in alignment with College strategy;
- support the College's partnership with the Parish by occasionally attending, and writing reports for, Parish Council meetings;
- support the College's close working relationship with its affiliated bodies (such as the P&F, Former Students' Association etc) by writing reports and / or attending meetings, as required.

(b) As a leader of staff, the Vice Principal will:

- foster positive working relationships across the College;
- serve on various interview panels as directed by the Principal eg staff recruitment, probationary review, end of contract review, Senior Teacher applications and performance review;
- support and direct staff (see above chart) in ICT Services and Integration, Health Centre, Outdoor Learning, Sports Operations, the Aquatic Centre, Nexus (College libraries) as well as the Relief Teacher Coordinator (Senior School);
- work closely with the Director of Junior School and the Director of Djoowak: The Beyond Boundaries Institute in order to have oversight of the College's performance appraisal program for teaching staff, and support human resources in deploying the College wide appraisal program;
- work closely with the Director of Junior School and the Director of Djoowak: The Beyond Boundaries Institute in order to have oversight of the College's annual academic timetabling and staffing plan;
- as with other members of the Leadership Team, delegate for the Principal as required.

2. Organisation and administration

- (a) proactively manage the daily operations of the College and assist where necessary, with the operations of The Studio School;
- (b) assist the Principal in the oversight and management of the College's professional learning program budget;
- (c) have oversight of the planning and publishing of the annual College calendar;
- (d) monitor and manage effective processes for all College communication, in collaboration with relevant staff;
- (e) have oversight for managing and developing the College's data system pertaining to student and parent record keeping;
- (f) monitor and manage all risk assessment processes pertaining to the College's curricular and cocurricular programs (including camps and tours) and, as part of the risk focus of the role, attend all meetings of the Board's Risk Committee;
- (g) have oversight of the College's cocurricular program;
- (h) ensure thorough documentation of all College programs and activities;
- (i) in consultation with the Director of Junior School and the Director of Djoowak: The Beyond Boundaries Institute, oversee the planning, communication, proofing, printing and distribution processes for student reports;
- (j) contribute to the College's annual budgeting process in conjunction with the Principal and Director of Business and Administration;
- (k) contribute to / attend ICT strategic planning committee meetings;
- (l) in consultation with the Principal and Director of Student Wellbeing, oversee an engaging and informative secondary school assembly program;
- (m) chair the College's Uniform Committee;
- (n) in conjunction with Community Relations, organise the College's Valedictory and Senior School Presentation celebrations;
- (o) manage the Vice Principal's budget;
- (p) manage the staff first aid register, training program and mandatory reporting program;
- (q) prepare the College's yearly compliance report;
- (r) in consultation with the Principal, plan staff meetings and PD days;
- (s) chair the meetings of the Directors of Junior School, Students Wellbeing and Djoowak;
- (t) oversee and manage College policy updates;
- (u) be an active member of the College's OHS Committee;
- (v) represent the College at ACC (interschool sport) meetings;
- (w) oversee the College intrastate, national and international tours program;
- (x) manage the College's reregistration submission.

3. Other Duties

From time to time, the Vice Principal may be required to undertake other duties at the Principal's discretion.

CANDIDATE PROFILE AND SELECTION CRITERIA

ESSENTIAL CRITERIA (Refer Appendix A at end of document)

Supporting the Anglican ethos and Christian principles and traditions of the College, and modelling the Leadership Team's values (see above), the Vice Principal will:

Leadership

- Epitomise a growth mindset.
- Create, foster and contribute to the College's vision whilst encouraging and inspiring others to share in the ownership of that vision to ensure a clear strategic direction.
- Create and maintain a positive environment by keeping people informed, promoting team effectiveness, displaying strategic and conceptual thinking, and communicating vision, purpose and values.
- Demonstrate a proven track record in effective organisational management, including change management and stakeholder management and engagement.

Communication

- Demonstrate excellent interpersonal, negotiation and conflict-resolution skills.
- Speak and write with a very high degree of clarity, accuracy, and effectiveness.
- Seeking first to understand, display active listening skills.

Ethics and integrity

- Ensure confidentiality, discretion and sound judgment.
- Display strong moral principles which are underpinned by honesty, reliability and fairness.
- Promote and embody the College's values.
- Display personal courage and resilience in the best interests of our students and the College community.

Coaching and mentoring

- Foster a growth mindset amongst others by creating an environment of low risk / high challenge that will encourage innovation and a commitment to continuous improvement.
- Actively seek developmental opportunities for others, making suggestions for improvement in a manner that builds confidence and self-esteem.
- Provide honest, accurate, constructive, and sensitive feedback during performance appraisal processes.

Analytical, conceptual, and problem-solving skills

- Think creatively and innovatively to solve problems.
- Effectively use conceptual thinking to analyse, evaluate and consider the long-term consequences of any action.
- Consider multiple alternatives to resolve a situation and develop contingency plans to overcome any obstacles that may arise during the resolution process.

Teamwork

- Demonstrate skill in and willingness to work collaboratively with others.
- Create a safe environment where team members feel at ease to try new things and discuss concerns.
- Encourage openness by communicating in a frank and sensitive manner.

Experience and commitment to ongoing professional learning

- Demonstrate an excellent record in senior leadership in an educational setting.
- Be an active member of relevant professional organisations.
- Master's degree in a relevant field (eg educational leadership).

Teachers' Registration Board and Working with Children Clearance

- Current registration, or ability to obtain registration.
- Current Working with Children clearance, or suitability for clearance.

PERFORMANCE APPRAISAL

The Vice Principal will undergo an initial appraisal after six months in order to confirm their role. Further to that, the Vice Principal will participate in an annual process of review. The review may focus on a set of Key Performance Indicators as determined by the Principal in consultation with the Vice Principal.

APPENDIX A – ADDRESSING THE SELECTION CRITERIA

Thank you for considering a career at All Saints' College. The purpose of this document is to provide you with an understanding of how to address the selection criteria in your written application.

In order to successfully undertake the role and responsibilities associated with this position you will need to demonstrate that you have the requisite skills, knowledge, experience, values and personal attributes, as described in the essential selection criteria, which are:

- Leadership
- Communication
- Ethics and integrity
- Coaching and mentoring
- Analytical, conceptual and problem-solving skills
- Teamwork
- Experience and commitment to ongoing professional learning

The dot points beneath each heading (as per the Duty Statement) are a guide to enable an understanding of the knowledge, skills, attributes and so on, associated with each criterion. They are provided to give clarity of meaning, and also signal an avenue in which to respond to the criteria. They define and expand the criterion, and as a consequence, it is not necessary to respond to each dot point in the application.

You may choose to use an example that only encompasses one dot point, or your example may incorporate many. All seven of the above criteria will be assessed during the recruiting process, but at this stage, you are only required to respond to three of the criteria (see below) in your written application:

- Leadership
- Ethics and Integrity
- Coaching and mentoring

In responding to the criteria, you may wish to consider using the 'SAO' method which consists of the following headings:

- Situation – what were the circumstances leading to the event.
- Action – what you did; and
- Outcome – the result of your actions.

Responses to each criterion should be at least half a page, but no more than one page. We look forward to receiving your application.

Best wishes from the Recruitment Team.