

# POSITION DESCRIPTION

## Deputy Principal ELC - Year 6



METHODIST  
LADIES'  
COLLEGE

### Reports to:

Principal

### Supervises:

Director of ELC and Junior Years staff

### Department/Section:

College Leadership Team

### Key Relationships:

#### Internal

- CLT
- JY Staff
- Parents

#### External

- DET
- JIGSSA
- ECRU

### Qualifications and Experience:

#### Essential

- Relevant tertiary teaching qualifications
- Proven record of leadership
- Exemplary organisational, planning and accountability skills
- Ability to problem solve

#### Desirable

- Masters tertiary qualifications

### Role Responsibilities:

- Member of the College Leadership Team (CLT)
- Member of the Education Leadership Team (ELT)
- Member of the Pastoral Care Board (PCB)
- Member of Academic Board (AB)
- Member of the Health & Safety Committee
- Oversight of all day to day College operations (students and academic staff), including responsibility for the ELC - Year 6
- Oversight of Student Wellbeing - through the Wellbeing Curriculum, including a balanced cocurricular participation
- Oversight of Strategic Project Implementation which impacts on ELC to Year 6
- Coach and supervise direct reports: Head of Junior Years' Learning & Teaching & Pastoral Care, Director of Early Learning Centre, Head of Outdoor Education, and shared management of the Education Administrator
- Develop a strategic enrolment plan for the Junior Years
- Actively promote the Junior Years to maximise enrolments
- Share prospective family admission interviews with CLT members
- Coordinate with relevant staff and Psychologist, the mentoring of new students; particularly when they enter the College mid year and/or require additional support
- Ensure The Walton Leadership Institute model is promoted across Years 5 and 6

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- Oversight of student record management
- Timely and accurate communication with stakeholder groups, ELC - Year 6
- To develop and recommend to the Principal policy and procedures
- Oversee staffing requirements, ELC - Year 6, and provide recommendations to Executive Team as required
- Oversight, management and accountability of the annual Junior Years budget
- Complete additional duties as requested by the Principal

### **Terms of Appointment:**

**Appointment Period:** Common Law Contract - Initial 5 year appointment