

POSITION DESCRIPTION

DATE:	November 2022
--------------	---------------

POSITION:	Deputy Principal
DEPARTMENT:	Senior Leadership Team – Executive Member
RESPONSIBLE TO:	Principal
REPORTS TO:	Principal

POSITION CONTEXT

This position description should be read in conjunction with the attached Guiding Philosophy document of Cannon Hill Anglican College.

All staff are required to:

- Consistently demonstrate the values of the College and promote its ethos, mission, and vision.
- Abide by the Code of Conduct for Anglican Schools and Education and Care Services, and other College policies, procedures and practices.
- Consistently demonstrate professional competence and apply contemporary knowledge and innovations in educational and professional practice.
- Consistently maintain confidentiality and overt support for the College.
- Provide appropriate support and pastoral care for students and fellow staff by fostering quality relationships.
- Play an active role in supporting the cleanliness and safety of the College site.
- Encourage cooperative parent contact and foster positive community attitudes toward the College.
- Undertake other reasonable and relevant duties within the skills, knowledge and capabilities and as directed by the Principal or their representative.
- Follow safe working procedures developed by the College.

POSITION OVERVIEW – Full Time Contract (5 Years)

This position is appointed by the Principal in consultation with the College Board. The position provides comprehensive professional and collegial support to the Principal in all aspects of the role and contributes to the development of a strong and cohesive team at the Executive and Senior Leadership level.

The appointed candidate will play a significant role in developing, promoting, resourcing, and managing a dynamic learning community, which is willing to embrace and engage with the challenges for the present and the future. The position requires a person with initiative who can be independently responsive to the needs of the College and, through the Principal, its governing body.

The appointed candidate will be accountable to the Principal for undertaking roles in four broad areas and is required to provide ongoing, comprehensive, and considered advice to the Principal in relation to:

- Overseeing staffing for the College including staff development and Human Resource practices to ensure the promotion of a positive College culture which nurtures the development of staff and students.

- Optimising the quality of the College’s educational offerings.
- Provide effective leadership and management of the College’s Policies, Programs, Grants and Compliance matters to support the successful operation and ongoing development of the College.
- As a member of the College Executive, the incumbent will be actively involved in the promotion of the College through Events and supporting the administration of the College to enhance CHAC’s reputation as a leading educational provider in Brisbane.

The focus of this position includes creative and strategic leadership and managerial approaches, with particular regard to College business and relationships with the external environment, including the College Board and its committees, the Anglican Schools Commission and other agencies of the Anglican Diocese of Brisbane, and with government, education and business sectors. The appointed candidate will be required to deputise for the Principal as directed.

Utilising the structure and diverse strengths of the collaborative College leadership and management teams/committees the appointed candidate will:

- Provide leadership to the College in the promotion of the College Ethos, in striving toward the fulfilment of its Mission and achievement of its Vision, and in the ongoing development of its goals and initiatives.
- Provide appropriate leadership for the development of the College as a Christian learning community with an Anglican tradition.
- Assist the Principal in enhancing and promoting the reputation of the College through the various communication media and opportunities available at the local and state, national and international level.
- Provide leadership in innovative and strategic thinking and planning for the future evolution of the College and in the professional growth of staff.
- Collaborate within the Senior Leadership Team to promote the effective overall management and development of the College’s human, physical and capital resources to provide high quality education for students.
- Provide leadership in the development, provision and evaluation of the College’s plans policies and programs to enhance the quality of the teaching/learning process with a safe and stimulating College environment, which complies with all requirements of stakeholders – including College Board, educational, Diocesan and government entities.
- Develop with other Senior Leadership Team members a cohesive College climate and environment which promotes staff and student well-being and morale and optimises the educational opportunities for students at the College.
- Provide leadership in the development of strong, productive partnerships between the College, students, parents, and the broader community.
- Undertake any other responsibilities as directed by the Principal in supporting the role.
- Perform the duties of the Principal as required.

ORGANISATIONAL ENVIRONMENT

Cannon Hill Anglican College is a dynamic Christian learning community which strives to offer a balanced and holistic educational environment, to develop the intellectual, social, physical, emotional, aesthetic and spiritual dimensions of each of its members. Cannon Hill Anglican College is based on the principles and traditions of the Anglican church and fosters among its students, staff and parents a lifestyle based on Christian values.

Commitment to the development of the College and its reputation, in the community, consistent with its mission, vision, ethos and Anglican Identity.

VISION

Cannon Hill Anglican College – distinctively innovative, successful, and sustainable Anglican co-education.

ORGANISATIONAL EXPECTATIONS

- All employees are expected to respect the confidentiality of the individual, and to treat all members of the College community with courtesy.
- All employees are bound by the requirements of the College's policies, procedures and any other practices (such as the Code of Conduct) and are expected to provide appropriate support and pastoral care to students at the College.
- Cannon Hill Anglican College is committed to maintain a healthy and safe work environment. Everyone must adhere to the Work Health and Safety Act 2011.
- As a condition of employment Teaching staff are required to maintain their Teacher Registration and ensure all QCT requirements relating to professional development are upheld.
- All staff are required to read and understand the College Child Protection Policy.
- All employees recognise and accept that multi-skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.
- Much of the information gleaned by staff during their duties is confidential and should be treated as such. Staff shall not use confidential information to gain advantage for themselves, their related persons or for any person or body, in ways which are inconsistent with their obligation to act impartially. Nor should such information be used improperly to cause harm or detriment to any person, body or the College.
- Proof of qualifications will also be required prior to commencement.

QUALIFICATIONS, PERSONAL SKILLS AND ATTRIBUTES

- Post graduate Qualifications in Education/Educational Leadership/Management/Business Administration, graduate qualifications in education, relevant professional memberships (e.g., ACE, ACEL, IML, AICD), Queensland Teacher Registration/eligibility for registration.
- A demonstrable capacity to bring a strategic, creative, and innovative perspective to organisational leadership in the College and to achieve responsibilities and goals in an efficient and timely manner with due regard to the budgetary and resourcing context.
- An exceptional standard of interpersonal communication skills and emotional intelligence,
- An exceptional standard of personal and professional integrity, demeanor, and presentation, that reflect and promotes the ethos of the College, the seniority of this position and the standing of the College in the independent education sector.
- Personal commitment to Christian values, support for and promotion of the Anglican ethos of the College (Communicant Anglican desirable).

KEY ACCOUNTABILITIES – to be undertaken in consultation with the strengths and roles of the other members of the Executive and Senior Leadership Team.**1 Staffing, Staff Development and Human Resource Management Practices**

- Oversee the College's Human Resources (HR) and staffing practices with support from the Head of Primary and the HR Manager to ensure that the College maintains a highly engaged, skilled and professional workforce to enable the achievement of the College's goals and vision.
- The key responsibilities lie with the provision of secondary education services, e.g., recruitment, recommendation for selection, induction, organising mentoring, professional

development, professional and probationary reviews, registration matters, performance management (professional review management may involve oversight of the procedures delegated to other Senior leaders and managers).

- Active engagement in the College's workforce planning process and developing and actioning of strategic HR initiatives.
- Manage applications and records for staff professional development – in consultation with and as approved by the Principal.
- Oversee the development and implementation of Action Plans created by Individual staff, Curriculum and Pastoral Care teams.
- Lead whole of College projects that enhance the pedagogical practices of all teachers.
- Oversight of the general tone of the College, including staff, students, and parent adherence to accepted behaviours and standards.
- Regular class visits to engage with, support and monitor Teaching and Learning practices in the College.

Provide leadership and support to other members of the Senior Leadership Team with particular regard to the well-being of all members of this team.

- In collaboration with the Business Manager, oversee the work of the Director of ICT and the ICT Services Team in the advancement and integration of ICTs across the College.
- Oversee the work of all staff leading specific College projects.
- Manage Industrial Relations matters for the College, with a particular focus on assuring compliance with the Enterprise Agreement and any future form of industrial agreement – in consultation with the Principal and the HR Manager.
- Oversee the management and resolution of complaints and grievances in accordance with College processes.

2 Educational Offerings

- Develop and implement strategies to promote a high-quality thinking culture, a strong academic ethos and work ethic within both staff and students.
- Oversee educational program development, compliance and integration across the college (years p-12) in collaboration with the assistant principal – teaching and learning, head of primary, director of junior secondary and director of senior secondary to enhance the areas of innovation, creative thinking, problem solving, enterprise education, effective study and enhanced technology skills.
- Oversee, with the Head of Primary, the management, implementation, and ongoing review of the college's educational programs (P-12).
- Oversee the development and monitoring of individualised student learning programs in consultation with relevant staff.
- Oversee the development of the effective integration of the enterprise centre and the associated programs and activities into the offerings of the college in consultation with the head of gifted and enterprise education.
- Support staff in the development of pedagogical practice.
- Remain informed of educational issues at both at state and national level, disseminating information to relevant staff and providing appropriate training for staff.
- Manage, with the Business Manager and the Director of ICT, the college's 1:1 technology program in line with educational needs and aspirations and the budgetary considerations.
- Provide support to the Director of Data and Strategy in the management of the ongoing development of the academic profiling system and calculation of eligibility for academic awards.

- Provide support to the Director of Data and Strategy and the Assistant Principal – Teaching and Learning in the development of the College timetable, including the subject selection process and the creation of the staffing needs summary.
- Oversee the Counselling Services Team and, with the Head of Primary, the Pastoral Support Teams and programs in the College.
- Develop and maintain appropriate contact and relationships with parents.
- Assist Heads of Faculty in the development of budget submissions.

3 Policies, Programs, Grants and Compliance

- Assist the Principal in the development of the annual operational plan and the periodic strategic plan.
- In collaboration with the Business Manager, manage, develop, review and update the College's educational compliance and accountability policies and procedures (including overseeing with the Business Manager required publications).
- Oversee the maintenance and currency of the Cannon Hill Anglican College Policy and Procedures Repository in collaboration with the Business Manager.
- Manage the implementation of designated policies, ensuring the provision of appropriate training and direction for staff.
- Manage the application process, submission and education and funding accountability procedures for Grants, Awards, and other opportunities, assisted by nominated support staff.
- Assist staff to develop and implement approved initiatives and projects, liaising with relevant personnel across the service teams.
- Oversee the College's compliance with Child Safety requirements and the implementation of College strategies to ensure the ongoing safety of our students.
- Sit on the Child and Youth and Risk Management Committee.
- Coordinate and provide oversight of complex investigations relating to child protection or behavior management matters as required.
- Manage the College's Cyclical Review process (next due in 2027).

The Deputy Principal is the Chair of the WHS Committee and is responsible for the following aspects of work, health, and safety within the College:

- Set the example for all staff to follow and implement aspects of work, health, and safety.
- Be familiar with legal and College requirements applicable to health and safety of the staff and students for whom they are accountable, and to operate within the terms of these requirements.
- Ensure that the College has in place effective emergency management policies and procedures and that staff and students are educated and informed of these processes on a regular basis.
- Promote a work, health, and safety program within the College.
- Ensure risk assessments are completed and controls implemented in accordance with relevant legislation, Codes of Practice and College policies.
- Ensure that health and safety doctrines are included in all staff induction and job training sessions and in particular, that no staff member is required to undertake a task without adequate safety instructions and job training being given.
- Ensure that all relevant staff are issued with appropriate protective equipment and clothing and to monitor the suitability of that protective equipment.

- Where mandated, ensure that a current Apply First Aid Qualification is maintained. The College will provide annual first aid training opportunities to assist with maintaining the relevant qualification.

4 Events and College Administration

- Oversee the organisation and management of key College events as required – e.g College Annual Award Ceremonies, Open Days, Foundation Day, Promotional/Special events – supported by delegated personnel.
- Assist the Marketing and Development Team in the ongoing development of vibrant, relevant and accurate promotional materials.
- Collate information and write articles for publication to promote staff, College/Student achievements and to lead educational debate.
- Oversee the Emergency Response practices of the College.
- Lead the Critical Incident Management Team.
- Coordinate submissions/surveys in response to stakeholder requirements.
- Conduct student enrolment interviews in conjunction with the College Registrar.
- Participate in the development and maintenance of the College Calendar.
- Organise, in consultation with senior staff, the format and professional activities of Staff days
- Coordinate budget submissions for education services by staff by liaising with and advising the various budget managers.
- Represent the College/or the Principal at functions/events/activities, as directed by the Principal.

5 Committees and Meetings

- As a member of the College Executive, the Deputy Principal will be actively involved in all aspects of College life and will be involved in the following forums:
- Cannon Hill Anglican College Board sub-committees – involvement by mutual agreement
- Child and Youth and Risk Management Committee
- College Executive, Senior Leadership and Educational Leadership Teams
- Critical Incident Management Team
- ICT Strategy Committee
- Staff Meetings
- Work Health and Safety Committee.

EXPECTATIONS

Professional Learning

- Active engagement in professional reading and ongoing professional development; involvement in professional organisations and presentation of sessions/papers at conference/seminars/workshops internally and externally to the College,
- Ongoing up-skilling in the utilisation of the College's information and technology resources, and the implementation of platforms, programs and applications to optimise the efficient management of the College,

Extra-Curricular

- Attend College functions, sporting, cultural and musical events on a regular basis with other members of the Senior Leadership Team in consultation with the Principal

Teaching Load

- This position comes with an expectation teaching load of 1 class

GUIDING PHILOSOPHY



Statement of Vision

Cannon Hill Anglican College – distinctively innovative, successful and sustainable Anglican co-education.

Statement of Mission

Cannon Hill Anglican College is a dynamic Christian learning community which strives to offer a balanced and holistic educational environment, in order to develop the intellectual, social, physical, emotional, aesthetic and spiritual dimensions of each of its members.

Statement of Values

Cannon Hill Anglican College is based on the principles and traditions of the Anglican Church and fosters among its students, staff and parents a lifestyle based on Christian values. These values are outlined in the Summary Ethos Statement for Anglican Schools in the Province of Queensland. As learning communities of excellence, Anglican Schools in the Diocese of Southern Queensland are called to share the mission of the church to proclaim the good news of the kingdom of God through: Faith, Vocation and Service.

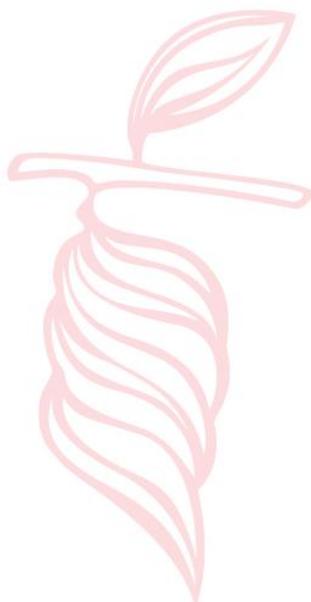
Core Commitments

Cannon Hill Anglican College is committed to building the capacity of all learners to:

- take responsibility for their own learning, adapting to constant change in society and in the world
- achieve their personal best in all aspects of their lives, developing self-confidence and a healthy self-concept
- make informed decisions in the areas of personal relationships, further education and vocational choices
- be articulate, self-motivated, independent and interdependent
- be critical, creative and reflective thinkers and problem-solvers, contributing to the well-being of society
- become spiritually literate, and to have a well-developed sense of social justice, tolerance, respect and concern for others and for the natural environment.

Cannon Hill Anglican College promotes:

- excellence in intellectual endeavour
- relationships which are kind, caring, supportive and productive.



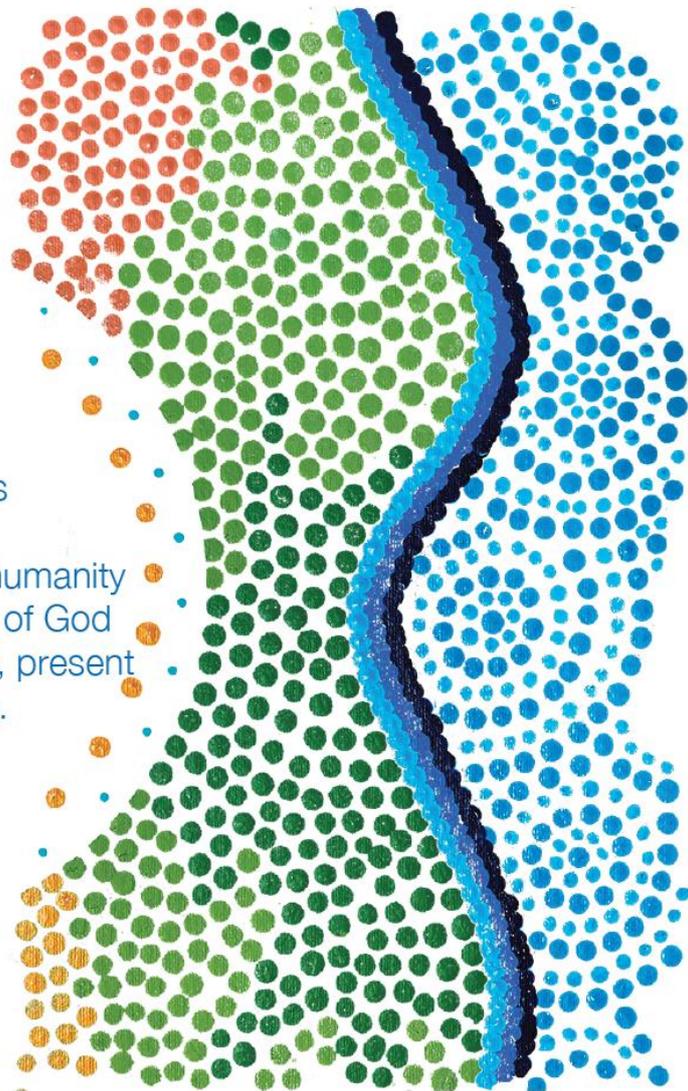
Our motto guides our practice

With Courage and Compassion

ANGLICAN SCHOOLS
SOUTHERN QUEENSLAND

ETHOS STATEMENT

The vocation
of Anglican Schools is
education
driven by a vision of humanity
shaped by the image of God
made visible in Jesus, present
in every human being.



*You are the light of the world.
A city set on a hill cannot be hidden
... let your light shine before others,
so that they may see your good works
and give glory to your Father who is in heaven.*
Matthew 5.14-16

*The kingdom of God is like leaven
that a woman took and hid in
three measures of flour,
until it was all leavened.*
Luke 13.20-21

Our Schools have their own distinctive identity shaped by unique histories, contexts, communities and foundational stories. Across these, Anglican schools will share a number of key markers.

Incarnational – essential words live in us

God the Creator cares about creatures and creation. Matter matters and the Creator loves creation enough to enter in person: the Word becomes flesh. Words become real when lived. Essential words must be embodied within people and practised within our communities, for example: kindness, generosity, love, justice, fairness, truth, hospitality, service, compassion, forgiveness, redemption. These express values that describe God's activity among us. Living them is essential to the identity of an Anglican School.

The following five markers are an expression of our incarnational authenticity and our accountability as educational institutions to form new generations who be a particular way in the world.

Intellectual – we embrace a comprehensive liberal education

Anglican schools are unapologetically committed to the intellect: the relentless, fearless pursuit of truth; the discipline of academic rigour; meticulous scientific endeavour; critical analysis and philosophical accountability; unhindered artistic exploration and expression; bold ventures of entrepreneurial development and more.

Intelligence is diverse and multiplanar and the mind is not an isolated entity. Being intellectual is more than academic scholasticism. The person is an integrated being whose head is inseparable from heart and hand and the web of life in which we all are embedded. A comprehensive education of the mind intentionally engages students' heart and soul for the purpose of being in the world in a way that enriches a greater and common good.

Pastoral – we care for the fold

Every person bears the image and likeness of God. We have a responsibility to know each person and care for their wellbeing (mind, heart, body, soul) and the social and cultural web in which they are entwined. This responsibility applies to our staff as well as our students. Everyone should feel like they belong, are safe and able to thrive.



Missional – we are leaven for the rising of the whole

a. Christian Mission – a portion within the whole

We intentionally engage in Christian formation seeking to nurture committed followers of Christ, building confidence in their capacity to serve as a loving and gracious presence in community bearing witness to the enticing life of faith.

b. Civic Mission – the whole for the whole lot

We are learning communities whose end is moral, spiritual and character formation with the capacity to transform and turn the whole community towards a greater and common good. This is a way of being in the world that seeks to participate in and transform society for the good of all. For us this way specifically includes merciful attention to the needs of the bruised and broken, vigorous work of restorative justice and guardianship of the sacredness of the created order.

Service runs across both Christian and Civic mission. Service is solidarity with the other, working alongside the other for their best interests, awakening their power. Service builds up community whose markers are justice, inclusiveness, sustainability, diversity. Service copies the actions of Christ and is the practice of being a neighbour in the world.

Faithful

We are faithful to the Christian story, living it in a way that invites discovery. We are faithful to the scriptures and the seasons, saints and celebrations of the Christian story and the life, death and resurrection of Jesus.

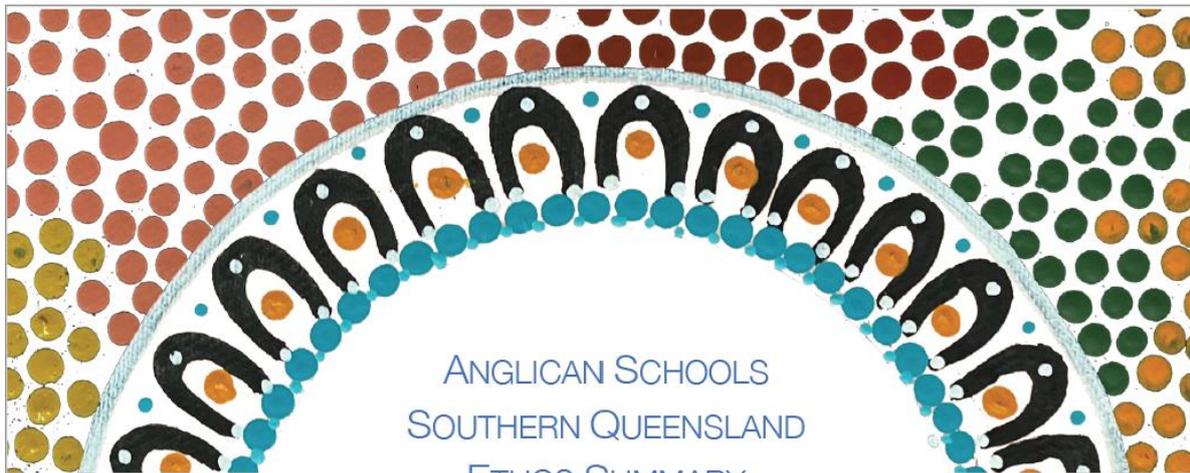
We are faithful to a calendar and rhythm of spiritual awareness that runs under and outside the school timetable. This awareness is practised through patterns of reflection, chapel, prayer, art, architecture, stillness, symbol, silence, sacrament, story-telling, celebrations, blessing and gratitude. Our liturgical traditions are ordered; participatory; musical; narrative and engaging of the senses, arts and creation; rooted in scripture; sacramental; intellectually robust and connected to the school's pastoral practices and missional service.

Hospitable

We acknowledge and celebrate that both our student and staff memberships are plural. We invite and welcome all and hospitality is given to every student, no matter the race, gender, sexuality, ideology, ability/disability or religion. No one is excluded. The only pre-condition for membership in our schools (outside fees) is respect, respect for our ethos and the Gospel at its heart.



Written by Anglican Schools Commission © 2020



ANGLICAN SCHOOLS SOUTHERN QUEENSLAND ETHOS SUMMARY

The vocation of Anglican Schools is
education
driven by a vision of humanity
shaped by the image of God made visible in Jesus,
present in every human being.

SUMMATIVE MARKERS

INCARNATIONAL

God is Love, perfect and in person. We live essential words, in person.

INTELLECTUAL

We engage in the fearless pursuit of truth

PASTORAL

We practise respect for the whole person in community

MISSIONAL

We form people for the transformation of the world,
in the service of God and the common good

FAITHFUL

We keep sacred rhythms attending to the goodness of life,
celebrating the story and sovereignty of God

HOSPITABLE

All have a place to belong



Written by Anglican Schools Commission © 2020
A collaborative work with our schools