



DEPUTY PRINCIPAL (LEARNING)

Learning to Change the World

CONTEXT

Iona College Geelong is a Catholic Co-educational College located in Charlemont (a 15-minute drive from the Geelong CBD) which is part of the rapidly developing Armstrong Creek growth precinct located between Geelong and the Surf Coast (a 15- minute drive from Torquay).

After many years in the planning, Iona College Geelong officially opened its doors for the first time for students at the start of the 2020 school year. 150 Year 7 students formed the Foundation year for the College coming from many different regions within Geelong, the Surf Coast and Bellarine.

With further cohorts of students added in subsequent years the College currently has a student population (7-10) of 830. With exceptional demand for a student place at Iona College, 260 Year 7 students were enrolled in 2023. It is expected that the student population of the College will be around 1500 by the time all year levels are offered. Iona College is the fifth and newest Catholic Secondary School in the Geelong region and the second Catholic Co-educational option in the Geelong region for parents seeking a mainstream Catholic Education for their daughters, sons and young persons.

Our Master Plan has been developed to ensure that the student community of Iona College has state of the art facilities befitting educational needs for the present and the future. \$65 million dollars is being invested in capital works over the next six years. The 'Columba Centre' is a three-story multi-disciplinary learning centre that has an imposing outlook to the City of Geelong and the You-Yang's to the North and the Surf Coast to the South. In addition to the Columba Centre, a comprehensive landscaping program has taken place with a focus on native vegetation and ensuring that students have many and varied play spaces.

At the start of 2021, students began using their AFL accredited (MCG size) oval to the western side of the Columba Centre. The oval has been designed with various options including turf to ensure it remains a quality facility for many years to come.

In 2022, the College took possession of our Specialist Centre incorporating Science, Art, Technology (wood, plastics, metal), Information Technology, Media and STEM. The new Gymnasium, Food Technology and Music Centre allow for physical activity and creativity in a modern education setting. These contemporary facilities will provide a unique opportunity for students to follow their passion for learning.

CONTEXT CONT.

In 2023 we opened our newly built Student Services, Library, Learning Centre and Administration. These facilities will continue to support our students as the population increases. Building will commence towards the end of this year to duplicate the Gymnasium and Food Technology Centre as well as the construction of a senior school classroom and facilities area. Further building projects are planned for construction across 2024/5 in order to cater to the exceptional demand that we have received during our growth phase.

In future years the College will establish an Early Learning Centre and Primary School on the current site that will complete the vision to establish an ELC-12 Catholic Secondary School for the region.

As a Catholic Co-educational School, Iona is committed to the service of those who are marginalised in our society. Service of others will form a key part of the Catholic Identity that Iona will craft over the next few years. We intend to reinforce with our students the need to use the education that they will be privileged to receive, to enact the College motto: 'Learning to Change the World'.

The current Governance structure of the College lies with the Melbourne Archdiocese Catholic Schools (MACS). Further information on MACS can be found on the [MACS website](#). The College has also established an Advisory Council who continue to guide the College through its Foundational years. The Advisory Council is made up of two Canonical Administrators, members of the community with a specific skill, as well as parents.



VISION



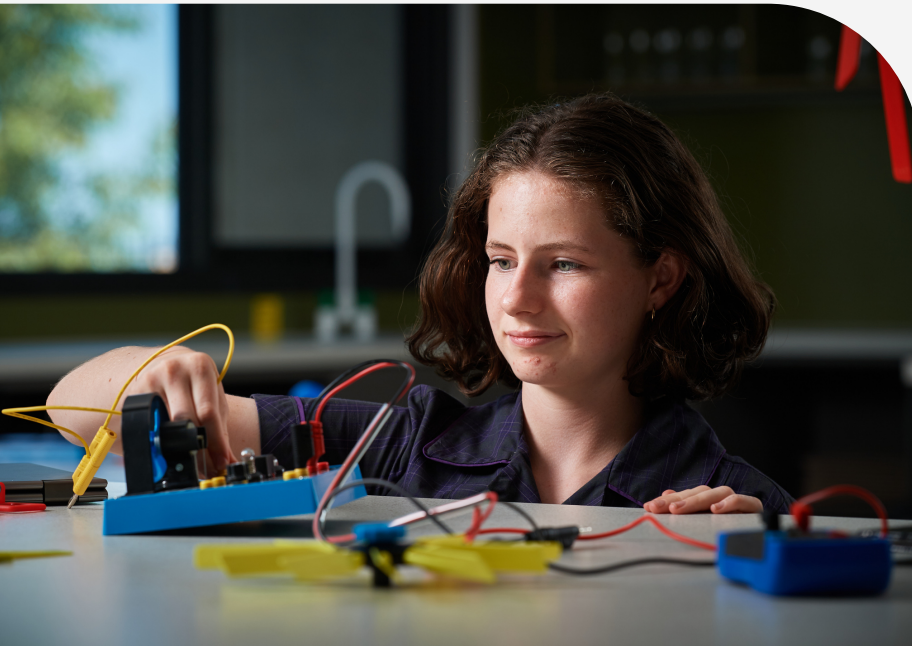
Iona College is a Catholic Coeducational Secondary College under the Governance of Melbourne Archdiocese Catholic Schools (MACS)

Iona's vision and purpose is to be a faith filled Catholic learning community of hope, joy and wonder where all are welcome and inspired to grow to their full potential.

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, building an inclusive community at Iona College and delivering contemporary quality learning opportunities for every person at our College.

"You are the light of the world. A town built on a hill cannot be hidden. Neither do people light a lamp and put it under a bowl. Instead they put it on its stand, and it gives light to everyone in the house. In the same way, let your light shine before others, that they may see your good deeds and glorify your Father in heaven."
(Matthew 5:14-16)

DEPUTY PRINCIPAL (LEARNING) ROLE DESCRIPTION, SELECTION CRITERIA, AND APPLICATION INFORMATION



POSITION

The position of Deputy Principal (Learning) at Iona College Geelong is required to work with the Foundation Principal and Deputy Principal (Wellbeing) along with the College Leadership Team to provide exemplary Leadership across all facets of the College Community. Given the unique nature of the College, the Deputy Principal (Learning) is required to have a deep commitment to the establishment of positive relationships with the students at Iona College, with the core aim of enhancing learning opportunities for students as well as increasing the capacity and leadership of the College staff.

The Deputy Principal (Learning) will work closely with the Deputy Principal (Wellbeing) to ensure positive wellbeing strategies enhance learning opportunities for all students.

The Deputy Principal (Learning) will be appointed by the Foundation Principal and is responsible for promoting and implementing best practice in the areas of:

- Faith Leadership and Catholic Identity
- Learning and Teaching Leadership
- Community Leadership
- Organisational and Administrative Leadership

POSITION CONTINUED

The Deputy Principal (Learning) will have a major educational role as an effective instructional leader in the development of the Vision and Mission of Iona College Geelong as well as achieving the stated aims of the School Improvement Plan and the Annual Action Plan developed by the College.

The Deputy Principal (Learning) will be required to undertake any duties not specified in this role description, at the request of the Foundation Principal. Whilst the following role description is extensive, this role will require a close working relationship with the Foundation Principal and Deputy Principal (Wellbeing) and the College Leadership Team to achieve the goals and objectives of each area listed.

Specifically, it is expected that the Deputy Principal (Learning) of Iona College Geelong will work with the Foundation Principal and Deputy Principal (Wellbeing) and the College Leadership Team to lead the College in the areas of:

1. Faith Leadership and Catholic Identity and Culture Leadership by:

- Promoting and developing the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life.
- Helping to establish a climate of care and hospitality for all in the Iona College Geelong Community.
- Modelling Gospel values of justice, reconciliation and hope, as well as encouraging the development of social conscience amongst all, particularly protecting the weak and marginalised in our community.
- Supporting the Head of Culture and Identity and other staff members with the implementation of “Horizons of Hope” as the educational framework, underpinning the teaching and learning program at Iona College Geelong.
- Supporting the Head of Culture and Identity and other staff members in the development of faith-based activities and professional learning opportunities for staff.
- Initiating and supporting ways to enhance the four key values of the College (Compassion, Courage, Leadership and Excellence) in everyday learning opportunities for all within the College Community.
- Ensuring that there is conscientiousness and leadership of prayer and reflection when speaking at parent, student and staff gatherings as well as written communications such as the College newsletter.

2. Learning and Teaching Leadership by:

- Leading, promoting and modelling excellent teaching practice.
- Assisting with the development of professional learning opportunities for all staff at the College.
- Supporting the development of innovative teaching practices that are informed by research and data.
- Ensuring student engagement is integral to the development of the College's learning program.
- Leading and supporting the Head of Positive Behaviors, Head of Wellbeing for Learning, Head of Learning and Innovation, Head of Culture and Identity and Learning Area Leaders as they continue to evolve at the College.
- Working with the Head of Learning and Innovation, Year Level leaders and Learning Area Leaders to investigate potential subject offerings by researching current trends and developments in learning and cross curriculum possibilities.
- Working with the Foundation Principal, the Head of Learning and Innovation and Timetabler to plan staff and subject allocations each year.
- Working with the Deputy Principal (Wellbeing) Head of Learning and Innovation, Learning Area Leaders and the College Timetabler to manage the structure, range and balance of curriculum offerings, ensuring that they meet the needs of a diverse range of students.
- Working closely with the Deputy Principal (Wellbeing), Head of NCCD and Literacy and Numeracy Coordinators to ensure positive outcomes for students who attract NCCD funding to the College.
- Leading and coordinating the development, implementation, evaluation and regular review of the learning and teaching program to ensure the provision of contemporary student learning.

In conjunction with the Head of Learning and Innovation and, when appropriate, the Head of Wellbeing for Learning, the Deputy Principal (Learning) is to:

- Analyse the outcomes and impact of College policies and procedures on teaching and learning.
- Make recommendations to the Foundation Principal and College Leadership Team regarding matters of teaching and learning.
- Promote and communicate learning issues within the wider College community.
- Promote and support innovation within the curriculum.
- Promote and facilitate appropriate incorporation of information and communication technologies within the learning and teaching program.
- Ensure curriculum outlines / unit planners are consistent with and promote the Catholic ethos of the College.
- Coordinate the provision of adequate and appropriate teaching resources.

- Work with the Foundation Principal and Business Manager to ensure adequate and appropriate facilities and equipment are available to support teaching and learning.
- Ensure that all assessment, both formative and summative, is informed by contemporary practice and is consistent and equitable.
- Oversee jointly with the Deputy Principal (Wellbeing) the review of student progress and the fulfillment of promotion requirements for the following year.
- Oversee the examination processes and timetables.
- Oversee the academic award program.
- Establish and implement College guidelines for common assessment processes used in reporting to parents.
- Ensure that assessment and reporting is carried out within College and external guidelines policy and procedures.
- Oversee opportunities for feedback for parents, including Student Progress Meetings.
- Along with the Deputy Principal (Wellbeing), assist with the completion of Annual Review Meetings with staff and support staff, to build capacity in their teaching practice.
- Chair meetings as required particularly Learning Area meetings in the absence of the Head of Learning and Innovation.
- Attend Program Support Group (PSG) meetings as required to provide support to the NCCD case Manager and Head of NCCD.



3. Community Leadership by:

- In conjunction with the Deputy Principal (Wellbeing) and Child Safety Officers, demonstrating a commitment to and promotion of Child Safety by providing students with a Child Safe environment, complying with the Iona College Geelong Child Safety Policy, Code of Conduct and all other procedures relating to child safety at Iona College Geelong.
- Working with and supporting the Head of Wellbeing for Learning and Head of Learning and Innovation to manage serious issues that arise between staff, students and parents with regard to barriers to learning, and meeting with parents and staff to resolve any issues that occur.
- Deputising for the Deputy Principal (Wellbeing) during any absence and in the absence of the Deputy Principal (Wellbeing) for the Foundation Principal as required.
- Initiating and working with the Deputy Principal (Wellbeing), Head of Positive Behaviors, Head of Wellbeing for Learning and Head of Learning and Innovation on focused events for parents/carers that promote wellbeing for learning.
- Providing consistent public support both within and outside of the College for school-wide policy initiatives and strategic plans.
- Attending College functions, such as Open Days/Nights, public relations events, community events and other events as required by the Foundation Principal.
- Taking up membership of the College Advisory Council and attending meetings as scheduled.
- Along with the Head of Positive Behavior, Head of Wellbeing for Learning, Head of Learning and Innovation, Head of Culture and Identity and Head of Student Leadership, assisting with the planning and execution of full school assemblies.
- Along with the Head of Positive Behavior, Head of Wellbeing for Learning, Head of Learning and Innovation and Head of Culture and Identity, assisting with the planning and execution of end of year celebration of achievements and award giving.



4. Organisational and Administrative Leadership by:

- Understanding that whilst the Deputy Principal (Wellbeing) will deputise for the Foundation Principal for any extended absence, the Deputy Principal (Learning) will at times be expected to represent the Foundation Principal at some scheduled events.
- Attending scheduled College Leadership and Learning Area Team meetings and other meetings as necessary.
- Completing relevant Learning reports for the College Advisory Council.
- Taking up membership of the College Advisory Council.
- Ensuring that relevant compliance obligations are adhered to, including supporting the registration process as specified by the VRQA and VCAA.
- Jointly coordinating with the Deputy Principal (Wellbeing) any review process undertaken by the College, including the School Improvement Framework (SIF) yearly review or equivalent.
- Taking part in a formative and summative review process that will occur in the fourth year of the initial appointment.



SELECTION CRITERIA

1. Display a commitment to Catholic education and the educational mission of Catholic Schools, including a genuine commitment to supporting the Faith Development of young people.
2. Hold accreditation to teach in a Catholic School, as well as post graduate studies at Master's level or be currently undertaking Master's level studies. Hold VIT registration to enable teaching in a Victorian Secondary College.
3. Demonstrate an ability to understand the learning needs and wellbeing of students and staff and seek continuous improvement in this area.
4. Demonstrate outstanding teaching practices and an ability to enhance teaching and learning experiences for all students along with leading the professional development of staff members.
5. Have experience in leading whole school Learning programs and initiatives.
6. Possess outstanding interpersonal and communication skills reflecting confidence in working with students, staff, parents and the wider community, as well as excellent administrative and organisational skills.
7. Have school leadership experience over a period of time that has focused on enhancing teamwork, collaboration and communication of a school community.
8. Possess the ability to ensure confidentiality and sensitivity in carrying out the various duties as listed.
9. Display a commitment to Child Safety and the wellbeing and inclusion of all children and young people.
10. Have the ability to undertake any duty as specified in the Teacher Role Description as well as any other duty allocated by the Foundation Principal.

TENURE AND CONDITIONS

The Deputy Principal (Learning) conducts their role under the governance of Melbourne Archdiocese Catholic Schools (MACS) and, as such, is expected to support and adhere to the policies and procedures as stipulated by the governing body.

The Deputy Principal (Learning) will have conditions in line with the VCMEA 2018 or the VCMEA 2023 once ratified.

The Deputy Principal (Learning) will be remunerated according to current level of experience commencing at Category B, Level 7 (VCMEA 2018).

Other benefits to be determined upon the appointment of the successful candidate.

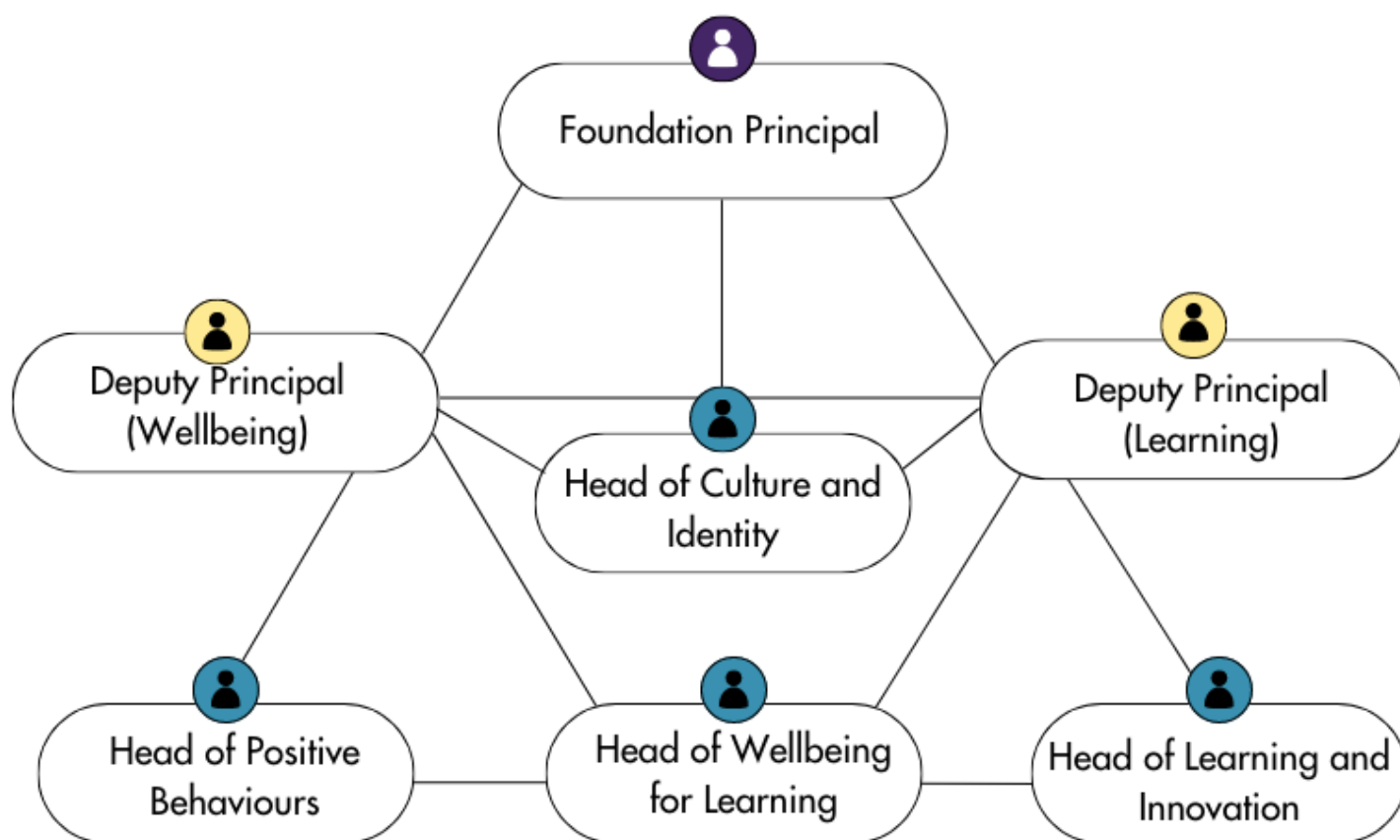
The Deputy Principal (Learning) is initially appointed for a five-year period 2024-2028.

The Deputy Principal (Learning) will be expected to undertake a review in the fourth year of contract (2027) when, if a successful review is achieved, a further five-year tenure (2029-2033) will be offered.

The Deputy Principal (Learning) will have permanency as a teaching staff member at Iona College Geelong, however the Deputy Principal (Learning) role will be initially for a five-year period (with the offer of a further five years if a successful review is achieved).

The Deputy Principal (Learning) will be expected to undertake a small teaching allotment that will be determined in consultation with the Foundation Principal.

IONA COLLEGE TEAM STRUCTURE



APPLICATION PROCESS

TIMELINE

13/05/23- Deputy Principal (Learning) Applications Open
13/05/23- Advertised- The Age, The Geelong Advertiser, SEEK, LinkedIn, social media, and College Website
20/05/23- Advertised- The Age, The Geelong Advertiser, SEEK, LinkedIn, social media, and College Website
29/05/23- Applications Close (12 pm)
02/06/23- Shortlisting Complete
07/06/23- Interviews
16/06/23- Position Appointed (to commence 2024 school year)

All applications for the position of Deputy Principal (Learning) will be acknowledged via return email.

If you have not been contacted by the College by 02/06/23 you have not been shortlisted for an interview.
The successful candidate will be contacted by 16/06/23.

Unsuccessful candidates will be initially informed via email by 16/06/23. An opportunity for verbal feedback regarding interview will be arranged via this email.

APPLICATION PROCESS

Applicants should submit the following via email:

1. Curriculum Vitae (Resume)
2. An introductory letter succinctly addressing the ten criteria points for selection
3. Inclusion in Curriculum Vitae (Resume) contact details of four referees* that include-
 - Current Principal
 - Current Colleague that you lead at your current school
 - Immediate past Principal (if applicable) or alternative
 - Character Referee

*Please note that no Referees will be contacted until after the interview process is completed.

For further information or clarification please contact the Iona College Manager of Human Resources, Samantha Noonan via email samantha.noonan@iona.vic.edu.au

All application letters should be addressed to the Foundation Principal, Damian McKew and submitted to: employment@iona.vic.edu.au by 12pm on Monday 29 May 2023.



IONA
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Phone
(03) 5229 0004



Email
employment@iona.vic.edu.au



Website
www.iona.vic.edu.au

242 Horseshoe Bend Road
Charlemont VIC 3217

