



Inspiring Christian Character

ROLE STATEMENT

Position Description	Deputy Principal
Location	Bayside Christian College Hervey Bay
Reports to	Principal/CEO
Key Liaisons	Director of Business and Finance Head of Junior School Director of Learning Enrichment Senior School Coordinator Head of Chaplaincy Services Lead Head of Faculty Heads of Faculty
Direct Reports	Staff
Tenure	Contract

Bayside Christian College offers a seamless education from Kindy to Year 12. We are dedicated to fulfilling the need for holistic (K-12) education in the Bible- informed Christ-centred tradition of servant leadership, in a way that encourages, enables, and supports our students to be the best possible version of themselves. Our aspiration lies in uncovering the treasures of wisdom and knowledge in a community of life-long learning and we are truly committed to inspiring Christian character in all we do.

Primary Objectives

The Deputy Principal is responsible for supporting the Principal/CEO in the leadership, management, and operations of Bayside Christian College, with an emphasis on the Senior School. As a member of the College's Executive Team, the Deputy Principal is responsible for contributing to, and influencing, strategic planning and decision making at a whole School level and leads all day-to-day activities and operations of the College.

The Deputy Principal will also assist the Principal/CEO in converting the College's Strategic Goals into Operational Plans alongside the other members of the Executive Team, Deputise for the Principal/CEO as required, undertake higher-order Strategic Tasks, and be responsible for the Day-to-Day management and organisation of the entire College.



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Responsibilities and Duties:

1. Leadership

- Develop a personal leadership with the application of the '15 Disciplines' and a Biblical world view;
- Be accountable for the Day-to Day Management of the College; and all activities within the Senior School;
- Make decisions in accordance with the College's delegations of authority;
- Set and maintain standards of excellence in student outcomes within the College;
- Lead in a way that articulates, supports, and furthers the College's strategic vision and mission;
- Appreciate, respect, affirm others and work effectively with all stakeholders to create a positive and collaborative College culture;
- Model positive behaviours, which support the College's Values and Code of Conduct;
- Determine strategic and operational priorities for the Senior School, in line with the College's vision in collaboration with the Principal/CEO;
- Represent the College and participate as a member of internal and external committees and organisations as required;
- Assist the Principal/CEO in converting the College's Strategic Goals into Operational Plans;
- Deputise for the Principal/CEO as required;
- Assist the Principal/CEO in all leadership and management practices with the College;
- Lead and coordinate the Parents and Friends Association as delegated;
- Engage parents and all members of the school community in understanding the College's educational strategies, philosophy, and practices; and
- Promote the College's Intent, Aspirations and Values within the community.

2. College Operations

- Manage and oversee the daily operations of the College with the support of members of the Executive Team, the Senior School Coordinator, Lead Head of Faculty, and Heads of Faculty;
- Develop the Senior School budget in conjunction with the Director of Business and Finance and closely manage and be fully accountable for all assigned expenditure;
- Oversee and be accountable for the College's external examination requirements;
- Lead and approve all data submissions to QCAA and other regulatory authorities, through the QCAA Coordinator;
- Lead Senior School and Whole College Assemblies and events;
- Oversee the Director of Curriculum in ensuring that all Student Reporting functions are in accordance with legislative requirements;
- Oversee the Director of Curriculum in ensuring that formal Reports provided to parents are of the highest quality;
- Oversee and coordinate all SET planning and Course approvals for Senior Studies;
- Coordinate all day-to-day activities and with the support of other members of the Executive be responsible for the timetabling of Relief Staff and Ground Duties; and



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- Liaise with the relevant staff to ensure that effective records are kept and maintained for all students.

3. Educational Leadership, Student Management and Service

- Promote and implement a timetable structure, associated practices and initiatives that support and encourage the achievement of academic excellence and the all-round development of Senior School students;
- Model engagement in learning and receptiveness to innovation; welcoming and acting upon feedback;
- Engage all staff in developing and cultivating the educational strategy of the Senior School ensuring that it underpins every aspect of the curriculum;
- Ensure the achievements of Senior School students are recognised and celebrated appropriately;
- Promote high standards of student behaviour;
- Manage student behaviour in consultation with the Senior School Coordinator, and members of the Executive Leadership Team;
- Ensure effective transition programs are established and maintained between the Junior School and Senior School by closely liaising with the relevant leaders;
- Oversee the Senior School student leadership program;
- Manage student and parent grievances and complaints for the Senior School in consultation with other staff as required;
- Liaise closely with relevant staff to ensure that an appropriate and comprehensive level of pastoral care is provided to all Senior School students;
- Act in the capacity as one of the College's Student Protection Officers;
- Work within the Executive Team to drive the interconnectivity between Junior and Senior Schools to ensure seamless delivery of a superior, contemporary, and high-quality educational experience;
- Translate the educational strategy into organisational plans that progressively integrate, leverage, and deliver the outcomes in educational performance, staff engagement, asset development and financial management;
- Lead the holistic development of students through observing their academic, social, spiritual, and physical wellbeing and manage areas of concern;
- Lead and manage the allocation of resources to critical issues and opportunities to ensure maximum value for and positive impact upon the Senior School;
- Actively participate in specified management practices to ensure the effective and proactive management of the Senior School encompassing:
 - Asset management, maintenance, and planning, WHS, business continuity,
 - Organisational structure, policy, and procedure;
 - Budgets and finance
 - Technology – information systems, global and local connectivity;
 - The environment – site and resource usage, safety, and security;
 - Compliance – with educational standards set by relevant authorities and relevant legislative standards pertaining to Duty of Care.



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4. Public Relations and Student Recruitment

- Communicate effectively with current and prospective students and families, staff, and the wider School community, through a variety of methods (e.g., Newsletter, website, events);
- Lead tours of the School Campus, as required;
- Be fully and actively involved in the life of the College, including community events, functions, and promotional activities; and
- Liaise with the Principal/CEO and Head of Enrolments regarding new student enrolments and coordinate the student orientation and induction process, for Senior School students, in conjunction with the relevant staff.

5. Staff Management

- Provide line management for the Senior School staff, including teachers, and relevant support staff; and for members of the Executive Team as designated from time to time;
- Assist in the recruitment and induction of staff as required;
- Lead the appraisal process for direct reports, in liaison with relevant staff;
- Lead with exemplary practice, acting as a mentor for staff;
- Conduct regular meetings and reviews with direct reports and provide regular feedback regarding performance;
- Support the ongoing professional development of direct reports, identifying suitable opportunities in line with College priorities;
- Ensure accountability processes are in place throughout the College;
- Lead the development and construction of the College Timetable and College Calendar; and
- Assist and lead relevant staff in their growth and development.

6. Teaching

- Model exemplary teaching practice and be available for co-teaching and/or relieving as required.

7. Health and Safety

- Facilitate a safe and supportive work environment by ensuring compliance with the College's policies, procedures, and legislative requirements; and
- Ensure all practicable steps are taken to keep staff, students, and parents' safe while on the College grounds or while participating in school activities either on or off Campus.

8. Any Other duties as assigned by the Principal/CEO.



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Key Selection Criteria

Qualifications, Training and Experience

- Qualified Teacher, with current registration to teach in Queensland;
- A record of success in leadership, management, or senior position within a Senior School environment;
- Relevant Tertiary qualifications;
- Master's Degree in Education or Educational Leadership desirable; or
- Graduate Certificate in School Leadership and Management (from a Christian World view) desirable.

Attributes and Skills

- Strong Christian focus and agreement with College ethos and philosophy;
- Proven record as an outstanding educator;
- Proven ability to develop and maintain effective relationships with students, staff, and parents from diverse backgrounds;
- Proven ability to enthuse, inspire and guide students and staff;
- The proven ability to work as an effective and constructive team member, with a willingness to participate fully in College activities;
- Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of a school community to achieve successful outcomes;
- Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks;
- Well-developed problem-solving skills and proven experience in creating solutions;
- Ability to translate strategic plans and thinking into operational plans and priorities;
- Previous success in people management, coaching and/or supervision would be an advantage;
- Thorough understanding of contemporary student welfare and wellbeing practices within a dedicated Christian environment;
- Ability to inspire Christian Character;
- A well-developed view of K-12 education;
- Outstanding verbal and written communication skills;
- Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours;
- A high degree of professional judgement and confidentiality;
- Ability to develop, promote and implement new and creative initiatives;
- A genuine interest and willingness to engage in professional development and learning opportunities and to identify suitable opportunities for others;
- A genuine interest in personal leadership development and able to support such development in others;
- Ability to contribute to the Christian Studies Program;
- Flexible, approachable, and consistent in manner;
- A high level of energy and vitality;
- An appreciation of the developmental needs of young people; and
- Knowledge of budgetary and financial management processes would be an advantage.



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General Responsibilities

All staff are to be supportive of the Bayside Christian College's Mission Statement and Stated Beliefs and are expected to enhance the College's reputation as one which inspires Christian character, characterised by efficiency, professionalism, and a willingness to meet the individual needs of those within its community.

It is recognised that the school holidays are sometimes times of recreation, preparation and professional development for teachers, and school administrators, and each of these are equally important. As a member of the Executive Team, you will be required to be at school from time to time in College deemed non-attendance time, particularly in the week after the school year finishes and in the latter part of the summer vacation. In addition, attendance at the College during the term holidays may also be required.

Child Safe Responsibilities

Bayside Christian College is committed to the safety and wellbeing of our students. The College has zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. In this context, the College implements a comprehensive Child Safe Programme across the entire College community. All staff are responsible for understanding and applying the College's Child Safe Policy including being compliant with the Child Safe Code of Conduct and being proactive in reporting any concerns or identified risk.