



POSITION DESCRIPTION

Position: Deputy Principal Teaching & Learning

Classification: Category 8 Deputy Principal

Reports to: Principal

Tenure: Contract

The Deputy Principal – Teaching & Learning plays a critical role in shaping a dynamic academic culture that empowers both students and staff to flourish. You will lead with purpose and clarity, ensuring educational programs are aligned with the College's mission, are innovative, responsive to data, and meet the evolving needs of 21st-century learners.

The Deputy Principal Teaching & Learning holds a senior position within the College Executive Team and contributes to the overall leadership of the school and its community. Working closely with the Principal and other members of the College Executive Team, the Deputy Principal plays a crucial role in shaping the school's vision and enhancing the effectiveness of teaching of learning. They are also responsible for ensuring the College maintains an outstanding learning environment by providing pathways for all students.

Key Relationships

The Deputy Principal Teaching & Learning works collaboratively with the College Executive Team, College Leadership Team, Academic Council, teaching and support staff, students, parents and the wider community.

Main Responsibilities

To lead the strategic development of teaching and learning across Years 5–12, with a focus on:

Faith/Mission

- Maintain an active membership in the Catholic Church and demonstrate the ability to promote the Mercy ethos of the College.
- Promote the development of a College culture that reflects the Catholic faith and our Mercy values.

Staff Development & Coaching

- Mentor and empower middle leaders and teachers, building high-performing teams through effective feedback and support.
- Oversee the College's professional learning frameworks in partnership with the Head of Professional Learning.
- Contribute to the recruitment and retention of quality educators with a passion for transformative practice.

Learning Culture

- Champion a future-ready vision for learning that inspires innovation and academic excellence.
- Lead the continuous improvement of pedagogy and curriculum, grounded in research and student voice.
- Promote a culture of collaboration and reflection through effective leadership of the Academic Council.

- Oversee curriculum design and implementation from Years 5–12, ensuring alignment with WA Curriculum.
- Work closely with Academic Council and Director of Academics to shape pathways, timetabling and subject offerings.
- Lead academic interventions and enrichment pathways, ensuring inclusivity and excellence for all learners.
- Support the ACCESS Coordinator in overseeing the ACCESS program, VET Certificates, Workplace Learning and Endorsed Programs.
- Oversee the Enhanced Learning Program for Years 5-10 in conjunction with the relevant Dean of Students.

Digital Learning & Innovation

- Lead the strategic implementation of digital learning through collaboration with the Head of Digital Innovation and ICT teams.
- Lead the implementation of technology, particularly AI integration and review of assessment based on AI use.
- Ensure effective use of platforms e.g. SEQTA, Edval to enhance student engagement and teacher efficiency.

Data-Informed Practice

- Maintain effective academic assessment and reporting programs.
- Analyse and respond to data sets (NAPLAN, OLNA, WACE, internal assessments) to inform teaching and school improvement.
- Drive evidence-based decision-making and feedback loops to support learner growth and accountability.

Community Partnerships

- Foster partnerships with families, students, and the broader community to enhance learning outcomes and school culture.
- Promote academic life at the College through events, communications, and leadership of key strategic initiatives.

Administration

- Chair of Academic Council.
- Manage examination processes including NAPLAN, OLNA and EST with the Director of Academics.
- Oversee communication, reporting and data to SCSA.
- Collaborate with the College Leadership Team on the organisation of academic events.
- Oversee the allocation of academic awards.
- Approve incursions and excursions.
- Attend College events, Masses, assemblies and staff meetings as required.
- Mentor the Academic Captain.

Other

- Support and collaborate the Executive Team in all aspects of College life.
- Uphold the philosophy and strategic direction of the College, the Principal, the College Advisory Council and the MEL Board.
- Undertake other duties as directed by the Principal.

Child Safety

Santa Maria College is committed to child safety and complies with the Child Protection (Working with Children) Act 2012. All staff must comply with relevant child protection legislation and ensure implementation of the College's Child Safety policies and procedures at all times.

Education plays an important role in supporting children and young people and identifying potential risks to their safety, welfare or wellbeing. All College staff have a responsibility to report concerns about the risk of harm to children and young people within their roles and provide support to them.

Terms of Employment

- The Deputy Principal Teaching and Learning will be remunerated according to the current experience level, commencing at Category 8 Deputy Principal.
- In accordance with Mercy Education Ltd policy, appointments follow a 3-year, 4-year, and 3-year term structure, with a formal review at the end of each period.
- This role includes a 0.2 FTE teaching component.
- A current Working with Children Check (WWC) and a National Criminal History Check (as issued by the Department of Education WA) are required.