



Position Prospectus

Deputy Principal



Welcome to Roseville College

Roseville College is a vibrant school built on the four qualities for which we are renowned: Christian Faith, Participation, Leadership and Community. In this environment, each girl is known and valued as we foster her purpose in learning, in character and in who she can become.

In a culture of excellence, learning-is personalised and rigorous as each girl strives for her very best. At Roseville, our girls are connected and curious and develop a robust sense of responsibility, to overcome challenge and to serve others.

Since 1908, Roseville College has been a place where girls are encouraged to thrive and where dedicated staff find community, contribution and professional growth. Our strength lies in our impressive and passionate staff – educators, professionals and mentors – who see their work as deeply purposeful. At Roseville, staff are supported, talents are recognised, growth is encouraged and the impact on future generations is both valued and lasting.

It is with this preface that we invite you to apply for the position of Deputy Principal at Roseville College.

As a member of the College's Executive Leadership Team, the Deputy Principal will bring strategic vision, action-oriented leadership and thoughtful contribution to college-wide projects and initiatives. This is an opportunity for a visionary educational leader to uphold the College as a Christian learning community that fosters growth and rigour, and where each student and staff member is known and valued.



Position Description

Deputy Principal

Roseville College is a vibrant and welcoming community where every student and staff member is truly known and deeply valued. Established in 1908 and centrally located on Sydney's North Shore, we are an independent day school for girls from Prep to Year 12, shaped by a strong Christian foundation and a shared commitment to purpose, integrity and care. We are proud to nurture young women of character who are ready to lead with confidence and compassion in a changing world.

At Roseville, we exist to equip each girl with a deep sense of purpose, for learning, for character and for who she can become. This mission is grounded in our core values of truth, love, and hope, which are deeply rooted in our Christian faith. With this strong foundation, our vision is to raise women who are fortified to lead, serve and fulfill their purpose in learning and in life.

Broad Objective of the Role

Working alongside the Principal, the Deputy Principal is responsible for the implementation of the Roseville College Vision, Mission and Values in the daily operation of the College and the implementation of the Roseville College Strategic Direction. Day to day, the Deputy Principal supports the Principal in providing strategic and practical leadership of the School.

The Deputy Principal works collaboratively with other College leaders to develop consistent practices and policies from Kindergarten to Year 12 and, in collaboration with the respective members of Executive, is responsible for:

- **Christian Leadership** – leading in the education of girls, governed by and infused with authentic faith in Jesus Christ.
- **Leadership of Learning** – leading learning in the College in the pursuit of excellence in academic, co-curricular, character and service learning.
- **Pastoral/Wellbeing Leadership** – ensuring that every girl is known, valued, cared for and connected.
- **Community Leadership** – growing our strong sense of community marked by kindness, gratitude and trust.
- **Strategic Leadership** – by being future ready and oriented towards growth, responsive to and embracing opportunity.
- **Administrative Leadership** – leading a risk-aware community, responsive to policy and a thorough approach to documentation.
- **Leadership of People** – equipping staff to do their roles well, supporting each one to learn, grow and experience the benefits of a strong professional community.

Position Description

Deputy Principal

Position Summary

The Deputy Principal of Roseville College is a position of opportunity and influence in the lives and learning of our students, staff and broader community. They are a person of strong character and drive, a role model personally and professionally who seeks excellence in all they do, encouraging others to do the same. They hold the care of people at heart, enacting compassion across the Roseville College community. The Deputy is a person of strong Christian commitment and conviction, called to serve the Roseville College community upholding our Christian calling of truth, love and hope.

The Deputy reports directly to the Principal and is a member of the Roseville College Executive and Leadership Teams and assumes the role of Acting Principal in the absence of the Principal. Day to day, the Deputy supports the Principal in providing strategic and practical leadership of the School to ensure delivery of outcomes that are aligned with the vision, strategy, goals and values and Christian ethos of the College.

Reports to	Principal
Direct Reports	Director of Co-curricular Dean of Academic Operations Dean of Staff Services Human Resources Manager Head of Library and Learning Services Head of Professional Growth Head of Cocurricular Learning and Outdoor Education Executive Assistant to the Deputy Principal
Key Relationships	Principal Executive Team Senior and Middle Leadership Teams All Staff Students Parent Community External Stakeholders

Responsibilities

Deputy Principal

Core Responsibilities and Tasks

Christian Leadership

- Support the Principal and Chaplain in the Christian leadership of the College.
- Role model Christian faith and values.
- Offer our students and community the opportunity for engagement in Christian community, learning and celebration.
- Have a commitment to, and a clear understanding of, Anglican education.
- Lead and participate in prayer, Bible reading, Chapel and all other aspects of the Christian life of the College.
- Support the work of the Chaplain.
- Teach Christian Studies as required.
- Undertake all activities of leadership from a foundation of Christian Faith.

Strategic Leadership

- Drive and resource the implementation of the College Strategic Plan.
- Engage in the development of new strategic initiatives in accordance with the Vision and Mission of College.
- Gather and use data to inform strategic decisions and measure the effectiveness of implemented strategic projects.
- Work with members of the College Executive/ Leadership Teams to continuously evaluate the offerings of the school to improve quality, balance and relevance.
- Lead innovation and research programs.
- Promote the learning opportunities at Roseville College for all teachers to continually develop best practice.
- Encourage the ethical use of information and learning technologies amongst staff.
- Take a leading role in the appointment of excellent staff.
- Ensure that the campus, classrooms and College facilities are set up, developed and maintained for optimal learning.
- Contribute to the College Master Plan and Campus Development process.

- Contribute to Roseville College Council as required.
- Plan, coordinate, and oversee international tours and travel programs, ensuring smooth logistics, risk management, and meaningful cultural and educational experiences.
- Support the Head of Cocurricular Learning and Outdoor Education in the running of school camps to ensure these activities enrich learning, foster citizenship, and ensure participant wellbeing and safety.
- Plan, oversee and sustain meaningful relationships with boys' schools to enhance co-educational opportunities.

Leadership of Operations

- Oversee the daily operations of the College.
- Support the development of, and adherence to, College budget targets.
- Exercise the practice of good stewardship, ensuring the best and most efficient use of all College resources.
- Contribute to the development and maintenance of efficient administrative policies and procedures.
- Promote a culture of risk awareness and ensure compliance with relevant policies, procedures, and regulatory requirements.
- Ensure relevant policies and processes are communicated, known and followed.
- Maintain rigorous adherence to child protection procedures, ensuring all staff understand and fulfil their responsibilities.
- Set and uphold the accuracy of the whole school calendar.
- Oversee all Variations to Routine and ensure the smooth running of the school day.
- Supporting the Principal in preparation for and attendance at College Council and Committee meetings when required.
- Provide assurance to the Principal on risk management and policy matters.
- Keep thorough records.

Responsibilities

Deputy Principal

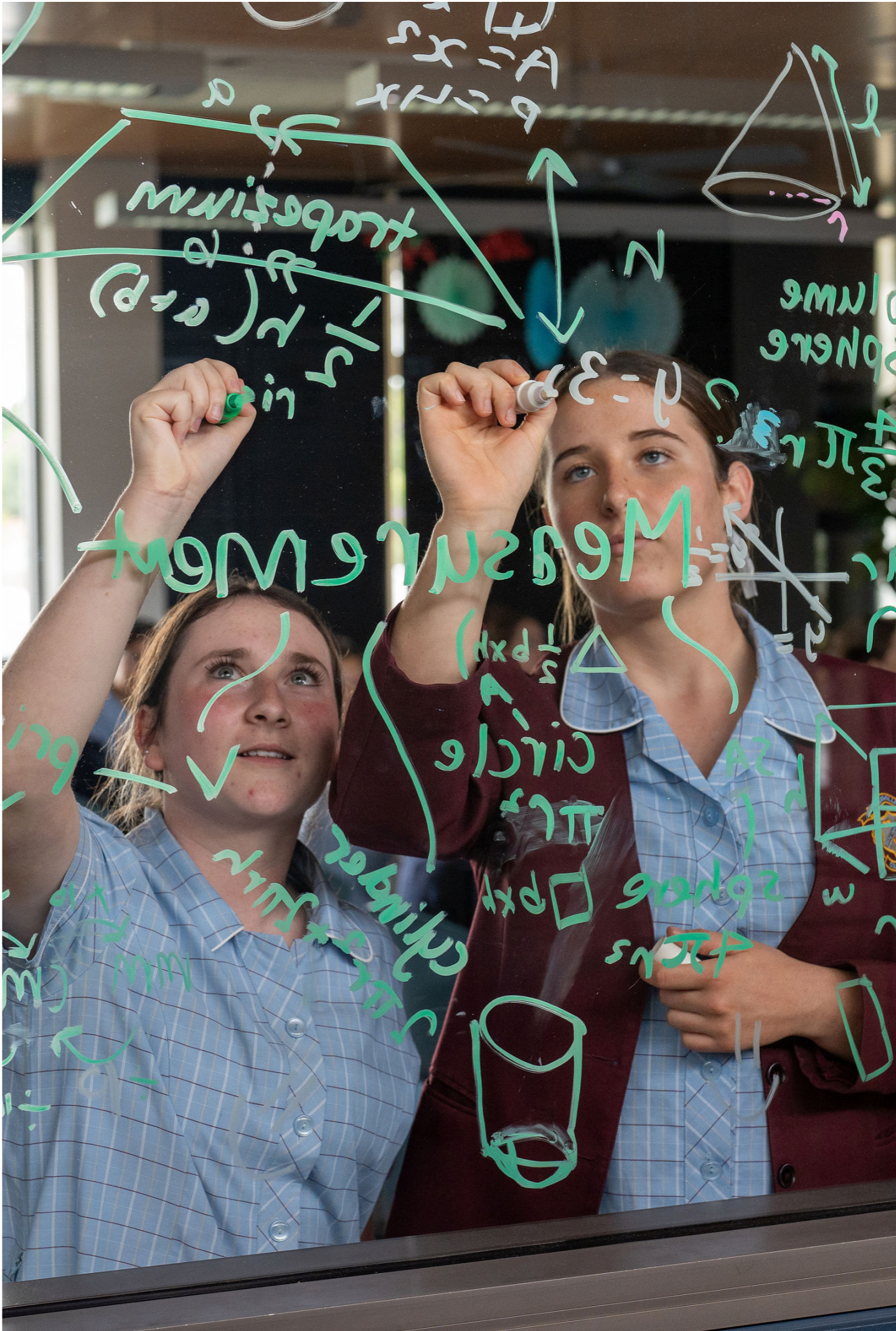
Core Responsibilities and Tasks (continued)

Leadership of Learning

- Provide strategic advice to the Principal concerning the implementation of programs and the development of innovations which enhance the College's offerings.
- Support the pursuit of excellence in all aspects of teaching and learning; curriculum, teaching, learning, assessing and mentoring in a way that honours each student.
- Lead the implementation of professional growth of staff.
- Ensure that learning in the College is articulated and enacted in a coherent educational framework.
- Support the work of the Director of Teaching and Learning, ensuring that every student experiences excellent teaching and learning opportunities.
- Focus on the College's development as an academic institution with the necessary strategic planning with the Executive/ Leadership Teams.
- Develop and implement effective strategies to ensure that students experience a 'seamless' transition through the learning stages of the College.
- Oversee the implementation of registration and review to ensure that the College meets NSW Education Standards Authority Registration and Accreditation requirements.
- Develop and implement strategies for making the best possible advantage of the College campus.
- Develop and implement effective strategies to ensure that there is positive and productive collaboration between all parts of the College.
- Develop and ensure wise stewardship, seamless occupancy and use of new and existing learning spaces.

Leadership of People

- Support staff through effective change management procedures and outcomes.
- Support the Head of Junior School and Head of Senior School in management of student needs, behaviour and wellbeing.
- Oversee and coordinate the resolution of difficult and escalated situations with staff, students and parents respectful of all parties and in accordance with the principles of procedural fairness.
- Uphold excellent record keeping, ensuring that appropriate staff records are kept and privacy upheld.
- Ensure organisational compassion and that staff wellbeing, cohesion and positive employment relationships are maintained at all times.
- Work with the Executive/Leadership Teams to implement appropriate processes for the careful selection of all staff.
- Support recruitment and induction processes.
- Work to build relationships across the staff community.
- Ensure appropriate delegation of tasks, duties and responsibilities.
- Oversee and approve staff and student leave.
- Display a personal commitment to learning and professional growth.
- Maintain an awareness of relevant New South Wales Education Standards Authority (NESA) requirements and convey these to the relevant people and teams in the College community.
- Represent the Principal as required.
- Publicly support the Principal and broader Executive Team at all times.
- Other matters as determined by the Principal.



Responsibilities

Deputy Principal

Core Responsibilities and Tasks (continued)

Pastoral/Wellbeing Leadership

- Ensure that each girl is known, valued and supported in learning.
- Facilitate the development of a College culture that promotes the values of the College Mission and Vision.
- Actively lead and support all staff members in their care of students.
- Work alongside the Head of Senior School, Head of Middle School and Head of Junior School to ensure provision of a wellbeing program, in alignment with the Christian values of the College, that promotes growth of identity, character and service.
- Ensure an environment in which every student is given the opportunity to be at her best in educational, spiritual, sporting, cultural, service and personal pursuits.
- Ensure child safe practices are adhered to across the college.
- Ensure best practice in the areas of transition into and out of the College.
- Work with the Director of Teaching and Learning to ensure students are supported through specific programs that will allow them every opportunity to achieve their academic potential.
- Support the Head of Junior School and Head of Senior School in the oversight and management of student discipline matters.
- Administer, in collaboration with members of the Executive/Leadership Teams and Middle Leaders, an effective approach to student acknowledgement, award and leadership development.
- Develop and maintain the College's capacity and willingness to respond to those in need.

Community Leadership

- Represent the College on behalf of the Principal in the broader community.
- Communicate and maintain expectations of the highest standards of behaviour of staff and students of Roseville College to the broader community.
- Model, manage and promote effective and timely communication with parents, students and staff.
- Exercise effective team leadership with the Principal in the development and support of efficient College Executive and Leadership Teams.
- Have ultimate responsibility for whole College major events/activities.
- Supervise all College functions.
- Actively promote the College as a professional learning community.
- Foster a culture of safety and proactive risk mitigation through effective leadership, systems, and staff engagement.
- Establish effective practices for enhancing the participation of all aspects of the College community; including in the Alumni network and Foundation.
- Develop and uphold collaborative relationships with relevant educational institutions and external agencies.
- Involve staff, students and parents in collaborative decision-making processes where appropriate.
- Ensure that all school activities support College policy and practice.

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This position description is intended as a guideline to illustrate the main job responsibilities. It is not intended to be an exhaustive list and may change within the scope of the role at the Principal's discretion. Employees may also be required to undertake other reasonable duties as directed.

Qualifications, Skills And Experience

Deputy Principal

Education & Training

Bachelor Degree in Education and Postgraduate Degree in Education or similar (Doctorate or Master Degree) is highly desirable.

Knowledge, Skills & Experience

- Proven leadership capacity, marked by integrity, drive and compassion.
- The capacity to engage and inspire students, staff, parents and other members of the wider community.
- A sound understanding and demonstrated successful application of current pedagogy in girls' education.
- The ability to lead and support teams in a constructive, collaborative and proactive manner.
- Excellent communication and interpersonal skills including team building, coaching, mentoring and leadership.
- Exceptional organisational and administrative skills.
- Previous experience in a school leadership position.
- Excellent classroom practitioner.
- A proven ability to successfully manage and lead change in an educational context.
- Expertise and understanding of the needs of girls at various ages during their schooling.
- A desire to grow and nurture others as leaders.

Personal Attributes

- Highly approachable, relational, warm, collegial, and professional.
- Capacity and willingness to lead and relate with compassion and integrity.
- Demonstrated proficiency in deep listening.
- Commitment to present and servant-hearted leadership.
- Highly capable in dealing with the unexpected with calmness and professionalism.
- Proven ability to maintain and respect a high degree of confidentiality.
- Well-developed and applied wisdom and professional judgement.
- Ability to assess information quickly and make well-informed decisions
- Creative and innovative approaches to problem solving.

Requirements and Values

- A demonstrated personal commitment to the promotion of the Christian vision, mission and values of the College.
- Involvement in and attendance at co-curricular after-hours and weekend activities (camps, sport, promotional, inter-school).
- Representation at out of school hours events, including community events.
- Represent Principal at events on committees or presentations as appropriate.
- Flexibility of working hours.
- NESA Teacher Accredited (or equivalent).
- A current valid NSW Working with Children Clearance.

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Roseville College is proudly a Child Safe Organisation, putting the best interests of children and young people first. Applicants must provide a valid Working with Children Check (WWCC) at the time of application or before employment. All appointments are subject to child protection legislation and employment screening.

Roseville College is a member of The Anglican Schools Corporation (TASC).



About Roseville College

Deputy Principal

Roseville College is an established Anglican independent day school for girls on Sydney's North Shore of more than 1,000 girls from Preparatory to Year 12, with a full time equivalent staff of 99 teachers and 47 support staff in operations, administration, technology, grounds and maintenance.

Centrally located on Sydney's North Shore, the 2.5-hectare campus features a Junior School complex, including the Preparatory School, Middle School complex, Senior girls' study and recreation area, multi-purpose hall and chapel, a performing arts precinct (a performance and educational facility featuring a 350-seat auditorium, drama and recording studios), creative arts centre, a contemporary library complex, a swimming pool and multi-purpose outdoor courts.

The campus itself is among tranquil, heritage-listed residential streets, with easy access to major arterial roads and train lines enabling a straight-forward commute from the upper and lower North Shore areas, as well as Lane Cove, Ryde, Manly Warringah and The Hills District.

The School's size allows its teachers and support staff to know and care for each girl, partnering with them to ensure her learning pathway is rigorous and personalised; yet broad. This is balanced with healthy relationships and pastoral care, a positive – even ambitious attitude to learning, and inspirational leadership underpinned by Christian values.

Vision

The College's vision is to be a leader in girls' education where each child becomes aware of, challenges and forges her God-given abilities and purpose with the betterment of others foremost in her mind.

In the School's caring, well-resourced surrounds, each girl engages in opportunities that are personally challenging to achieve both curricular and valuable transferable learning outcomes.

The College's student wellbeing and chaplaincy programs help clarify and forge her inner person and faith, helping her find her place in her world. Across the spectrum of College life, she is empowered to leverage who she is with what she knows (and what she has courage to try) to identify and affect positive change on the world around her; to lead, inquire, inspire and serve others.

Values and Christian Ethos

Christian faith is an evident and important aspect of College routine and tradition. The College vision is guided by the Christian values of Love, Hope, Grace and Truth; likewise, students are actively encouraged to practise faith-inspired qualities such as self-control, service, grace, kindness, mercy, forgiveness and love. Roseville College is an inclusive school and welcomes students on any stage of their faith journey.

About Roseville College

Junior School

Our Junior School enrolls 300 girls from our Prep class through to Year 6. The Junior School is characterised by its welcoming community, strong school spirit and excellent preparation for Senior School.

The rigorous curriculum, guided by the International Baccalaureate Primary Years Program (PYP), is deeply considered and characterised by a wide range of learning that enriches each girl's physical, social and spiritual growth. This includes a strong student wellbeing program, sports, outdoor education, music and STEAM, co-curricular clubs, health, Christian Studies and inter-year initiatives, such as our buddy partners.

The Junior School is supported by 22 members of staff. Years K-2 are single-stream, Years 3-4 are double-stream and Years 5-6 are triple-stream. Academically, the Junior School achieves consistently strong results as demonstrated in the NAPLAN results, as well as other educational testing and national inter-school competitions. In addition, the Enrichment Program compliments the classroom learning experiences across the Junior School, with attention given to Mathematics, Inquiry and Writing.

Senior School

Our Senior School enrolls more than 750 girls in Years 7 to 12. Throughout Senior School, girls embrace challenge and fortify a strong sense of identity and belonging as they discover what matters to them and how they might make a positive difference to the world.

The internationally recognised Cambridge qualifications in Physics, Chemistry, Sociology, and Global Perspectives are offered in Years 9-10, equipping girls with invaluable learning about the world and preparing them for the challenge of the HSC in Years 11-12. The Senior School years expand the offering of specialised study as girls mature their ambitions and interests, likewise, extending the array of co-curricular and learning avenues across sports, wellbeing, music and performing arts, STEAM, health and student wellbeing, Christian chaplaincy and pastoral care, and careers counselling.

Governance

Roseville College is one of 20 schools and campuses owned and operated by The Anglican Schools Corporation.

The Corporation is constituted under an Ordinance of the Synod of the Anglican Church Diocese of Sydney. The Corporation is governed by a Board that exercises all the powers and authorities granted to the Corporation.

The Roseville College Council operates as a Board appointed sub-committee of The Anglican Schools Corporation (TASC) in overseeing the operation of the College. The Council is responsible for the oversight of the implementation of policy, budget, and good standard of Christian education at the School, formulation of long-term plans for the School, development of School budgets, supporting the Principal in implementation of policy, ratification of School staff appointments, and ensuring a cooperative relationship with other member schools.

Academic profile

Roseville College reports consistently strong academic results (culminating in the HSC) and ranks among top educational performers in NSW.

The rigorous academic curriculum from Preparatory to Year 12 is characterised by teaching excellence and a personal concern for how each girl learns best. In Senior years, students choose from a wide range of elective subject choices that allow each girl to tailor her learning in a meaningful way aligned with her passions and life's purpose.

Alongside a varied academic curriculum, Roseville girls from Preparatory to Year 12 find balance by pursuing a personal passion or trying new challenges from myriad sporting, creative, STEAM, leadership, personal, service and community opportunities available at the School.

The co-curricular offering includes Service and Learning Trips (SaLT), Tournament of Minds, Mock Trial, Duke of Edinburgh's International Award, Crusaders, clubs for Debating and Public Speaking, Robotics, Coding, STEAM, Community Service and Charity, Drama and Performing Arts, Musical Productions, Music Tuition and Performance, Bands, Student Representative Council, Sports, and Creative Arts.

