

Drury West School (Provisional name)

Deputy Principals' Job Description

The key responsibility of our leaders of learning will be to support the Principal in all aspects of what is required to open a new school in a new community throughout their tenure. This will vary in emphasis and demand from year to year as the school is established. It will necessitate formal and informal contributions at both a high level, and in day to day administrative and learning matters. It will also involve classroom teaching and released professional responsibilities. The mix will alter from year to year in the early stages of the School's development with the view to both positions becoming fully released in the future.

Specific tasks, activities and responsibilities will also be allocated based on the collective strengths of the leadership team that we put together. Amid the plethora of requirements prior to opening in early February 2022, in the establishment year this role will include working as a senior leadership team to:

- develop a Strategic Plan and Education Plan to effect/implement the EBoT's Vision for the School
- enable the strategic direction through design of an effective learning and support programme
- establish a local curriculum with supporting assessment and reporting plans;
- develop day-to-day procedures and practices in preparation for opening aligned with the National Administrative Guideline and NELPs;
- design effective branding, communication strategies, and social media campaigns that positively profile Drury West (interim name) School;
- develop a staff recruitment and induction process to meet the needs of the school community;
- co-facilitate community meetings and facilitate consultation
- effectively resource the school to meet our strategic goals and vision.

Once the school is open, the job description will evolve with the final version based on the themes of the Education Council Leadership Capability Framework.