



**Our Lady of
La Vang**

CATHOLIC SPECIAL SCHOOLS
Deputy Head of Campus
Position Information Document
Our Lady of La Vang

www.lavang.catholic.edu.au
www.stpats.catholic.edu.au



St Patrick's
Special School

Position Title:	Deputy Head of Campus - Leader of Learning
Campus:	Our Lady of La Vang – Flinders Park
Responsible to:	Head of Campus, and ultimately to the Principal
Employment Type:	Fixed Term/Ongoing
Classification:	Teaching/Position of Responsibility POR 3
Fulltime Equivalent:	1.0 FTE
Tenure:	20 January 2025 – 31 December 2028

Inspired by our Faith we recognise and celebrate the unique abilities of children and young people and offer a meaningful curriculum that is contemporary, individualised, and oriented to “learning for Life.”

The Catholic Special Schools express and witness our Catholic identity by bringing faith, life, and culture together into a coherent synthesis, through partnership with families, the wider church community and the system of Catholic schools and offices in South Australia.

POSITION SUMMARY

The Deputy Head of Campus supports the Head of Campus in ensuring excellent teaching, learning and student development in a faith-centred environment. To this end, the Deputy Head of Campus works in collaboration with the Head of Campus and other campus leaders to develop and monitor the school’s vision and mission and to create structures that facilitate the work of both staff and students. The Deputy Head of Campus works collaboratively with the Head of Campus to ensure the educational provision is of the highest quality. The Deputy Head of Campus is responsible for assisting the Head of Campus in the day-to-day management and operation of Our Lady of La Vang School campus and deputises for the Head of Campus Our Lady of La Vang School in their absence.



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KEY WORKING RELATIONSHIPS

The Deputy Head of Campus is ultimately responsible to the Principal, through the Head of Campus (Our Lady of La Vang) who is a delegate for the Principal.

- Principal
- Head of Campus – Our Lady of La Vang
- Executive Leadership Team
- Staff
- Students and Parents and families
- Allied Health Professionals
- Catholic Education South Australia
- Local community organisations, as appropriate

POSITION OVERVIEW

Our Vision:

Through our campuses, we provide a place of belonging, fulfilling our promise that children and young people will be set up for life as thriving people, capable learners and leaders for the world God desires, within a contemporary Catholic community that welcomes all. We are committed to high quality learning and wellbeing for students with diverse and complex needs that is built on safe and respectful relationships.

Our Mission:

In partnership with families and parishes our schools offer high quality education for students in a specialised setting responsive to their individual needs as an integral part of the system of Catholic schools in South Australia.

The Deputy Head of Campus will work collaboratively with the Principal and the Heads of Campus in developing and implementing the strategic directions for the Catholic Special Schools. Leadership of Our Lady of La Vang School means accepting the invitation to lead, share in and contribute to the leadership of Catholic Special Schools with responsibility for the ongoing planning and future development and direction of Our Lady of La Vang School in line with the strategic directions of Catholic Special Schools. Our Lady of La Vang School Leadership Team will contribute to strategic planning, upholding the Catholic Ethos and professional behaviour as outlined in the CESA Code of Conduct.



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This key leadership role is responsible for supporting the Head of Campus in leading learning and the day-to-day operations for the delivery of high-quality catholic education services on the St Patrick Special School campus consistent with the strategic directions of Catholic Special Schools.

KEY AREAS OF WORK

The Deputy Head of Campus will:

Catholic Identity and Mission

- In collaboration with the Head of Campus, exercise leadership in the areas of Catholic identity, teaching and learning, leadership and community engagement, improvement, innovation and staff and school management.
- Support the Head of Campus to enhance the Catholic identity of Catholic Special Schools, to enact the vision and mission of Catholic Special Schools and to create a positive culture for young people and staff to thrive in their own faith and personal experience.
- Work closely with the APRIM and Executive Leadership Team to build the school-parish relationship through being church together.
- Support the social justice and equity initiatives of the campus and community.

Pastoral Care

- Ensure a culture of respect, considering the spiritual, moral, social, and physical health and wellbeing of students.
- Support the development of the Pastoral Care Program, and the provision of ongoing opportunities for students' pastoral development.
- Work closely with the Head of Campus and campus leadership in providing effective pastoral care, management, and support of students, with a focus on the case management of each individual student.
- Actively engage with parents, caregivers, and families to work in partnership in the holistic pastoral development of a student.
- Recognise and support the needs of students, families and carers from communities facing complex challenges.
- Develop and maintain positive partnerships with students, families, and carers and all associated with the school and its wider community.
- Assist to build a culture of inclusivity considering the richness and diversity of the wider school community.



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Teaching and Learning

- Inspire and influence the school community to ensure that students can be thriving people, capable learners and leaders for the world God desires.
- Lead in the design and implementation of evidenced based teaching and learning programs using the Australian Curriculum, ABLES and SACE Modified.
- Ensuring assessment and reporting of the campus is consistent with the CESA Guidelines for Assessment and Reporting.
- Support all staff (including Teachers, Allied Health and ESO staff) in ensuring the provision of excellent learning and opportunities for students.
- Encourage independent, lifelong learners who are actively engaged and have a strong student voice.
- Commit to safeguarding children at all levels of the organisation in ways consistent with child protection requirements and the Church's national safeguarding authority and works to ensure that all requirements of the Child Protection Curriculum are met.
- Collaborate with the Executive Leadership Team in the development, monitoring and review of Catholic Special Schools Pastoral Care, and the Child Protection curriculum.

Improvement, Innovation and Change

- Actively support the change management and development of the campus to higher levels of excellence.
- Share best management practice and use of resources with other schools and education networks.
- Support the development of a learning community focussed on continuous improvement and in teaching and learning for students with complex needs.
- Provide support to the Executive Leadership Team in the development, implementation and review of whole school procedures and strategies.
- Support the Head of Campus in the implementation of Positive Behaviour Intervention Support (PBIS) , including Case Management.

Leadership

- In collaboration with the Head of Campus, assist in the day-to-day operation of the campus and support those who have a leadership role in this management.
- Support staff to achieve high standards and develop leadership capacity.
- Model and provide leadership of effective teaching practices and classroom management strategies underpinned by a deep commitment to the success of every learner.
- Commit to regular personal professional development.



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Administration

- Assist in the forward planning and management of the campus calendar.
- Oversee and/or assist in the running of major Campus events including but not limited to:
 - End of year events and celebrations.
 - Other full school initiatives which are relevant to the Pastoral development of students and/or staff.

Shared Responsibilities:

The Deputy Head of Campus will:

- Work in partnership with parents and caregivers, including enrolment interviews.
- Ensure the safety of all members of Catholic Special Schools community.
- Implement School and CESA policies.
- Work with external agencies as required including emergency services.
- Ensure appropriate supervision by staff on yard duty and the undertaking of teaching duties in a professional manner.
- Participate fully in all Professional Development offered by Catholic Special Schools.
- Perform other duties as required by the Principal and Head of Campus.