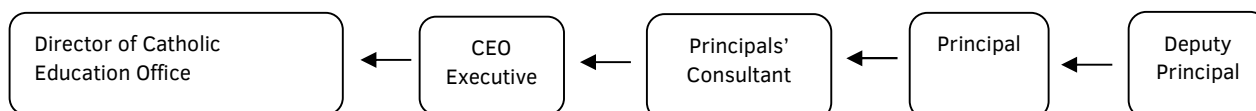


Position Title	Deputy Principal
Position Description last reviewed	September 2026

Position reports to:



Position Summary:

The Deputy Principal is a senior leadership position in a Catholic School, The Deputy Principal is challenged to be a person of faith and vision for Catholic education, accepts and models Catholic values in personal life and demonstrates the capacity to communicate this vision to others in the school community.

The following key responsibilities and selection criteria apply to all Deputy Principal Positions in Catholic Education NT. A specific Position Description will apply for each Deputy Principal position and will include additional criteria/responsibilities for the local school context.

Key responsibilities:

The Deputy Principal will, with the Principal, lead the faith community:

- Assist the Principal in creating and maintaining a Catholic climate in the school community and in the implementation of the school vision by providing active leadership to ensure the smooth functioning of all aspects of school life.
- Support and encourage the Principal and other members of the administration team in decision making and help implement these decisions to ensure effective functioning of the school. Deputise for the Principal in his/her absence as requested.
- Be responsible for specific administration aspects of the schools as designated by the Principal.
- Assist the Principal in ensuring that a balanced, innovative and appropriate curriculum is implemented in all areas of the school.
- Manage the planning, development, implementation and evaluation of the school curriculum and student assessment in line with the school improvement plan and as requested by the Principal.
- In conjunction with the Principal, plan, develop, implement and evaluate staff development programs.
- Encourage two way communication in all aspects of school life and provide appropriate opportunity for that sharing to take place.
- Cultivate positive school-parent, school-Parish, school-community and cross campus communication and relationships.

- Ensure the effective implementation of school pastoral care by displaying a committed pastoral care for children, attentive to their individual and corporate needs and assisting in the development and maintenance of good staff morale and responding to their pastoral care needs.
- Provide assistance to and supervision of staff, including Formation Review.
- Maintain own personal and professional development.
- Participate in the Deputy Principals network meeting at the Catholic Education Office, School Improvement meetings, Diocesan Assemblies and celebration.
- Any other duties as directed by the Principal.

Selection Criteria:

Essential Criteria:

- A Catholic who is an active member of a Catholic Eucharistic community.
- If circumstances warrant it, we will accept applications from a person of faith who is an active member of their community and is committed to Catholic values and participation in Catholic Worship.
- Post graduate qualifications or undertaking to commence studies in Religious Education, Theology and/or Educational Leadership.
- Registration or eligibility for registration with NT Teacher Registration Board.
- Working with Children Card (Ochre Card NT).

Desirable Criteria:

- Demonstrated competence in his/her capacity to promote, enhance and integrate the religious dimension of a Catholic school into all facets of school life.
- Evidence of educational, pastoral, theological and managerial aspects of school leadership.
- Ability to work in leadership and administration as a team member.
- Ability to facilitate the planning, implementation and evaluation of sound educational policies and practices.
- Ability to communicate effectively with the whole school community as well as with the wider community.
- Ability to facilitate change/ or be an agent for change.
- Standard of health necessary to perform duties consistent with the role.
- Well-developed coaching and mentoring skills.
- Knowledge of factors that affect Indigenous families in the NT context.
- Working understanding of academic reporting processes.
- Experience in developing and implementing policies and associated implementation procedures.

Position No		Version	2	Title	Deputy Principal	
Date Approved	August 2020	Approved By	Director of Catholic Education		Review Date	
Policy Application	Catholic Education Office			SIRF Area		

Qualifications required:

The Deputy Principal will have:

- Post graduate qualifications or undertaking to commence studies in Religious Education, Theology and/or Educational Leadership.
- Accreditation to Teach in a Catholic School (Accreditation C CENT) or Accreditation to Lead in a Catholic School (Accreditation D CENT).
- Teacher Registration in the NT.
- Ochre Card (Working with Children Card).

WHS Responsibilities

- Be proactive in all matters relating to work health and safety.
- Perform work at all times in a safe manner and comply with all workplace safety standards, policies and procedures.
- Take reasonable care to ensure their own safety and not place others at risk by any act or omission.
- Actively engage in the consultation process and taking part in WHS risk management programs to improve safety.

Safeguarding children and vulnerable adults:

Catholic Education Northern Territory requires all of its employees to abide by its policies on safeguarding and promoting the safety and wellbeing of all children, young people and vulnerable adults.

This position is for child-related work and as such, you must obtain and retain a Working with Children Check from Screening Assessment for Employment – Northern Territory (SAFE NT).

Further Information:

- Deputy Principal positions in NT Catholic schools outside of the Darwin/Palmerston and associated rural area require significant travel.

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