

APPOINTMENT OF

Deputy Principal

COMMENCING IN 2023



Canterbury
WORLD READY

From the Principal

Canterbury has a proud reputation as one of Queensland's largest and most progressive K-12 coeducational schools. Established 35 years ago, in strong alignment with Anglican Church values, Canterbury has gone on to become a school of nearly 1600 students and over 250 staff, providing excellence in academic, co-curricular and student wellbeing outcomes for its growing community in Logan, the southern suburbs of Brisbane and the northern Gold Coast corridor.

The incoming Deputy Principal will have an opportunity to shape our World Ready vision and be the lead innovator and influencer of our staff, in envisioning academic, co-curricular, service and leadership experiences that deliver this vision.

The Deputy Principal recruits, develops, coaches and mentors staff across the College and functions as the notional "Chief of Staff." It is indeed a career-defining role.

I invite you to consider applying to lead our wonderful school as our new Deputy Principal.

Yours sincerely

Daniel Walker
Principal and CEO



1,600

students

260

staff

35

years



The **role**

The Deputy Principal oversees the quality and development of our holistic, all-round education offering at Canterbury, leading forward-thinking teaching and learning, co-curricular, service and leadership strategy.

The incumbent will take responsibility for the academic and co-curricular achievement data and the recruitment and development of talented teaching, leadership, coaching and specialist instructor staff.

The main portfolios within the Deputy Principal role are:

1. Staffing and Timetabling
2. Teaching and Learning Strategy
3. 'World Ready' Students
4. Major Event Management



About Canterbury

Canterbury College is an ELC to 12 coeducational independent school, serving the communities of Logan, southern Brisbane and the northern Gold Coast corridor since 1987. Canterbury is one of Queensland's largest Anglican schools.

Canterbury is known as a high-quality academic school, with a strong and purposeful commitment to the holistic development of each young person. Our reputation is such that families choose to travel to Canterbury from far afield – Beaudesert to the south-west, Redland Bay to the east, Ormeau to the south, and Rochedale to the north.

To the immediate west, south and east of Canterbury is one of Australia's fastest growth corridors, that of Waterford, Holmview, Bahr's Scrub, Logan Village and Park Ridge. Whilst Canterbury has enjoyed strong enrolment demand and growth on the back of demographic change and reputational advantage, our desire is to settle as an ELC to 12 school of about 1700-1800 students by 2027.

As a foundation member of The Associated Schools (TAS), greater Brisbane's premier coeducational independent schools sporting competition, Canterbury prioritises both mass participation and elite performance in our sporting program. A Netball Academy and Rugby 7s Academy are our flagship programs, but there are outstanding programs in volleyball, athletics, tennis, touch and many other sports.

Canterbury's Music program is known widely throughout greater Brisbane, both for the quality of its elite musicians, but also the sheer number of ensembles and performance pathways. Cantabile, our premier girls' choir have travelled the globe, and received adulation and prizes at the highest levels of choral performance in world competitions. More recently, the College's Rock School has grown to become a serious incubator of talent in rock performance and also songwriting and recording, to join Strings and Chamber Music as a signature program at the College.

We leverage our ELC to Year 12 offering to design a seamless academic, co-curricular, wellbeing and character education from ELC to Year 12. This 14 year 'Canterbury Journey' is delivered by a devoted and cohesive teaching staff, well supported by corporate and educational services staff who are passionate about our school.

Our vision for Canterbury, to inspire and nurture confident, optimistic and compassionate young people who are ready for the world, informs our commitment to innovation, to thinking outside the square and to adapting our educational offering, to be responsive to a more VUCA – volatile, uncertain, complex and ambiguous – world.

[Visit the Canterbury College website](#)



Position description

POSITION: Deputy Principal

REPORTS TO: Principal

DIRECT REPORTS:

Director of Sport and Activities
Director of Music

Director of Learning and Teaching Innovation
Director of Academic Culture
Director of Administration

WORKS WITH:

Director of Business and Finance
Head of Secondary School
Head of Junior School

Assistant Head of JS (Learning)
Assistant Head of SS (Learning)
Registrar
Director of IT Services

LEADS THESE TEAMS:

Academic Strategy Team
College Operations Team

Workforce Strategy Team
Child and Youth Risk Management Strategy Team
World Ready Team

Position purpose

The Deputy Principal functions as the 'Chief of Staff' of the College. Whilst closely monitoring the operation of the College's ELC to 12 teaching and learning and co-curricular programs, the central function of the Deputy Principal is:

1. recruitment, selection and development of our people;
2. the discerning selection of approaches and systems to quality-assure the College's academic and cocurricular programs and
3. the development of all-roundedness in our students.



Responsibilities

Position responsibilities

Staffing and Timetabling

1

- » Developing workforce and recruitment strategy
- » Coaching and mentoring systems and processes staff
- » Ensuring a seamless on-boarding process for new and returning staff
- » Developing succession-planning strategy in all work units
- » Managing and approving leave for teaching staff
- » Overseeing the transition of teaching staff to full registration
- » Taking responsibility for managing complex HR matters
- » Monitoring staff morale and culture and providing a positive boost to each
- » Anticipating future needs of the timetable and staffing as curriculum and student interests evolve
- » Developing capacity in others to manage components of the timetabling process
- » Preparing an accurate constraints and staffing document for Timetabling Solutions and being accountable for the development of a P-12 timetable each year
- » Managing the total teaching FTE prudently in line with budget parameters
- » Managing and investigating complaints

Teaching and Learning Strategy

2

- » Building capacity in the teaching and learning leadership team, including the chairing of Academic Strategy Team meetings
- » Monitoring Year 12 ATAR aggregate performance, as well as value-add metrics regarding 3, 5, 7 and 9 NAPLAN
- » Evaluating student ability and achievement data to shape academic approaches
- » Overseeing of the Canterbury Professional Growth Framework and its implementation
- » Quality-assuring teaching, including the appropriate levels of integration of digital pedagogy and leveraging of the 1:1 program and the College's Microsoft Showcase School status
- » Chairing the IT Committee
- » Modelling outstanding classroom teaching and curriculum development in the chosen discipline area (Teaching fraction of 0.2)



Responsibilities

Position responsibilities

'World Ready' Students

3

- » Establishing systems and processes to monitor the overall participation and development of students
- » Developing innovative reporting approaches to parents to demonstrate 'World Ready' attributes of students
- » Evaluating the quality of all co-curricular, leadership and service programs, including the strategic approaches to growing these programs
- » Planning and sequencing the program of overseas trips and tours

Major Event Management

4

- » Maintaining oversight of Speech Night (SS), Speech Day (JS), Student Leader Investiture Ceremonies (SS and JS) and Sport and Activities Awards Night
- » Planning Junior School and Secondary School assembly structures and rosters, to ensure they are showcases of the full life of the College
- » Overseeing other landmark or marquee concerts, celebrations or commemorative events in the life of the College
- » Liaising with Head of Leadership and Community regarding themed assemblies (eg ANZAC Day, NAIDOC week, Bullying No Way Day etc)

Other

5

- » Oversight of the general tone of the College, including student-teacher interactions and standard of uniform and presentation
- » Leading the Child and Youth Risk Management Strategy committee
- » Management of the scholarship selection process for new and existing students each year
- » Coordination and oversight of complex investigations in child protection or behaviour management, as required
- » Management of the new staff induction and orientation program
- » Policy and budget development as it pertains to the portfolios of the role
- » Writing reports as required to the Board or for external agencies
- » Deputising for the Principal as required
- » Any other duties as required by the Principal, from time to time.



Executive Leadership Team

You will be joining a high-calibre and united Executive Leadership team, which has chartered a dynamic future for the College in our Strategic Direction 2020 – 2023.

- » Principal (CEO)
- » Deputy Principal
- » Director of Business and Finance (CFO)
- » Head of Junior School
- » Head of Secondary School
- » Head of Leadership and Community
- » Director of Communications

The four principles by which the College Executive operate:

- 1. Authenticity** – self-awareness, high emotional intelligence, honesty and transparency, with the ability to inspire trust.
- 2. Visibility** – a desire to connect with colleagues and students during the day and through the co-curricular and service program outside the classroom, getting to know them as individuals and building warm, respectful relationships.
- 3. Wisdom** – experience in key elements of school administration and understanding of trends and movements in education; the ability to discern objective truth and build capacity in others.
- 4. Accountability** – a recognition that ultimate accountability within a designated portfolio rests with a member of the Executive team, within a high autonomy environment.

Strategic Direction 2020-2023

Strategic Pillars



Student Programs



People and Culture



Sustainability



Student Development



Engagement



Operations and Infrastructure

[Find out more about our Strategic Direction](#)



About **you**

You will hold a senior leadership position in the independent school sector, with recent experience in an academic portfolio. You will be a dynamic and contemporary teacher in your own right, with established credibility in your teaching area. It will be clear that you have a passion for the development of the 'whole student' through the roles you have held and the achievements you have described in your application.

It is essential that you enjoy the complexity and pace of leading a multi-faceted large and aspirational ELC to 12 school. Of critical importance is your ability to inspire and energise people around you and positively impact the culture of the teams that you lead.

The **selection process**

The Principal will chair the selection panel for this position and he will be joined by an experienced group which includes internal and external members. All applicants will be updated and advised of the outcome of the shortlisting process. Further steps in the process may include interviews, presentations, psychometric and/or leadership style questionnaires. The Principal reserves the right to contact referees prior to the interview process commencing. Referees will not be contacted without notifying the applicant.

It is envisaged that the selection process will conclude by early October. Ideally the new Deputy Principal will be available to commence at the start of 2023.

Your **application**

Please include **only** the following in your application:

- » Cover Letter
(no longer than 2 pages).
- » Curriculum Vitae
(no longer than 4 pages).
- » Four professional referees, one of which must be your current Principal or Headmaster, and one of which must be a senior leader who currently reports to you.



Applications

Applications close 4pm Friday 9 September 2022. Please do not include any extra material with your application. All applications must be submitted via Seek.

Please address covering letters to:

Mr Daniel Walker

Principal

Canterbury College

Old Logan Village Road

Waterford Queensland 4133

Applications will only be accepted via Seek. An upload receipt will be provided automatically by Seek. Applications sent via email will not be processed.



[Click to view the Canterbury Prospectus](#)