



DARAMALAN COLLEGE

ESTABLISHED 1962

CANDIDATE BRIEF DEPUTY PRINCIPAL



APRIL 2026

Contents

Principal's Invitation	3
Daramalan College Board and Strategic Directions	4
Role of the Deputy Principal	5
Main Duties	6
Essential Skills & Remuneration	8
Application Process	9
Application Form	10

From the Principal Rachel Davies

Applications are invited for the position of Deputy Principal, Daramalan College.

Daramalan College has a spirit of family formed by kindness and understanding, by compassion and mutual forgiveness, by gentleness, humility and simplicity, by hospitality and a sense of humour, underpinned by the ethos and charism of the Missionaries of the Sacred Heart (MSC). Our staff are valued and supported in their careers. We strive to create a positive and inclusive culture with a strong sense of family.

The College was founded in 1962 by the Missionaries of the Sacred Heart, a Catholic Congregation of Priests and Brothers. The motto of the school is Fortes in Fide – Strong in Faith. The College is an independent Catholic secondary school in the Archdiocese of Canberra-Goulburn and is a member of the Association of Independent Schools ACT.

Located in the North Canberra suburb of Dickson, Daramalan was initially an all-boys' school. In the late 1970s co-education was introduced into Years 11 and 12. The College has an enviable reputation for the quality of its resources, its curriculum and learning opportunities. These provide excellent preparation for the graduating students to progress to an extensive array of pathways beyond school. Daramalan currently has an enrolment of approximately 1500 students in Years 7 to 12 and over 170 staff. The College has excellent facilities and resources and staff who are very committed to supporting students in their learning.



Daramalan College Board of Directors

The College is a Company Limited by Guarantee and operates as a Not-For-Profit entity. The College is governed by a Board of Directors who bring a wide range of skills and experiences. The Board is responsible for the strategic oversight of the College and is also made up of sub-committees, such as the Finance, Audit and Risk Management Committee and the Buildings, Facilities, Resources and IT Committee.



Daramalan College Strategic Directions 2019 to 2028

VISION Statement – A community that inspires learning, nurtures potential and is strong in faith.

MISSION – To empower and support each student to flourish and develop a love of learning, in the spirit of the Missionaries of the Sacred Heart.

Goals and Objectives

CATHOLIC AND MSC

- A school community which understands and lives our Catholic identity in the tradition of the Missionaries of the Sacred Heart
- Our identity as a Missionaries of the Sacred Heart school is witnessed throughout our community
- Quality programs and experiences promote a deeper understanding of Catholic traditions and values and social justice

CAPACITY

- Business capacity to advance the achievement of our Vision and Mission
- High performing, agile and flexible staff with the skills and values to improve student outcomes are attracted, developed and retained
- Deployment of resources is strategic, efficient and evidence-based
- Changes to government funding and competitive pressures are managed effectively
- Our infrastructure is sustainable and reliable
- Governance, financial and risk management structures and procedures operate effectively

EDUCATION

- Equity, excellence and innovation in education
- Innovative, inclusive, quality programs of learning using evidence-based teaching practices are delivered consistently throughout the school
- Students are engaged in rich learning experiences that provide the skills, attributes and academic foundation to enable them to transition successfully to life after school
- A culture of high expectations, continuous improvement and maximising opportunities for growth exists for all
- Partnerships with tertiary institutions, community organisations and industry enhance student opportunities

COMMUNITY

- A strong and connected community
- A social and physical environment which is inclusive, safe, fun and enables each student to participate fully in college life
- Students transition effectively through all stages of college life
- Students are empowered to own and lead initiatives
- Respectful relationships exist between all members of our community
- A supportive, rewarding and collaborative environment for staff which promotes personal and professional growth and wellbeing
- Partnerships between parents and the school maximise student potential and wellbeing

Role of the Deputy Principal.

Position Title	Deputy Principal (Fixed-Term Contract, renewable upon successful completion of appraisal)
Reports To	Principal
Direct Reports	Assistant Principals, Director of Data and Analytics, Sports Coordinator
Position Level	This Position is between the level of Assistant Principal and Principal. This is a full-time position. The teaching load for this position will be determined by the Principal.

Purpose of the Role

The Deputy Principal is a role that supports the Principal and leads the Executive in the overall leadership and management of the College. The Deputy Principal is appointed by the Principal and is responsible to the Principal.

In the absence of the Principal, the Deputy Principal may act for the Principal, including attending functions in and outside of the College, making decisions on behalf of the Principal as well as reflecting and representing the views of the Principal, as required.

The Deputy Principal plays a pivotal role in enhancing the overall educational experience and outcomes for both staff and students. By fostering a positive and supportive environment, this role underscores the importance of a school culture where every individual feels valued and engaged. The Deputy Principal will recognise that the strength of its people is the foundation of its success.

As a member of the College Executive this position also has responsibility for contributing to the overall well-being and education of all students in the care of the College and for participating in leading, developing and maintaining the college's MSC ethos and philosophy.



Main Duties

1. Shared Leadership of the College

- Supporting the Principal in ensuring that the MSC charism underpins all aspects of College life,
- Working with the Principal to ensure the smooth operation of day-to-day activities as well as the long-term planning of the College involving staff, parents, students and others connected to the College community,
- Attending the College Board meetings and be a member of relevant Board Sub-committee/s,
- Acting as a first point of contact for Assistant Principals in solving day to day matters related to their portfolios,
- Working closely with other members of the College Executive to ensure a collaborative and consistent team approach is maintained in the leadership of various portfolios,
- Assisting with the employment of staff,
- Collaborate with the Chief Operating Officer to oversee the development and review of the School Improvement Plan,
- Foster and promote a strong school culture underpinned by the MSC ethos and philosophy,
- Work with the Sports Coordinator to ensure effective oversight of sports and co-curricular programs, including one day and external competitions
- Overseeing Co-curricular Remuneration, and
- Other duties as negotiated to fit within the Deputy's portfolio.

2. Leadership of the College as a member of the College Executive

- Lead and develop the ethos of the College by living out the values of the Missionaries of the Sacred Heart and a Spirituality of the Heart,
- Develop and maintain a culture of high expectations for self and others,
- Build a positive and collaborative learning culture within the school community,
- Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College,
- Ensure all policies relating to the portfolio are kept up to date and are considered best-practice,
- Be an active and visible presence in the College community,
- Contribute to the overall leadership, policy and decision-making of the College by being informed in all areas of College life and working effectively with all members of the College community,
- Acknowledge the responsibilities and achievements of individuals and teams,
- Prepare external reports, such as Workplace Gender Equality Agency and Annual Report to the School Community,
- Hold the position of Senior Safeguarding Officer for the College,
- Take responsibility for ensuring legislative requirements for teachers (eg: WWVP and ACT TQI) are met at all times by all teaching staff,



- Complete a variety of tasks that are shared by the Executive such as Year 7 Interviews and TQI verification conversations, and
- Demonstrate ongoing engagement in professional learning.

3. Staff Selection, Recruitment and allocation

- Working closely with the Principal, identify teaching staff needs for the following year,
- Participate in or lead selection and recruitment processes for relief, temporary and ongoing teaching positions,
- Lead the process of staffing the whole school timetable for the following school year as well as arrange cover for teachers taking leave during the year,
- Coordinate pre-service placements at the College.

4. Professional Learning

- Chair the Professional Learning Committee,
- In collaboration with the PL Committee and Executive staff, lead the process for organising staff professional learning days and Twilight PL offerings,
- Articulate the process for the annual Performance and Development Plans to all staff,
- Provide options for leadership development for staff in promotional positions or aspiring leaders,
- Be the College contact, and complete tasks relating to, ACT Teacher Quality Institute process such as Teacher Identified Verification conversations, Permit to Teach applications and attendance at accredited programs,
- Review and decide on the approval of Professional Learning Applications,
- Oversee the organisation and delivery of the annual CPR training to staff, and
- Work closely with the Assistant Principal Teaching and Learning regarding managing the Professional Learning budget.

5. Human Resource Management

- Ensure College policies and practices are consistent with contemporary practice and promote a happy and supportive workplace,
- Coordinate the process for keeping duty statements up to date,
- Support the wellbeing of staff, or direct them to support if appropriate,
- Hold the position of Chair of the Daracares program
- Work with the Chief Operating Officer and Payroll Officer regarding teaching staff involved in workers compensation claims,
- Lead the management of evacuations and unexpected interruptions
- Work with the Payroll Officer to undertake a check to ensure that fortnightly payroll data is correct,
- Manage complaints and conflict involving teaching staff, and conduct workplace investigations when appropriate,
- Manage poor performance of teaching staff when there has not been resolution with immediate supervisors or the issue is very serious, and
- Lead the induction, probation and appraisal processes for teaching staff

6. Out of hours and other expectations

- The nature of the position is such that the Deputy Principal is required to be available when required outside "normal" College hours and to participate fully in the total life of the College (for example the College Open Evening and Board Meetings).
- May also be required to attend to urgent school matters outside of usual working hours, including on weekends.
- Other travel within the Canberra region and interstate may be required.
- Attendance on site is required for a portion of all term breaks in collaboration with the Principal and the Chief Operating Officer.

Essential Skills, Knowledge And Experience / Selection Criteria

Specific requirements for this role include:

1. Appropriate qualifications and/or proven experience in educational leadership, including Postgraduate qualification in Religious Education or Theological Studies or a willingness to obtain.
2. A commitment to promoting and embedding MSC values in policies and practices and a willingness to undertake on-going learning about MSC Spirituality.
3. An active commitment to their local Catholic Parish.
4. Registration with TQI and valid WWVP.
5. A strong understanding of key educational issues covering teaching and learning, pastoral care, professional learning and risk, compliance and accountability.
6. Highly developed organisational skills with the ability to manage multiple tasks and priorities effectively.
7. The capacity to initiate and lead change.
8. A strong understanding of human resource management legislation and practice.
9. Strong problem-solving skills and the ability to handle unexpected situations.
10. High level interpersonal skills and an ability to build positive relationships with the staff, students and the wider school community.
11. A high level of IT, administration and communication skills.

Daramalan College has zero tolerance for child abuse, neglect, and other harm, and we are committed to providing and maintaining a child-safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.
(April 2026)

Remuneration

A remuneration package reflecting the level of skill and experience brought to the position will be negotiated with the successful candidate. The successful candidate will be appointed on a fixed-term executive contract, with the potential for renewal subject to mutual agreement, organisational needs, and demonstrated performance in the role. The appointee will be subject to a probationary period during the first year of the contract, and a comprehensive



performance appraisal will be conducted in the final year to inform any decision regarding contract renewal. Employment conditions are in accordance with the Teachers' (Daramalan College, Marist College Canberra and St Edmund's College Canberra) Multi-Enterprise Agreement 2025. Employment is conditional upon obtaining an ACT Working with Children Check (Employment) and registration with ACT TQI.

Application Process

Applications will be received no later than **Monday 11 May 2026, 5:00pm**.

Commencement date to be agreed upon with the successful candidate.

Enquiries are welcome, and can be made to the Principal's PA via email: sheryl.simpson@daramalan.act.edu.au

Applications should be submitted as a single PDF document including:

- A one-page cover letter
- Completed Application Cover sheet (can be found at the end of this brief)
- A four-page statement addressing the key selection criteria outlined in the Duty Statement
- A Curriculum Vitae, including contact details of three professional referees
- Copies of relevant qualifications

Applications should be addressed to the Principal, Rachel Davies, and must be emailed to Principal@Daramalan.act.edu.au by time and date specified above.

Referees will only be contacted with your prior consent, so you do not need to notify them at this stage.





DARAMALAN COLLEGE

A Catholic co-educational Secondary School owned by the Missionaries of the Sacred Heart and conducted by Daramalan College

Cowper Street, Dickson ACT | Phone (02) 6245 6300 | Fax: (02) 6245 6333 PO Box 84 Dickson ACT 2602 |

Email: principal@daramalan.act.edu.au | www.daramalan.act.edu.au | ABN 33 008 428 331

APPLICATION SHEET

PERSONAL DETAILS							
Title		First name		Middle name			
Last name							
Email							
Home phone number				Mobile number			
Address							
Suburb				State		Postcode	
Australian Citizen? ("Yes" or "No")				If "NO," Australian residency?			
(If applicable) Visa status							
ACT Teacher Quality Institute Registration number for teachers							
WWVP number and expiry date							
Do you identify as Aboriginal or Torres Strait Islander origin? ("Yes" or "No")							

POSITION DETAILS	
Position applied for	
Closing Date	
Relevant Formal Qualifications. E.g. DipEd, BEd, etc	
Current position held	
Notice period required	

REFEREES <i>(Please provide details of three referees)</i>	
Referee 1	
Name	
Phone and email	
Relationship to Applicant	
Referee 2	
Name	
Phone and email	
Relationship to Applicant	
Referee 3	
Name	
Phone and email	
Relationship to Applicant	

CHECKLIST
Application Sheet
Current CV
A pitch (max 4 pages) outlining how your experience and qualifications align with the Selection Criteria

Applications may be emailed to:
principal@daramalan.act.edu.au
or by post addressed to :

The Principal
Daramalan College
PO Box 84 Dickson ACT 2602.

Please ensure all documents are supplied as per the checklist