

POSITION DESCRIPTION

DATE: August 2023
ROLE: Assistant Principal
ACCOUNTABLE TO: Principal
RESPONSIBLE TO: Principal

PURPOSE OF THE ROLE

As a senior leader in the Catholic School, the Assistant Principal works in partnership with the Principal to lead the school community as a centre of faith, inclusion and missionary discipleship. The Assistant Principal shares responsibility for leadership of the school's mission and vision, ensuring quality Catholic learning and teaching, achieved through:

- Creating a faith community that brings the Gospel and teachings of the Catholic Church to all the students, families and staff;
- Creating a contemporary, student-centred learning culture. Initiating and leading change and improvement to enhance learning for all students in particular through the ongoing development of the Professional Learning Community;
- Developing collaborative partnerships to support student and staff faith journey, learning and well-being.

The role plays a key part in establishing for families and students a sense of belonging to the local Catholic community, and parishes.

KEY AREAS OF ACCOUNTABILITY

The Assistant Principal promotes the vision and mission of Catholic Education Diocese of Bathurst through Religious, Educational and Enabling Leadership.

1. Religious Leader

- Gives witness to and articulates the distinctive educational, moral and social purpose of the Catholic school within the evangelising mission of the Church
- Provides leadership of Catholic life and culture of the Catholic school
- Promotes and supports excellence in the teaching of religious education
- Collaboratively leads the faith development of the students and staff of the school
- Works collaboratively and collegially with parish priests and neighbouring Catholic primary and secondary schools to nurture faith-filled communities

2. Education Leader

- Models teaching at the higher levels, Accomplished/ Lead teacher
- Fosters a learning culture of shared responsibility focused on quality teaching, and quality learning for all students, and ensures excellence in teaching and learning
- Applies contemporary professional knowledge to enable effective teaching that achieves the best outcomes of Catholic schooling for every student
- Acts as a critical team member in evaluating and revising programs for effectiveness

- Uses research, curriculum, wellbeing and workplace knowledge as key elements to drive improvements in teaching and learning
- Promotes the use of sound assessment processes and engages staff in data analysis to monitor student learning and engagement to inform further teaching and learning
- Leads the development and maintenance of effective practices to nurture student wellbeing
- Sets clear expectations and standards for student learning, behaviour, attendance and engagement

3. Enabling Leader

- As a member of the leadership team, collaboratively defines and seeks positive solutions to ensure quality school improvement using problem solving, creative thinking, feedback and advice
- Develops processes for the induction, mentoring, performance management and overall leadership of teachers and middle leaders
- Nurtures the wellbeing of staff
- Motivates and works with others to initiate and foster evidence-based reflection and futures-focused improvement and innovation to achieve best practices in contemporary teaching and learning
- Leads to ensure the cohesion of processes and practices to ensure compliance with appropriate requirements
- Effectively challenges and supports staff in adapting processes and procedures as required by the changing nature of the educational agenda, Strategic Improvement Plan and CEDB system agenda
- Collaborates with the principal in ensuring quality professional learning and formation opportunities are appropriately resourced and provided for staff across all stages of their career
- Actively seeks feedback on own performance to improve professional effectiveness and engages in ongoing professional learning
- Uses a range of strategies, including use of evidence of performance, feedback and goal setting to monitor, challenge and support staff in improving their professional practice and building their capacity
- Creates a culture of inclusion and hospitality by initiating relevant opportunities to engage with parents, care-givers and Church to build and maintain effective partnerships
- Collaborates with the principal to promote the school in the local community, including monitoring the image and perception of the school
- Collaborates with the principal in the effective stewardship of school and system resources, including staffing

SELECTION CRITERIA

- A demonstrated commitment and understanding of the ideals of Catholic Education.
- Contemporary leadership skills with a demonstrated ability to lead teams and contribute positively to the professional culture of the school community
- Expertise and a passion for leading learning
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Education.

- Contemporary leadership skills with a demonstrated ability to lead teams and contribute positively to the professional culture of the school community
- Expertise and a passion for leading learning
- Relevant Tertiary qualifications and registration. Post graduate qualifications will be highly regarded.
- Category E for To Work, Teach and Lead or a willingness to attain within five years of position.
- A current Working with Children Check Number (WWCC) is required as a pre-condition of employment.
- A current NSW Drivers Licence.