

# POSITION DESCRIPTION

Communities of hope, joy and wonder where all are welcome.

## Assistant Principal Student Wellbeing

Position Number	000414
Classification	Under the NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Francis Xavier College, Florey ACT

### Organisation Overview

The Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays a crucial role in education in both the Australian Capital Territory (ACT) and New South Wales (NSW). It covers 88,000 square kilometres, encompassing the entire ACT and extending from Pambula on the south coast to Crookwell in the north and to the western point of Lake Cargelligo. CECG operates 56 schools and nine early learning centres and is responsible for educating over 22,000 students. It also employs over 4,000 professionals who are the driving force behind our education system.

Position Overview	<p>The Assistant Principal Student Wellbeing offers leadership in student wellbeing Year 7 -12. The successful applicant will be an experienced educator, will have demonstrated successful experience in either pastoral or curriculum leadership at Coordinator level or above and will possess initiative, integrity and vision.</p> <p>The Assistant Principal Student Wellbeing provides expert leadership in pastoral care and student wellbeing in Years 7 -12 utilising best practice in current research, evidence and innovation to meet the needs of all learners pursuing Year 10 or 12 Certification. As the leader of the Pastoral Leadership team the Assistant Principal Student Wellbeing reports to the Principal in realising the vision and mission of the College.</p>
Position Duties	<ul style="list-style-type: none"> <li>• Lead and model high impact teaching practices across all learning areas to progress student engagement and achievement.</li> <li>• Lead the implementation of research and evidence to promote best practice in student wellbeing and teaching and learning.</li> <li>• Implement legislative and CECG policy and practice to ensure the College meets its compliance obligations with respect to student wellbeing.</li> <li>• Lead the development of College Agreed Practices in pastoral care and student wellbeing.</li> <li>• Lead the Pastoral Care team to review, develop and monitor programs, practices, calendars, protocols, reporting and record keeping processes</li> </ul>

	<p>to ensure compliance with College Agreed Practices in pastoral care and student wellbeing.</p> <ul style="list-style-type: none"> <li>• Lead the formation of and capacity building of the Director of student Wellbeing and Year Coordinator team.</li> <li>• In consultation with the Director of Student Wellbeing lead the management of student behavioural issues.</li> <li>• In consultation with the Principal and Executive plan for and develop staff Professional Learning.</li> <li>• Lead the development of College events, initiatives and programmes in consultation with the Principal and Executive.</li> <li>• In consultation with the Inclusive Education Coordinator and Directors of Junior and Senior Studies support the management of students at risk, including the preparation of documentation and communication to teachers, coordinators, families and students.</li> <li>• In collaboration with the Coordinator of Data Analytics facilitate the collection and analysis of student data.</li> <li>• Utilising the analysis of student data and provide feedback to the Principal and Executive to drive school improvement and inform the professional practice of teachers.</li> <li>• In collaboration with the Principal and Executive team collaborate in the leadership of the Vision, Mission and strategic direction of the College.</li> </ul>
<p>Selection Criteria</p>	<ol style="list-style-type: none"> <li>1. Extensive teacher experience and demonstrated pastoral or curriculum experience at Coordinator level or above.</li> <li>2. Highly sophisticated written and verbal communication skills for a range of audiences.</li> <li>3. Excellent and demonstrated knowledge and understanding of professional practice in education, relevant legislation, initiatives, and current research in education.</li> <li>4. Experience in leading change and in developing teacher capacity to effect change and shape whole school goals.</li> <li>5. Demonstrated experience in implementing policy and strategic directions to improve student learning and wellbeing.</li> <li>6. Demonstrated knowledge and effective application of contemporary evidence-based practices in education.</li> <li>7. The ability to form collaborative partnerships and relationships with staff, students, families and College partners.</li> </ol>
<p>Qualifications</p>	<ul style="list-style-type: none"> <li>• Bachelor or Master of Teaching.</li> <li>• Teaching Quality Institute (TQI) registration.</li> <li>• Working with Vulnerable People (WWVP) registration.</li> <li>• Postgraduate qualification in Religious Education or Theological Studies or the willingness to undertake.</li> <li>• Academic qualifications additional to initial teacher education (Master's Degree or five-year equivalent).</li> </ul>

## Registration and Accreditation

Employment with CECG is conditional upon employees having or obtaining a valid and current working with children registration and accreditation for teaching.

Registrations and accreditations for teaching and working with children are administered under state and territory law. Employees required to perform work or access information in both the ACT and NSW are required to have valid registrations for both regions. The registrations are as follows:

ACT	NSW
<ul style="list-style-type: none"><li>• Working with Vulnerable People Check (WwVP)</li><li>• Teaching Quality Institute (TQI)</li></ul>	<ul style="list-style-type: none"><li>• Working with Children Check (WwCC)</li><li>• NSW Education Standards Authority (NESA)</li></ul>

CECG employees are required to meet the expectations for accreditation in accordance with the Accreditation to Work Teach and Lead Policy in Catholic Education Policy.

Personal information collected in the course of employment will only be used for the purpose it is given in accordance with privacy law and the CECG Privacy Policy – [Click here](#).