

# POSITION DESCRIPTION

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

## Assistant Principal

Position Number	000394
Classification	Under The NSW and ACT Catholic Systemic Schools Enterprise Agreement 2023
Reports To	Principal
Location	St Clare of Assisi Primary, Conder 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 purpose of the Assistant Principal is to assist the Principal in their responsibility for educational leadership and general management of a school.</p> <p>The Assistant Principal plays a crucial role in school leadership, aiding the Principal in collaborative decision-making, goal planning, implementation, and evaluation. This involves overseeing strategic execution, monitoring progress, and ensuring adjustments for continuous improvement through professional development and data-informed decisions to enhance school effectiveness and student achievement.</p>
Position Duties	<ul style="list-style-type: none"> <li>• Assist the Principal in deploying and improving teaching and learning initiatives across the school, aligned with the Annual Implementation Plan (AIP).</li> <li>• Collaborate and with teachers to implement the Catalyst program.</li> <li>• Monitor the budget and ensure adequate resources for services.</li> <li>• Manage staffing, including the recruitment of vacant positions and internal movements. Including the coordination of classroom support assistants in consultation with the Principal on timetables, rosters, and planning.</li> <li>• Support the wellbeing of teachers, staff and students with the support of the internal EAP program, Flourish.</li> <li>• Assist in managing student behaviour by providing support to teachers, students and families who are part of the school community.</li> <li>• Facilitate professional development opportunities for teachers and staff to enhance teaching practices and student learning outcomes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist in developing and implementing policies and procedures that promote a safe and inclusive learning environment.</li> <li>• Coordinate and oversee extracurricular activities, ensuring alignment with the school's educational objectives.</li> <li>• Monitor and analyse student performance data to identify trends and areas for improvement, collaborating with teachers on intervention strategies.</li> <li>• Engage in ongoing professional learning and networking to stay updated on educational trends and best practices.</li> </ul>
Essential Criteria	<ol style="list-style-type: none"> <li>1. Strong self-reflection, integrity, resilience, and emotional maturity to manage responsibilities effectively and navigate challenges with composure.</li> <li>2. Demonstrated effective leadership to collaborate with colleagues in the development and implementation of improvement strategies, Catholic identity and culture within schools, integrating values into all aspects of school life.</li> <li>3. Excellent communication skills to build relationships within the school and broader communities, developing partnerships for mutual benefit.</li> <li>4. Promote an inclusive environment by integrating equity and diversity principles into school management to cultivate a culture where all individuals feel valued and respected.</li> <li>5. High-level communication to convey ideas with stakeholders to ensure collaboration and community engagement.</li> <li>6. Proven experience in supporting ongoing staff development through robust performance management practices, ensuring a culture of continuous improvement and professional growth among educators.</li> </ol>
Qualifications	<ul style="list-style-type: none"> <li>• Bachelor of Teaching or Master of Teaching.</li> <li>• Teaching Quality Institute (TQI) accreditation and NSW Education Standards Authority (NESA) accreditation.</li> <li>• Working with Vulnerable People (WWVP) and Working with Children's Check (WWCC) registrations.</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](#).