



ASSISTANT PRINCIPAL ROLE DESCRIPTION

St Joseph's Catholic Primary School, Wee Waa

The Assistant Principal shares with the Principal in all aspects of the school's leadership and management and takes responsibility for the school in the Principal's absence. As a key member of the School Leadership Team, the Assistant Principal shares responsibility for leadership of the school's vision, mission and improvement agenda in a way which reflects the Catholic nature of the school. The Assistant Principal works with the Principal in the three key areas of; Catholic Identity and Religious Leadership, Teaching and Learning and Administration and Pastoral Care. The Assistant Principal contributes in a significant way to the Catholic life of the school, the development of a professional learning community, the overall management of the school and compliance requirements in all areas.

KEY ACCOUNTABILITIES

Catholic Identity and Religious Leadership

- Give personal witness to the teachings of the Gospel and to Catholic values in personal interactions and in carrying out the day-to-day duties of the position
- Give leadership to the Catholic identity, life and culture of the school within the evangelising Mission of the Church
- Encourage the development of effective relationships between the school and parish through communication and support for their shared ministry
- Give leadership to the integration of Catholic Values across the Curriculum
- Support and promote the initiatives and work of the Religious Education Coordinator in liturgy and curriculum
- Take a leadership role in creating an environment that is welcoming, hospitable, life-giving and just

Teaching and Learning

In collaboration with the Principal and the School Leadership Team;

- Promote and oversee teaching and learning practices to ensure that they support the Religious and education goals and values of the school
- Take a leadership role in the development of effective school-wide pedagogy, strategies and interventions that enhance student achievement
- Give leadership to curriculum planning, implementation and evaluation
- Promote the use of sound assessment processes and the analysis and skilled use of data to inform learning and support planning and teaching practice

- Model and give leadership to effective teaching practice and classroom management strategies
- Work with a Professional Learning Team of teachers in analysing student data, planning and sharing teaching practice and implementing effective intervention and enrichment programs for students
- Support and assist teachers with positive classroom management strategies
- Participate in appropriate communication with, and involvement of, parents in the education of their children

Administration and Pastoral Care

In collaboration with the Principal and the School Leadership Team;

- Exercise a significant role in the effective daily administration of the school
- Give leadership to the development of a culture and practice of continual improvement and the implementation and evaluation of the school's improvement processes
- Take a key leadership role in the development, implementation and evaluation of the Annual Development Plan and the development of the Annual Report
- Ensure due process in facilitating the implementation of and compliance with government legislation and school and system policies and procedures
- Establish and maintain effective lines of communication and follow-up processes to support the information needs of the Principal, Leadership Team, colleagues, and the school community
- Facilitate and support effective procedures for the development, maintenance of and access to school records
- Exercise a significant role in the oversight of plant maintenance including coordination of maintenance and repairs and implementation of WH&S processes and procedures
- Assist with the selection, induction and ongoing support of staff
- Initiate processes and strategies that support teacher professionalism and team building and enhance staff morale
- Take a leadership role in the development, implementation and monitoring of the school's Pastoral Care policy and practices
- Promote and support consultation, dialogue and partnership with parents at all levels
- Facilitate the effective management of conflict situations and response to complaints and ensure procedural fairness in resolving complex issues

Note: The Assistant Principal will act on behalf of the Principal during short term absences in accordance with the terms of the NSW & ACT Catholic Systemic Schools Enterprise Agreement 2015 or as amended.

SALARY

In addition to your salary as a Teacher you will receive an allowance of \$23,556 gross per annum (\$903.52 gross per fortnight) effective January 2016.

SELECTION CRITERIA

Essential:

1. An active Catholic with an appreciation of and commitment to Catholic life and practice
2. Four year trained classification with, in general, at least eight years' experience in teaching
3. Possession of, or willingness to obtain appropriate qualifications in accordance with Category E of the Framework for Accreditation of Staff in Catholic Schools
4. Demonstrated effectiveness in leadership role/s in Catholic School/s
5. Capacity to act/deputise in the Principal's absence
6. A high standard of competency and proficiency as a classroom teacher and experience in teaching a range of different age levels
7. Demonstrated effectiveness in the integration of teaching, learning, assessment and curriculum implementation
8. Highly effective collaboration, communication, organisation and time management skills
9. Proven ability to work positively with students and their parents/teachers on behaviour management issues
10. Demonstrated ability to develop staff at individual and whole school level and to build the leadership capacity of staff
11. Capacity to lead aspects of the implementation of the School Improvement Program (SIP)

Desirable:

1. Significant involvement with the wider Catholic community
2. Evidence of relevant recent professional development related to Religious Education, Leadership and Curriculum
3. Proficient in the use of ICT
4. Demonstrated skills in negotiation and conflict resolution
5. Proven capacity to build relationships with all groups in the school community

This Position Description is a reflection of duties and responsibilities at a point in time and is not exhaustive. This Position Description is subject to change as required to meet the needs of the School.

Child Protection legislation requires applicants to be subject to employment screening.

The position commences on 5 February 2018