

Assistant Principal

St Joseph's Primary School Glen Innes

Position Description

[Click here to apply.](#) Applications close 9 August 2022.

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| Position level | NSW and ACT Catholic Systemic Schools EA 2020 NSW Teacher - Salaries (Standards) |
| Base salary range (Full-time) | \$66,494 - \$117,060 per annum (based on skills, experience & NESA accreditation) |
| Assistant Principal Allowance | \$27,138 per annum |
| Reports to | Principal |
| Location | St Joseph's Primary School Glen Innes |
| Employment type | Full-time (1.0 FTE) |
| Employment status | Permanent teaching role 3-year Assistant Principal contract (renewal subject to successful performance) |

About St Joseph's Primary School and Glen Innes

St Joseph's School is a co-educational Catholic Primary School. St Joseph's School in Glen Innes was founded by the Sisters of St Joseph of the Sacred Heart to provide quality Catholic Primary and Secondary Education for boys and girls. The school is an integral part of the Glen Innes Parish Community and shares it's task of imparting Catholic traditions while respecting and appreciating the traditions of other Christians.

We value the uniqueness of each member of the school community. We support each other in providing knowledge, skills and attitudes which contribute to the total education and development of the student. In our relationships we respect and affirm one another and live according to Gospel values. Truth, compassion and forgiveness characterise our mission to bring about a more just society.

Glen Innes is a charming and attractive rural service centre set amidst rolling countryside on the Northern Tablelands 1075 metres above sea-level. The town is surrounded by impressive national parks and the district is known for its fishing, fossicking and bushwalking.

Glen Innes is around seven hours' drive from Sydney and just over four from Brisbane. The closest airport is in Armidale (one hour away). In 1851 the town was laid out and named after Major Archibald Clunes Innes who owned the local property. He had previously been the Commandant of the Port Macquarie penal colony.

For further information on the school, please visit <https://stjosephsgleninnes.catholic.edu.au/>

Position Purpose

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 that 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.

Commencement

The commencement date for this position will be negotiated with the successful candidate.

Key Responsibilities

Duties related to the position include but are not limited to the following:

| Key area | Task |
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| Catholic Identity and Religious Leadership | <p>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.</p> <ul style="list-style-type: none"> ● 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. |
| Instructional and Curriculum Leadership | <p>In collaboration with the Principal and the School Leadership Team;</p> <ul style="list-style-type: none"> ● 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, |

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| | parents in the education of their children. |
| Enabling Leadership | <p>In collaboration with the Principal and the School Leadership Team;</p> <ul style="list-style-type: none"> ● 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 Improvement 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. ● 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 evaluation of the Student Support Framework "Living Well, Learning Well" which includes a wellbeing, behaviour and academic support framework for students and schools. ● 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. |
| General | <ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent. |

St Joseph's Primary School Glen Innes reserves the right to alter role and responsibility requirements as required.

General expectations of staff at St Joseph's Primary School Glen Innes

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Maintain strict observance of school policies, rules and procedures including reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
- Act in a professional and respectful manner at all times.
- Employment is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Selection criteria

Essential criteria

- An active Catholic with an appreciation of and commitment to Catholic life and practice.
- Four year trained classification with relevant experience.
- Possession of, or willingness to obtain appropriate qualifications in accordance with Category E of the Framework for Accreditation of Staff in Catholic Schools.
- Demonstrated deep knowledge of contemporary pedagogical practices and K-6 curriculum, with a demonstrated ability to implement these practices to a very high standard in contemporary classrooms.
- Demonstrated highly effective leadership, collaboration, communication, organisation and time management skills.
- Proven ability to work positively with students and their parents/teachers on behaviour support matters.
- Demonstrated ability to develop staff at individual and whole school level and to build the leadership capacity of staff.

Desirable criteria

- Evidence of relevant recent professional development related to Religious Education, Leadership and Curriculum.
- Proficient in the use of ICT.
- Demonstrated skills in negotiation and conflict resolution.
- Proven capacity to build relationships with all groups in the school community.
- Demonstrated effectiveness in leadership role/s in Catholic School/s.

Application

For questions regarding the professional nature of this position, please contact our Employee Services Team on (02) 6772 7388 or email jobs@arm.catholic.edu.au.

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.