



Position Description

Date:	September 2017
Role:	Assistant Principal, St Philomena's Primary School Bathurst
Responsible to:	School Principal
Accountable to:	Executive Director of Schools

Purpose of the Role

As a member of the Executive team, the **Assistant Principal** shares with the Principal in all aspects of the schools leadership and management and takes responsibility for the school in the Principal's absence. 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. The Assistant Principal shares responsibility for leadership of the schools vision and mission.

Key Responsibilities and Accountabilities

Religious Leadership

- Giving leadership to the Catholic identity, life and culture of the school within the evangelising mission of the Church.
- Giving 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.
- Supporting and promoting the initiatives and work of the REC in liturgy and curriculum.
- Working with the executive team in the spiritual development of staff and regular staff prayer.
- Supporting and promoting the development and implementation of policy in relation to Religious Education and providing induction for new staff in R E and related policies.
- Promoting and giving leadership to the development and maintenance of a learning culture, values and school environment based on the key elements of the Quality Catholic Education Framework

Educational Leadership

- Promotes the success of all students by facilitating the development, articulation, implementation and stewardship of a Catholic vision of learning.
- Giving leadership to interpretation and the ongoing development of effective and contemporary pedagogy in Contemporary Education, including the effective use of assessment & evaluation data.
- Devise clear expectations for teacher's educational programs, which implement & review quality teaching practice and student outcomes.



- Encouraging and supporting staff in gaining accreditation in accordance with teaching standards.
- Ensuring that reporting on student achievement is consistent with sound principles, policies and practices, meets the needs of all and complies with CEO, NESA and Australian Government requirements.
- Providing direction, guidance and support to teacher leaders as they undertake initiatives in curriculum and instructional matters.
- Taking a leadership role in employment processes, including the selection, orientation, induction and ongoing performance management of staff.
- Organise in collaboration with the Principal specific students and programs, allocating appropriate Aide assistance where required.
- Facilitating the implementation of processes related to NSW Institute of teachers.

Enabling Leadership

- Initiating processes and strategies that support teacher professionalism and team building and enhance staff morale,
- Promoting and supporting consultation, dialogue and partnership with parents at all levels.
- Encouraging and supporting effective procedures for the development, maintenance of and access to school records.
- Collaborating with the Principal in the development of sound facilities and financial policy, management and practices including their relationship to staffing and educational issues.
- Facilitating the effective management of conflict situations and response to complaints and ensuring procedural fairness in resolving complex issues.

Selection Criteria

The role of the Assistant Principal in a Catholic School is to exercise leadership which is inspired by the Gospels and located in the mission of the Church.

The leadership is identified in three areas:

1. Religious Leadership
2. Educational Leadership
3. Enabling Leadership

Religious Leadership

- Personal commitment to the teachings of the Catholic Faith and able to lead a school as a faith filled Catholic community
- Ability to nurture productive and positive relationships
- An ability to articulate a philosophy of education for Catholic schools

Educational Leadership

- Evidence of highly effective classroom teaching
- Evidence of trends and issues in primary curriculum
- Ability to facilitate innovative contemporary learning and teaching

Enabling Leadership

- A capacity to lead school improvement processes and enhance pedagogy within a professional learning community
- Proven ability to work cooperatively as an effective team member
- Effective management skills
- Capacity to lead and develop staff at individual and whole school level
- Appropriate tertiary qualifications

