



**St. Joseph's
College Echuca**
STRENGTH & KINDLINESS



Position Description

Assistant Principal - Learning and Teaching

POSITION DETAILS	
College	<i>St Joseph's College Echuca</i>
Reports to	<i>Principal</i>
Reported to by	<i>Director of Data & Improvement Director of Coaching & Capacity Learning Leaders Pathways Coordinator VCE Coordinator</i>
Time Release	<i>Minimum of 20 periods per cycle (30 periods full load) Time allocation will be commensurate with the role.</i>
Remuneration	<i>Deputy Principal Category B. As per the Victorian Catholic Education Multi Enterprise Agreement 2022 (VCEMEA).</i>

POSITION SUMMARY

The Assistant Principal - Learning and Teaching is responsible for the duties outlined below, in accordance with the College policies and procedures, and reports to the Principal. The role, consistent with the College core values, will provide a vision for, and leadership in, the provision of quality educational programs/pathways and give expression to a culture of continuous improvement. It is imperative that the Assistant Principal - Learning and Teaching leads the development of a team approach in all learning and teaching tasks, issues, and management of student progress and teaching.

MISSION AND VISION

All staff members of St Joseph's College are expected to:

- uphold the Kildare Education Ministries core values, apply them to their work and ensure their priorities focus on quality teaching and learning, student and staff wellbeing and the careful stewarding of physical and financial resources
- have a demonstrated understanding of the ethos of a Catholic school and its mission
- demonstrate a commitment to instill in students a respect for each other in accordance with the teaching of Jesus Christ
- demonstrate a commitment to personal witness as a member of a faith community.

Our College motto 'Strength and Kindliness' comes to life in each staff member as they demonstrate the strength to do their job well and the kindness to undertake it with compassion.

Leadership at St Joseph's College is inspired and shaped by the document *Leadership in a Kildare Education Ministries School* and the relevant AITSL Standards.

Fundamental to the vision of Kildare Education Ministries is the belief, clearly articulated in its foundational documents, that education is transformative and that it is underpinned by principles of sound educational practice based in a rich Catholic tradition.

All leaders will actively and collaboratively promote and enhance the Catholic Mission and Identity of the College and respond to contemporary research and theological thinking through the development and actioning of the school improvement plan. They will facilitate the ongoing development and understanding of the Kildare Ministries Core Values, Living Justice Living Peace and the implications for our way of being at St Joseph's College. The core values that guide KEM schools are: Compassion, Justice, Hospitality, Courage, Hope and Wonder. These core values ensure the College Leadership Team works together in leading this thriving school community.

LEADERSHIP

At St Joseph's College, leaders are expected to demonstrate skills and a personal commitment to improvement in all areas of school life, with the aim of offering leadership that is effective and has a meaningful, positive and lasting impact on student outcomes. All staff are expected to be supportive of the distributive style of leadership informed by growth coaching. All leaders will be actively supportive of the school improvement priorities and the strategic plan.

The College uses the [AITSL standards](#) to classify teachers into stages from Graduate, Proficient, Highly Accomplished to Lead. As a member of the College Leadership Team, teachers should be at a 'Lead' standard.

The Assistant Principal - Learning and Teaching is expected to:

- work with the Principal to provide leadership in promoting the mission of our Catholic school
- participate in developing a clear vision for the future of the College and provide strong leadership in implementing the College's Strategic Plan
- embed high expectations and the pursuit of excellence
- share with the Principal in being a presence in the school and wider community
- support individuals to deal constructively with change and monitor and evaluate the effectiveness of change
- develop authentic relationships with staff, promoting collegiality and open dialogue
- participate in the staff selection and appraisal processes
- regularly contribute to newsletter and other College publications
- Share with other members of the College Leadership Team duties related to overall management of the College, including attendance at College events and attendance.

COACHING AND PROFESSIONAL LEARNING

St Joseph's College expects all staff members to be part of a positive and reflective culture. As such, the College supports and encourages growth coaching for all staff. Coaching is to be built into the professional practice of all staff, and this practice is acknowledged as contributing to the effective and meaningful growth and development of staff. Professional learning is valued and recognised, in particular, as a major contributing factor towards improvement in student learning outcomes.

STATEMENT OF DUTIES

- Ensure the curriculum is current, engaging, well-resourced and appropriately documented.
- Ensure curriculum development is forward-looking and reflects innovation, community involvement and personalisation of learning.
- Ensure College curriculum meets VRQA, VCAA and VCEA regulations and State/National regulations.
- Ensure assessment and reporting practices are current, accurate, effective and appropriately communicated.
- Access research of best pedagogical and assessment and reporting practices and transmit learnings to teaching staff.
- Oversee action research at the College in collaboration with the Director of Data and Improvement.
- Encourage and support the development of Learning Leaders as innovators and leaders of effective change for enhanced student learning in collaboration with the Director of Capacity and Growth.
- Assist staff to experiment with teaching and assessment strategies that meet the needs of students' different learning styles and abilities.
- Convene Learning and Teaching Team meetings.
- Work in conjunction with the timetabler and the Assistant Principal - Staffing and Culture to prepare for and allocate teaching loads for staff each semester.

- Liaise with the College Leadership Team and the Director of Enrichment & Inclusion to ensure the continued improvement of student learning in collaboration with the Director of Capacity and Growth.
- Oversee the development of the subject selection process, including the development of the senior subject grid, production of handbooks, information nights and the counselling of students for subject selection.
- Oversee the facilitation and assessment and reporting procedures for the College in collaboration with the Director of Data and Improvement.
- Work in collaboration with Learning Leaders to develop, implement and maintain a contemporary instructional teaching and learning model.
- Other projects and duties as allocated by the Principal.

COLLEGE RESOURCE LIST

- Oversee the development of the annual College resource lists.
- Oversee an appropriate timeline for renewal of content and format.
- Oversee all distribution arrangements with appropriate members of the Leadership Team.

LEARNING MANAGEMENT SYSTEM

- Manage effectiveness, appropriateness and adjustments to the College's Learning Management System, including working with the COMPASS team on planning and implementation.

COMMUNICATION AND CULTURE

- Promote a culture of high expectations for positive, respectful relationships and behaviour standards for staff, students and families.
- In collaboration with the Director of Data and Improvement, oversee the process of student awards and scholarships in cooperation with relevant members of the Leadership Team, Learning Leaders and House Leaders.
- Establish clear classroom structures with consistent expectations for teachers and students regarding participation, behaviour, performance and feedback.
- Promote inclusion, and empower voices of students and families in decision-making as partners in learning and wellbeing.
- Ensure avenues of celebration of young peoples' progress and achievements.
- Lead initiatives within the school to evaluate and improve knowledge of content and teaching strategies and demonstrate exemplary teaching of subjects using effective, research-based learning and teaching programs.

COMMITTEES & REPORTING

Internal	External	Committees
Principal College Leadership Team Academic Staff Allied Staff Students Parents	Kildare Education Ministries CECV VCAA VRQA VCEA VIT AITSL	College Leadership Team College Improvement Team Learning & Teaching Team (Chair) ICTAG

CHILD SAFE RESPONSIBILITIES

CHILD SAFE SCHOOL

St Joseph's College is committed to creating and maintaining a child safe environment in which students feel safe, and are safe. All College staff must commit to the College principles of Child Safety and Maintaining a Child Safe School Environment as outlined at <http://www.sje.vic.edu.au/child-safety>

TERMS AND CONDITIONS

- A commitment to Catholic Education, including accreditation to teach in a Catholic school and to teach Religious Education, or a commitment to attain registration within two years of the appointment.
- Current registration with the Victorian Institute of Teaching.
- Previous experience of senior leadership in Catholic education.
- Post graduate studies in Leadership – Masters level study is desirable, or a willingness to undertake further study relevant to the primary focus of the role.
- Ability to work within a distributive and collaborative decision-making structure.
- A sound grasp of current educational thought and practice specifically in the context of the role.
- A vision for the role.
- Ability to communicate effectively with the whole school community as well as with the wider community.
- Comply with the St Joseph's College Child Safety Code of Conduct and KEM Child Safety Code of Conduct, KEM Ethical Standards Policy.
- Capacity to fulfil the requirements of a *Fit and Proper Person Declaration*.
- Refer to the Subject Teacher role description for other duties and responsibilities.

Contract & Conditions	<ul style="list-style-type: none">● The role tenure is four years. If the contract is not renewed, the staff member will return to an ongoing teaching position.● The Assistant Principal - Learning and Teaching will engage in a formative review in the third year of the role. A summative appraisal will take place in the final year of the role with the panel making a recommendation to the Principal in relation to contract renewal.● The Assistant Principal - Learning and Teaching is expected to:<ul style="list-style-type: none">- be available onsite in the week prior to the commencement of the school year and until the gazetted final day- attend planning meetings during holidays or work short periods on weekends- perform other appropriate duties as may be required by the Principal. This may include taking on particular projects at the request of the Principal. These projects may be short term or ongoing depending on the nature of the assignment- represent and deputise for the Principal as required.
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