



ROLE DESCRIPTION

Assistant Principal Teaching and Learning

Position Title	Assistant Principal Teaching and Learning
Reports To	Principal
Direct Reports	Subject Coordinators, Inclusive Education Coordinator, External Assessment Teacher
Position Level	This is a full-time position with a teaching load of one class and Pastoral Tutor class.

PURPOSE OF THE ROLE

The purpose of the role is to raise student achievement and improve the quality of teaching and learning at the College. The Assistant Principal Teaching and Learning will work closely with Subject Coordinators, the Inclusive Education Team and individual teachers to ensure that teaching practices are having the most positive impact on learning and students are achieving to their potential.

The Assistant Principal Teaching and Learning will also work closely with the Deputy Principal in ensuring teaching staff are engaged in professional growth, and with the Assistant Principals Pastoral Care and Curriculum to ensure that there is a strong link between Pastoral Care and Curriculum and Teaching and Learning.

As a member of the College Executive this position also has responsibility for contributing to the overall well-being and education of all students in the care of the College and for participating in leading, developing and maintaining the college's MSC ethos and philosophy.

MAIN DUTIES

1. Leadership of the College as a member of the College Executive

- Lead and develop the ethos of the College by living out the values of the Missionaries of the Sacred Heart and a Spirituality of the Heart,
- Develop and maintain a culture of high expectations for self and others,
- Build a positive and collaborative learning culture within the school community,
- Strive for continual improvement in all areas of responsibility within the role and support others in leading initiatives across the College,
- Ensure all policies relating to the portfolio are kept up to date and are considered best-practice,
- Be an active and visible presence in the College community,
- Contribute to the overall leadership, policy and decision-making of the College by being informed in all areas of College life and working effectively with all members of the College community,
- Acknowledge the responsibilities and achievements of individuals and teams,

- Complete a variety of tasks that are shared by the Executive such as Year 7 Interviews and TQI verification conversations, and
- Demonstrate ongoing engagement in professional learning.

2. Leadership of Teaching and Learning in the College Community

- Articulate the College's vision and direction for teaching and learning to the College Community,
- Ensure all teaching staff are informed about contemporary evidence-based pedagogies and lead teaching staff in their development in determined priority areas,
- Lead key areas in teaching and learning across the College including Inclusive Education, Literacy and Numeracy, Gifted and Talented and ICT,
- Analyse student outcomes (academic, engagement and well-being) to determine school-wide priority areas relating to teaching and learning,
- Develop close working relationships with each Subject Coordinator to support them in planning and implementing the Academic Care Charter and school-wide teaching & learning initiatives in their department,
- Prepare students for the AST by providing structured preparation and feedback for them, educating teaching staff about the AST and ensuring AST skills are taught in each department,
- Oversee the successful planning and running of external exams for Years 6 – 12 students, such as AST, NAPLAN, Allwell, PISA and TIMMS, and
- Lead the Curriculum Coordinators Committee (CCC).

3. Leadership of Teacher Professional Growth

- Strengthen the culture of professional growth at the College,
- Provide teaching staff with up to date research relating to teaching practice,
- Work closely with Subject Coordinators regarding identifying and supporting the professional growth of staff in their department,
- Oversee and support individual teacher growth through engagement with teachers and their individual annual Performance and Development Plans,
- Provide and/or organise professional learning opportunities to support teacher growth in determined school priority areas including Teachmeets and Professional Learning days at the beginning and middle of the year,
- Be an active member of the Professional Learning Committee,
- Lead the process for early career teachers progressing from provisional to full registration and support and encourage teachers to achieve Highly Accomplished and Lead Certification.

4. Ensure that students are successful and confident learners

- Ensure that the Pastoral and Curriculum streams of the College are working together to provide the best conditions for student well-being, engagement and successful learning
- Lead the development and implementation of programs that develop student knowledge and skills that allow them to be successful and confident learners (eg study skills, assessment planning)
- Ensure all teaching staff and students are using Daranet effectively as a learning tool.

5. Other areas

- Support Coordinators and teachers with embedding skills required for the AST in their courses and teaching
- Provide direction for colleague(s) to lead the AST preparation program for students and related administration regarding AST, and
- Coordinate the Thinking Carnival or similar program at the end of the school year.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

Specific requirements for this role include:

1. Appropriate qualifications and experience in educational leadership.
2. A commitment to promoting and embedding MSC values and a willingness to undertake on-going learning about MSC Spirituality.
3. A strong understanding of contemporary research, theory and practice in pedagogy and assessment.
4. Ability to analyse, interpret and understand relevant data and information to inform future plans for improvement.
5. The capacity to lead a team of people and to bring about effective change.
6. Demonstrated evidence of effective team-work and collaboration.
7. Excellent interpersonal, communication and organisation skills.

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