



## ROLE DESCRIPTION

### *Assistant Principal Teaching and Learning*

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

#### **PURPOSE OF THE ROLE**

As an Executive staff member, it is essential that the Assistant Principal of Teaching and Learning uphold the College's vision of creating a community that inspires learning, nurtures potential, and is strong in faith to foster an environment where students can reach their full potential. The role requires active participation in developing and maintaining our Missionaries of the Sacred Heart ethos and philosophy, which is fundamental in shaping the culture of the College.

The Assistant Principal of Teaching and Learning at Daramalan College is responsible for enhancing student achievement and improving teaching quality. This role involves collaborating with the Executive, Subject Coordinators, the Inclusive Education Team, and individual teachers to ensure that teaching practices have a positive impact on student learning and potential.

#### **MAIN DUTIES**

##### **1. College Leadership**

- Lead and embody the Missionaries of the Sacred Heart ethos to support a community that is strong in faith
- Continuously strive to be an agent of change and improvement by modelling a considerate, grounded approach to leadership that fosters collaboration and cross-functional teamwork
- Build a supportive, inspired, and collaborative learning culture within the community
- Encourage growth and development by nurturing the potential of each learner, providing opportunities for learning and exploration
- Foster a culture of high expectations
- Ensure policies are up-to-date and best practice within the portfolio area
- Be an active and visible presence in the College community
- Contribute to overall leadership, policy, and decision-making of the College
- Recognise both the responsibilities and achievements of individuals and teams
- Undertake various shared responsibilities of the Executive, including conducting Year 7 interviews, participating in TQI verification conversations, and completing other related tasks.

## **2. Teaching and Learning Leadership**

- Work in unison with the Executive Curriculum Team to articulate the College's vision for teaching and learning
- Foster a culture of innovation and creativity, while also ensuring coherence and synergy between new initiatives and existing priorities
- Monitor and evaluate the outcomes and impacts of changes and initiatives, and make necessary adjustments to ensure cohesivity and effectiveness
- Promote evidence-based pedagogies
- Lead key areas in teaching and learning across the College including Inclusive Education, Literacy and Numeracy, Gifted and Talented and ICT platforms used for learning
- Analyse student outcomes to determine priority areas
- Support Subject Coordinators in planning and implementing initiatives
- Oversee the preparation of students for external exams, including but not limited to AST, NAPLAN, Allwell, PISA and TIMMS
- Chair the Curriculum Coordinators Committee (CCC).

## **3. Teacher Professional Growth**

- Strengthen and maintain a culture of professional growth and capacity building
- Provide up-to-date research on teaching practice and pedagogical approaches to teaching staff, such as providing access to research-based resources and facilitating opportunities for teachers to engage with experts in the field
- Support the professional growth of Subject Coordinators through the annual Performance and Development plans process
- Lead the process for teachers to progress from Provisional to Full Registration and in achieving Highly Accomplished and Lead Teacher Certification
- Work closely with Subject Coordinators regarding identifying and supporting the professional growth of staff in their department
- Be an active member of the Professional Learning Committee.

## **4. Student Growth**

- Collaborate with relevant pastoral and curriculum staff to ensure a cohesive approach to teaching and learning
- Develop, implement, and champion programs that promote student growth
- Monitor and promote the effective use of Daranet as a learning tool, collaborating with relevant staff to ensure its optimal utilisation for enhancing teaching and learning outcomes.

## **5. Other areas**

- Executive staff are expected to contribute to the effective operation of the College in all areas, including teaching and learning, pastoral care, community engagement, and other areas as required by the Principal.

## **ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA**

Specific requirements for this role include:

1. Commitment to Missionaries of the Sacred Heart values, ethos and spirituality.
2. Appropriate qualifications and experience in educational leadership.
3. Understanding of contemporary research, theory, and practice in pedagogy and assessment.
4. Ability to analyse and interpret data to inform improvement.
5. Capacity to lead and bring about effective change.
6. Evidence of effective teamwork and collaboration.
7. Excellent interpersonal, communication, and organisation skills.
8. Current registration with ACT Teacher Quality Institute and Working with Vulnerable People.

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