



ROLE DESCRIPTION

Assistant Principal Studies

Years 7-10

Position Title	Assistant Principal Studies Years 7-10
Reports To	Principal
Direct Reports	Subject Coordinators, Information Centre Coordinator, Careers Advisor
Position Level	This is a full-time position with a teaching load of one line.

PURPOSE OF THE ROLE

The purpose of the role is to lead, develop and administer the academic curriculum and the assessment and reporting programs for Years 7-10. The Assistant Principal Studies Years 7-10 has a responsibility for striving for excellence in these areas; they are required to show vision and initiative and to lead relevant elements of the College's school improvement plan.

The Assistant Principal Studies Years 7-10 will be a member of the Curriculum Team together with the Assistant Principal Studies Years 11-12 and the Assistant Principal Teaching and Learning. The Assistant Principal Studies Years 7-10 will work closely with other members of the Executive, Subject Coordinators and Pastoral Care staff.

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. Curriculum

- Ensure that all courses are evaluated and updated as required, including work experience programs and placements, and Careers days,
- Ensure that students in Years 7-10 are offered programs of study that are consistent with local and national curriculum requirements,
- Have a current knowledge of curriculum and certification requirements and developments,
- Support the UHR Information Centre Coordinator in ensuring curriculum resources meet the needs of Years 7-10 courses,
- Ensure that staff, students and parents are kept informed about changes in curriculum requirements affecting Years 7-10,
- Maintain open and productive communication with Subject Coordinators in relation to curriculum, assessment and reporting issues.

3. Student study packages and class allocations

- Manage the course selection process for students and allocation of students to classes,
- Provide advice to students and parents, as required, regarding course selections,
- Monitor and provide advice about the progress of students, as required,
- Liaise with Pastoral Leaders, Subject Coordinators and IET regarding the placement of students in classes, and
- Ensure class lists are accurate and issued in a timely manner.

4. Assessment and Reporting

- Establish timelines and procedures for assessment and reporting periods,
- Ensure that information relating to assessment, reporting and appeal procedures are disseminated to all relevant parties in a timely manner,
- Manage issues relating to assessment that are not resolved at a department level, including formal appeals,
- Work with the IET, Pastoral Leaders and other staff with issues about the assessment of individual students,
- Ensure academic reports are contemporary and staff are providing quality feedback to students and parents via Daranet.
- Ensure assessment and reporting processes are compliant with ACT Department of Education requirements and lead the Year 10 Certification process, and
- Lead the process for determining Year 7-10 academic award recipients and oversee the presentation and publication of these awards.

5. Member of the Curriculum Leadership Team

- Work as a team member in the strategic development, planning and decision-making of matters related to curriculum, assessment, reporting, and teaching and learning, and
- Provide advice and recommendations to the Executive regarding matters related to curriculum, assessment, reporting, and teaching and learning.

ESSENTIAL SKILLS, KNOWLEDGE AND EXPERIENCE / SELECTION CRITERIA

There is a teaching load with this role. Therefore, the person filling this role must also possess the skills, knowledge and qualifications of an effective classroom teacher.

Specific requirements for this role include:

1. Appropriate qualifications and experience in educational leadership.
2. A commitment to promoting and demonstrating MSC values and a willingness to undertake on-going learning about MSC Spirituality.
3. A strong understanding of contemporary approaches to curriculum, reporting and assessment.
4. High level interpersonal skills and an ability to build positive relationships with staff, students and the wider community.
5. The capacity to lead a team of people and to bring about effective change.
6. Demonstrated evidence of effective teamwork and collaboration.
7. A high level of organisational and communication skills.
8. Registration with ACT TQI and a valid WWVP.

Daramalan College has zero tolerance for child abuse, neglect and other harm and we are committed to providing and maintaining a child safe culture within all aspects of our community. All candidates are subject to legislative and College screening processes and successful candidates must comply with School policies and relevant legislation relating to child protection.

August 2026