



## POSITION DESCRIPTION

Catholic schools are established by the Bishop of Lismore to promote the mission of Jesus Christ which He entrusted to His Church. They do this by ensuring Catholic schools are pastorally caring, quality learning environments where students are invited to engage in intentional discipleship of Jesus Christ and participation in the life of His Church.

**Position Title:** Assistant Principal

**Accountable to:** Principal

The Assistant Principal is a key member of the leadership team of a Catholic school. The Assistant Principal exercises a unique professional relationship of support and loyalty to the leadership of the principal and contributes in a way which shapes and implements the schools' vision that reflects the Catholic character of the school.

The Assistant Principal is directly responsible to the Principal for the performance of his/her duties and deputises in the absence of the principal. The Assistant Principal works closely with the Principal to appreciate the complex nature of school leadership and to further enhance their professional learning. The Assistant Principal contributes to the collaborative decision-making processes and leads in the planning, implementation and evaluation of school goals.

The Assistant Principal is an exemplary teacher who provides an excellent role model for other teachers in their understanding of quality teaching and learning that is holistic and informed by a distinctive Catholic Worldview.

### Applicants must:

- have a current NSW Working with Children Check
- full accreditation with NSW Educational Standards Authority (NESA)
- compliance with the [Accreditation to Work Teach and Lead Policy](#) upon appointment
- relevant teaching and postgraduate qualifications at Masters Level in Educational Leadership, Theology or equivalent, or willingness to obtain.

### Selection Criteria:

- Practising Catholic who witnesses to Catholic beliefs and practices.
- Broad experience in curriculum, pedagogy and leading collaborative cultures.
- Demonstrated ability to integrate Catholic beliefs and practices into all aspects of learning and teaching, including Catholic Social Teaching.
- Demonstrated high levels of organisation, communication and problem solving skills.
- Experience in leading initiatives that focus on improving mission, learning, engagement and wellbeing outcomes for all students.
- Success in building staff capacity by coaching, mentoring and school wide activities that develop knowledge, practice and professional engagement in others.
- Demonstrated ability to lead processes to improve student performance.
- Demonstrated ability to create and maintain inclusive, supportive and safe learning environments.



### **Key Capabilities from the Australian Professional Standards for Teachers:**

The capabilities are drawn from the Teaching Standards at Lead career stage and inform the capabilities required to operate at this level of leadership.

The role holder will be recognised and respected by colleagues, parents/carers and the community as an exemplary teacher. They have demonstrated innovative teaching practice over time and regularly share this with colleagues. Inside and outside the school they initiate and lead activities that focus on improving learning, engagement and wellbeing outcomes for all students. They establish inclusive learning environments that meet the needs of students from different linguistic, cultural, religious and socio-economic backgrounds.

They are skilled in mentoring teachers, using activities that develop knowledge, practice and professional engagement in others. They promote creative, innovative thinking among colleagues. They apply skills and in-depth knowledge and understanding to deliver effective lessons and learning opportunities and share this information with colleagues. They describe the relationship between highly effective teaching and learning in ways that inspire colleagues to improve their own professional practice.

They represent the school and the teaching profession in the community. They are professional, ethical and respected individuals inside and outside the school.

*Diocese of Lismore Catholic Schools Limited is committed to creating Child Safe Schools.*

*Child Protection Legislation requires preferred applicants to be subject to employment screening.*

*An Equal Opportunity Employer.*

