



ST EDMUND'S COLLEGE
CANBERRA · EST 1954



EDMUND RICE EDUCATION
AUSTRALIA

SEC ROLE DESCRIPTION: ASSISTANT PRINCIPAL TEACHING AND LEARNING

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| Policy Number | Section 11-49 Annex G |
| Relevant to | Leadership Team |
| Responsibility | Leadership Team |
| Authority | Principal |
| History of policy/procedures | Approved 2005 reorganisation Updated 2014 |
| Related policies | All College Leadership Team Duty Statements and Role Descriptions |
| Publication location tracking | Handbook P Drive |

1. ROLE PURPOSE

The Assistant Principal Teaching and Learning is a member of the College Leadership Team with delegated responsibility for development and supervision of the College curriculum (Years 4-12), for ACT Board of Senior Secondary Studies (BSSS) curriculum compliance and the ACT Government Education Directorate compliance. The Assistant Principal is also a member of the Critical Incident Team.

2. ROLE RESPONSIBILITY

As a member of the College Leadership Team, the Assistant Principal Teaching and Learning is directly responsible to the Principal.

The Director of Teaching and Learning works in partnership with:

- the Assistant Principal Junior School
- the Assistant Principal Student Wellbeing
- the Deputy Principal
- the Assistant Principal Mission and Identity
- the Director of Business Services
- the Assistant Principal ICT and Innovation

The Assistant Principal Teaching and Learning is responsible for effective team leadership of the Teaching and Learning Team (Years 7-12). The Assistant Principal Teaching and Learning will work with the Assistant Principal Junior School on matters relating to curriculum in Years 4 – 6.

The Assistant Principal Teaching and Learning is responsible for overseeing:

- The Teaching and Learning Coordinator
- Heads of Faculty
- Teachers

- VET Coordinator
- Careers Coordinator
- Administrative Officer (Teaching and Learning)

3. **ROLE ACCOUNTABILITY**

3.1 **Mission and Vision:**

To demonstrate an ongoing commitment to the goals of Edmund Rice Education tradition;

3.2 **Shared Vision:**

To lead the **Teaching and Learning Team** towards the achievement of the vision, mission and goals of the College;

3.3 **Culture of Excellence in Teaching and Learning:**

- To encourage a culture of excellence in programming and pedagogy, through the establishment of effective procedures within the Teaching and Learning Team and the development of collaborative relationships with all school leaders.
- To encourage a climate of excellence in student learning, care and development through the establishment of an effective Teaching and Learning Team.

3.4 **As a delegated *Spiritual Leader*, the Assistant Principal Teaching and Learning will assist in the development of the College as a faith community by:**

3.4.1 promoting, developing and protecting the vision, beliefs, ethos and Catholic educational tradition in every aspect of College life;

3.4.2 giving personal witness to Christian values;

3.4.3 encouraging, facilitating and participating in the liturgical and celebratory life of the College;

3.4.4 wholeheartedly supporting the Mission of the College;

3.4.5 modelling the Touchstones presented in the Charter of Catholic Schools in the Edmund Rice Tradition;

3.4.6 ensuring that College policy and practice nurtures respect for difference in all its forms;

3.4.7 supporting and promoting Religious Education

3.5 **As a delegated *Community Leader*, the Assistant Principal Teaching and Learning will assist in the nurturing of positive relationships in the College community by:**

3.5.1 Contributing to the development of the College 's spirit of welcome and hospitality;

- 3.5.2 ensuring that the Edmund Rice ethos is known, cared for and developed among staff;
- 3.5.3 developing and maintaining effective procedures for the appropriate involvement of parents in the teaching and learning program of the College.
- 3.5.4 developing, facilitating and maintaining annual events to inform parents about BSSS compliance and other academic related topics.

3.6 As a delegated *Pastoral Care leader*, the Assistant Principal Teaching and Learning will assist in the provision of effective pastoral care in the College by:

- 3.6.1 Facilitating the development of a school culture that promotes the values of the College Mission and Vision;
- 3.6.2 communicating effectively with all staff;
- 3.6.3 working closely with Heads of Faculties, Heads of House and students to ensure that every student is appropriately supported in their work with the College curriculum;
- 3.6.4 working with other members of the College Leadership Team to sustain positive staff morale;
- 3.6.5 supporting teachers in ensuring positive classroom organisation and sound student management in all contexts;
- 3.6.6 providing support and direction to ensure that Christian values underpin the academic initiatives of the College;
- 3.6.7 providing opportunities for the celebration of student academic achievement;
- 3.6.8 Working with the Head of Diverse Learning, ensure individualised academic programs are developed for all students;
- 3.6.9 Collaborate with Heads of House to ensure students with additional needs have flexible timetables that address learning needs

3.7 As the delegated *Educational Leader*, the Assistant Principal Teaching and Learning will lead the development and promotion of the College as a centre of quality teaching and learning. Supported by the Teaching and Learning Coordinator, the team works collaboratively to achieve the following:

- 3.7.1 Focusing on the development of the College as a learning community of the highest quality;

- 3.7.2 Communicating strategic and operational matters relating to curriculum and teaching and learning to students, staff and parents;
- 3.7.3 engaging in the necessary curriculum mapping and strategic planning to achieve and maintain the best possible academic standard with respect to School Wide Pedagogy; Acceleration program, Australian Curriculum and all adopted BSSS courses;
- 3.7.4 ensuring that pedagogical practice within the College is intellectually challenging, meets the needs of all students and enables each student to experience teaching and learning opportunities at the highest possible standard considering flexible learning opportunities where applicable;
- 3.7.5 developing and implementing specifically focused pedagogy for boys through developing a learning culture and willingness to learn independently, that engages students of all levels;
- 3.7.6 liaising with the Assistant Principal Junior School to ensure consistency, continuity and compliance of curriculum and classroom practice (Years 4-12).
- 3.7.7 implementing procedures to ensure that the curriculum content specified in the College's curriculum program (Years 4-12) is appropriately taught in all classrooms;
- 3.7.8 implementing procedures to ensure that the assessment of student progress (Years 4-12) is adequately and appropriately carried out;
- 3.7.9 implementing procedures to ensure that the recording and reporting of student academic progress (Years 4-12) is adequately and appropriately carried out;
- 3.7.10 ensuring that appropriate diagnostic analysis of external testing results is carried out and communicated; implementing procedures to ensure that tracking of student academic progress (Years 4-12) is effectively carried out and linked to student improvement;
- 3.7.11 implementing procedures that ensure that the curriculum requirements of the ACT Board of Senior Secondary Studies (BSSS) and the Department of Education and Training are met;
- 3.7.12 organising and facilitating curriculum information processes for students and parents including parent information sessions, course selection information and the distribution of BSSS information to staff and students;
- 3.7.13 preparing and planning for the professional learning of teaching staff in regard to curriculum issues and teaching and learning practice; overseeing teacher development through the College's Professional Growth Framework and the National

Professional Standards for Teachers in collaboration with the Deputy Principal;

- 3.7.14 developing and maintaining an effective Teaching and Learning Team of Heads of Faculty who model effective teaching, facilitate the development of effective faculty teams and ensure that students are provided with meaningful learning experiences;
- 3.7.15 working with the Diverse Learning Team and the Heads of Faculties/Faculty Heads to ensure that the College curriculum meets the learning needs of all students;
- 3.7.16 working with Vocational Education Coordinator and the College Careers Advisor to ensure that programs are delivered and requirements are met;

3.8 As a delegated *Administrative Leader*, the Assistant Principal Teaching and Learning will assist in the effective administration of the School by:

- 3.8.1 Administering, in collaboration with members of the College Leadership Team and the Teaching and Learning Team, College curriculum policy and an effective approach to teaching and learning;
- 3.8.2 ensuring appropriate delegation of tasks and responsibilities;
- 3.8.3 contributing to the development and supervision of the school budget in regard to the academic/curriculum dimension of the school;
- 3.8.4 exercising appropriate liaison with the College Leadership Team on the administrative matters of the curriculum, the College timetable (Years 4-12) and the College calendar;
- 3.8.5 assisting the Principal with the enrolment process and the allocation of students to classes;
- 3.8.6 meeting regularly with the Teaching and Learning Team, Information Resources Centre Library, Diverse Learning, VET Coordinator and Information Technology staff to ensure the development and implementation of a common vision for teaching and learning.

4. APPRAISAL/REVIEW CONDITIONS

The position of Assistant Principal Teaching and Learning is an integral part of the St Edmund's College Leadership Team. This position is a 4 year appointment and will be subject to formative appraisal in the second year of appointment and a formal appraisal in the final year of the contract period.

5. SPECIAL REQUIREMENTS

5.1 Variable Duties/Hours:

The nature of the position is such that the Assistant Principal Teaching and Learning is required to be available outside the

“normal” office/school hours, to participate fully in the total life of the College, and to attend meetings and presentations whenever necessary, and to represent the Principal and/or the College Board, on occasions, in some forums.

5.2 Teaching Requirements:

The Assistant Principal Teaching and Learning will carry a teaching load to be determined annually at the discretion of the Principal.

Selection Criteria

1. A commitment to the Charter and Touchstones for Catholic Schools in the Edmund Rice tradition and an ability to promote this tradition in the St Edmund’s College community.
2. A deep understanding of effective teaching practice for the St Edmund’s College context.
3. An ability to create a Vision for curriculum across the College and lead colleagues in developing and writing an effective curriculum.
4. An ability to think strategically and experience in leading others to achieve a vision.
5. An ability to create and maintain positive relationships with staff, students and parents that contributes to a vibrant and spirited learning community.
6. A knowledge of local and federal curriculum requirements for a Yrs 4 – 12 ACT School or an ability to learn and meet these requirements.
7. Strong written and verbal communication skills.

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