

ASSISTANT PRINCIPAL, LEARNING & TEACHING

Position:	Assistant Principal, Learning & Teaching
Tenure:	5-yr fixed term
Salary & Conditions:	<p>Terms and conditions are as per the Catholic Education Multi Enterprise Agreement 2022.</p> <p>Deputy Principal, Category B, Level 6.</p> <p>It is expected that the Assistant Principal will commence duties at least one week prior to staff at the commencement of each year and be available for the first 3 days of each holiday period or at other times by negotiation with the Principal.</p>
Superannuation:	As per Superannuation Guarantee Legislation
Organisational Context:	<p>Damascus College is a dynamic Christ-centred learning community, governed by the Diocese of Ballarat, Catholic Education. As Ballarat's only Catholic co-educational secondary college, our innovative and progressive learning environment aspires to challenge students to contribute confidently to their global community. Damascus College is set in a beautiful 22-hectare bush setting 7km from the Ballarat CBD. Students experience a diverse student centred curriculum in a context where respectful relationships are nurtured and valued.</p>

Position Objectives:

The role of the Assistant Principal –Learning & Teaching is to ensure that teaching practices are having the most positive impact on learning and student outcomes. As a member of the College leadership team, this position plays a key role in the overall wellbeing of all students and leads, develops and maintains the Mercy values and philosophy.

Leadership of the College as a member of the Leadership Team

- Be an active and visible presence in the College community
- Lead and develop the Catholic ethos of the College and live the Mercy values
- Contribute to the overall leadership, policy and decision-making of the College by staying informed and working effectively with all members of the Community
- Develop and maintain a culture of high performance for self and others
- Work with all members of the community in implementing and evaluating the College Strategic direction

Leadership of Learning & Teaching

- Oversee the design, development, implementation and evaluation of the College's learning and teaching program to ensure it is informed by current educational research, data and practice, and reflects the needs of individual students.
- Articulate the College's vision and Mission and direction for teaching and learning to the College community
- Manage the Leader of Curriculum & Assessment, Learning Area Leaders and Student Growth & Engagement leaders as a team to effect curriculum change and the development of engaging, and challenging classroom practices.
- Analyse student outcomes to determine school-wide priority areas relating to teaching and learning.
- Lead development in all areas of the curriculum with particular emphasis on Numeracy and Literacy.
- Oversee the process of subject selection and change, as executed by the VCE Co-ordinator (Units 1-4) and Careers Co-ordinator (Years 9 and 10).
- Assume overall responsibility for Assessment and Reporting practices at the College and ensure the policy and practices of assessment and reporting are consistent with the learning and teaching program and based on assessment *of* and *for* learning.

Leadership of Teacher Professional Growth

- Oversee and support individual teacher growth through engagement with teachers and Leader of Curriculum & Assessment in Annual Reviews (ARMs).
- Organise meaningful professional learning opportunities to support teacher growth at regular intervals throughout the year and review effectiveness.
- Strengthen the culture of professional development at the College
- Lead the process for early career teachers progressing from provisional to full registration and support and encourage teachers to achieve their full potential

Other

- Fulfil the role of a highly competent classroom practitioner committed to professional growth and improved student outcomes
- Consult with the Leader of Finance & Operations in the development of the annual Learning Area and Professional Development budgets. Oversee these budgets to ensure spending is in line with agreed curriculum delivery and overall strategic direction.
- Be a visible and engaged presence at College events and promotional activities
- Promote strategies that connect families with the College
- Contribute to the College Newsletter and other publications
- Any other duties as requested by the Principal

Qualifications, Skills and Experience:

Essential:

- Qualified teacher with VIT registration
- A demonstrated capacity to think and act strategically
- Ability to work at both a strategic and operational level
- Excellent interpersonal skills and the ability to relate well to staff and community members
- Excellent oral, verbal and written communication skills, together with a creative approach
- A high standard of personal presentation and integrity
- Energetic and self-directed
- Strong organisational and time management skills, with an ability to prioritise tasks, meet deadlines and manage competing tasks with a high level of attention to detail
- Enthusiasm for working in a team environment
- Ability to manage operations within budgetary constraints

Desirable:

- Postgraduate qualifications related to learning and teaching leadership and/or curriculum development

Key Selection Criteria:

1. Demonstrated understanding of and commitment to the ethos of Damascus College as a Catholic school in the Mercy Tradition.
2. Demonstrated capacity and commitment to school leadership and Principal support.
3. Knowledge of current curriculum developments and innovative classroom practices.
4. A demonstrated knowledge and understanding of the Victorian Curriculum, VCE, VM.
5. Significant experience in creating and leading effective teams.
6. Demonstrated experience and expertise in change management.
7. Strong interpersonal communication and negotiation skills with demonstrated ability to:
 - build rapport
 - provide guidance and assistance
 - resolve disputes
 - maintain confidentiality
 - interact effectively at all levels of the College and with the broader community.
8. A demonstrated capacity to think and act strategically.
9. Strong organisational and time management skills with an ability to prioritise tasks, meet prescribed deadlines and concurrently manage a number of people and competing tasks.
10. A proven commitment to ongoing professional learning in contemporary pedagogy.

11. A demonstrated understanding of child safety, appropriate behaviours when engaging with children and familiarity with legal obligations relating to child safety.

Key Performance Indicators:

1. Evidence of professional learning communities being established within all learning area teams.
2. A documented and coordinated whole school professional learning program which is aligned to the School Improvement Plan and the Annual Action Plan.
3. Feedback from surveys and forums showing improvement in student engagement in their learning.
4. Evidence of purposeful teaching and stimulating, contemporary classroom practices which reflect personalised learning.
5. Prior experience leading large, complex change initiatives.
6. Improved student learning outcomes: incremental improvement in results across all areas of the curriculum including literacy and numeracy.
7. Evidence of effective and efficient execution of the organisational matters pertaining to this role.
8. Evidence of highly functioning teams