Diocese of Toowoomba
Catholic Schools

Role Description

Title:	**Assistant Principal – Middle Years**	College location:	Dalby
Reports to:	Principal	Classification:	Secondary
College name:	Our Lady of the Southern Cross College	Tenure:	Full time, Fixed term

1.0 Purpose

The Assistant Principal's (AP's) role is to support the Principal in ensuring excellent teaching and learning in a faith-centered environment. The AP works in collaboration with the Principal and other senior leaders to develop and monitor the College's vision and mission and to oversight structures that facilitate the work of both staff and students.

The role holder assists the Principal in

- providing leadership in the College community
- providing leadership and management within the College
- providing leadership in any other areas delegated by the Principal.

The work of the role holder will be guided by

- Jesus Christ and his teachings as understood and passed on by the Catholic Church
- other Catholic Church teachings, principles and values
- relevant legislation, government requirements and contemporary, research-proven practice
- TCS Strategic Plan, Mission, Vision, Policies, Procedures and Guidelines
- College strategic plans, policies and procedures.

2.0 Key result areas

2.1 Religious leadership

2.1.1 Gives example of living a Christian life evidenced both in the College context and in a local community

2.1.2 Fosters the Catholic ethos and identity of the College community, integrating beliefs and values into all facets of College life and learning

2.1.3 Contributes to the spiritual formation of staff, students and leadership in religious education

2.2 Educative leadership

2.2.1 With the principal and other members of the Leadership Team, emphasises the centrality of learning and teaching in the life and work of the College

2.2.2 Facilitates the development, implementation and evaluation of effective pedagogy and curriculum

2.2.3 Supports and promotes collective responsibility and accountability for student achievement and wellbeing

2.3 Staff and community leadership

2.3.1 Develops an overall knowledge of the strengths and the needs of staff and organises appropriate professional learning which supports good practice and addresses prioritised needs

2.3.2 Engages in the efficient and effective management of staff and workplace practices

2.3.3 Facilitates pastoral care and behaviour support programs which build a positive culture within the College community

2.4 Organisational leadership

2.4.1 Facilitates the alignment of College policies, processes and resources with strategic plans

2.4.2 Assists with the establishment of efficient systems of data and records interrogation, management and retention

2.4.3 Supports effective communication and decision-making processes

2.5 Strategic leadership

2.5.1 Participates in the strategic development and review of the College priorities and subsequent allocation of resources through College policies and procedures

2.5.2 Promotes a systemic perspective in contributing to a culture of reflection, self-review and improvement

2.5.3 Facilitates quality change through strategic relationships and transparent processes

3.0 Statement of Responsibility

The role holder has delegated responsibility for the leadership, organisation and co-ordination of the College, and in any other areas of College life as determined by the Principal.

3.1 The incumbent performs the role cognisant of and in harmony with the vision and mission of TCS.

3.2 The incumbent will work cooperatively with other key stakeholders both within TCS and external agencies to ensure that services are delivered in a planned, coordinated and strategic manner.

3.3 The role holder will engage in performance reviews in accordance with TCS policy and procedure.

3.4 While at work the role holder must

- take reasonable care for his or her own health and safety
- take reasonable care that his or her acts or omissions do not adversely affect the health and safety of other persons
- comply, so far as the role holder is reasonably able, with any reasonable instruction that is given by the person conducting the business or undertaking to allow the person to comply with the Work Health and Safety Act
- cooperate with any reasonable policy or procedure of the person conducting the business or undertaking relating to health or safety at the workplace that has been notified to workers.

4.0 Functional Responsibilities

4.1 Assists the Principal in providing leadership of the College community

4.2 Provides significant leadership as part of a dynamic educational ministry and plays an essential role in the learning and development of students

4.3 Supports and develops staff through regular monitoring, professional learning, collaborative practices and enacting effective employee relations

4.4 Develops and maintains processes to manage physical and financial resources which effectively deliver the educative programs of the College

4.5 Works collaboratively and transparently in assisting with the creation of strategic plans and the allocation of resources to enact these

5.0 Authority Limits

Authority to carry out the responsibilities of the position is delegated by the Principal.

6.0 Reporting and other relationships

The AP is accountable to the Principal. Other important relationships exist with the College leadership team, and TCSO staff.

7.0 Statement by employee

I have read and understood the role as it has been described above. I agree to be employed under this role description.

Name: …….

Signature: ……...

Date: ……. /……./…….

Assistant Principal essential eligibility criteria

- A committed Christian with a strong commitment to Catholic education.
- Completed (or a commitment to acquire before completion of the first contract cycle), at least six postgraduate units in Theology. These may be in the field of one or more of Theology, Religious Education, Scripture, Spirituality, Prayer, Liturgy, or Leadership in a Catholic context. (These units may be part of a Graduate Diploma or Masters Qualification).
- Current teacher registration with the Queensland College of Teachers.

Assistant Principal selection criteria

Religious leadership

Demonstrated ability to foster and grow the religious life of the College, effectively promote a healthy liturgical and prayer life, and provide leadership through personal example.

Educative leadership

Demonstrated ability in the development, implementation and monitoring of high-quality learning and teaching programs.

Staff and community leadership

Demonstrated ability in the selection, deployment, support and development of staff through regular monitoring, performance reviews, professional learning and enactment of effective employee relations.

Organisational leadership

Demonstrated ability to develop and maintain processes to monitor and manage personnel, physical and financial resources to effectively deliver the priorities of the College.

Strategic leadership

Demonstrated ability to collaboratively assist with the creation of strategic plans and the transparent allocation of resources to enact these.