

Assistant Principal – Teaching and Learning 7 - 12 (POR4)

<i>Location</i>	Xavier College, Two Wells
<i>Position Title</i>	Assistant Campus Principal – Teaching and Learning 7-12
<i>Employment</i>	Permanent, full-time teacher. This position will include a teaching component and should be read in conjunction with the Teacher position information document.
<i>Classification Level</i>	Teacher salary + POR4 allowance.
<i>Tenure</i>	4 year tenure.

Reports directly to the Campus Principal – Two Wells and ultimately is responsible to the College Principal (or delegate).

The Assistant Principal – Teaching and Learning will actively support and contribute to the Catholic Identity and Salesian ethos, mission, and vision of Xavier College and will adhere to the guiding principles of the Living, Learning Leading Framework which outlines CESA key capabilities, skills, knowledge and dispositions that enable young people to contribute to society and enjoy meaningful and spiritually enriched lives.

RUAH is the Hebrew word for Breath of God – this will translate as Respect; Understanding: Affection and Humour. These are guiding principles that are intrinsic to our treatment of self and each other. They complement the Salesian Charter of:

- A Home that welcomes
- A Parish that evangelises
- A School that prepares for life
- A Playground where friends meet and enjoy themselves

The position of Assistant Principal - Teaching and Learning 7 – 12 is classified as a Position of Responsibility (POR4) role. It is a senior position and a member of the campus Leadership Team. Working collaboratively with the Campus Principal, House Directors, Curriculum Leaders and other senior leaders across all campuses, the position leads school improvement and quality assurance in teaching and learning and pastoral care initiatives.

Development and maintenance of the Salesian ethos of the College

- Apply the Salesian tradition of the College to develop effective approaches to pastoral care, teaching and learning and school improvement processes.
- Develop and maintain the Salesian ethos of the College.
- Support the Religious Education and Liturgical program of the College.
- Apply the Salesian ethos in relationships with staff, students, parents/caregivers and the wider Xavier College community.

- Provide effective Catholic leadership that reflects the values of the College.

Educational Leadership in Curriculum

The Assistant Principal – Teaching and Learning 7 – 12 will:

- Lead the implementation, evaluation and continuous improvement of the College approved curriculum across all secondary learning areas, ensuring excellence in pedagogy, assessment, curriculum design, quality assurance and review practices.
- Chair Campus Teaching and Learning team meetings and facilitate collaborative decision-making to enhance educational outcomes.
- Provide leadership and oversight of the work of House Directors, supporting their leadership of Oratory Teachers and Curriculum Leaders.
- Lead House Directors and Curriculum Leaders in the implementation of College policies, procedures and priorities relating to teaching, learning and student outcomes.
- Foster a collaborative and professional culture among House Directors, Curriculum Leaders and Oratory Teachers that supports continuous improvement and shared accountability for student outcomes.
- Lead the development and implementation of an annual professional learning plan aligned with the College Strategic Plan, Annual Development Plan and the identified needs of staff at the Two Wells Campus.
- Implement subject programs across middle/senior years in consultation with other campus leaders.
- Establish and oversee processes to monitor the effectiveness of teaching and learning programs, using evidence and feedback to inform continuous improvement initiatives.
- Monitor and review campus curriculum in consultation with other senior leaders across campuses to ensure it remains responsive to student needs and aligned with College priorities.
- Utilise data-informed approaches to guide decision-making, including the collection, analysis and interpretation of student achievement data, engagement metrics and other relevant information to improve educational outcomes.
- Actively support and lead CESA initiatives in collaboration with senior leaders across campuses and CESA personnel.
- Contribute to cross-campus collaboration to promote consistency in curriculum development, curriculum documentation, assessment practices and pedagogical approaches, informed by contemporary research, evidence-based practice and CESA frameworks.
- Monitor developments in curriculum, pedagogy and emerging educational trends and lead discussions with other senior leaders across campuses to address pedagogy advancements and developments in curriculum and implement necessary modifications in the curriculum accordingly
- Actively lead, positively engage in, and support the participation in College events and activities, meetings and professional learning.
- In consultation with the Campus Leadership Team and counterparts across campuses, coordinate and facilitate professional learning initiatives that strengthen teaching, learning and leadership capability.
- Perform other duties as directed by the College Principal (or delegate).

Administrative and Management skills

The Assistant Principal – Teaching and Learning 7 – 12 will:

- Monitor SACE achievement, completion and pathway data, implementing strategies to improve student outcomes and participation.
- Oversee and maintain the College's Learning Management System (SEQTA), providing professional learning to staff in accordance with College expectations and onboarding procedures.
- Oversee the coordination of all relevant external testing and examinations processes to ensure external requirements are met (e.g. CESA data requirements, National Assessment Plan – Literacy and

Numeracy (NAPLAN), Progressive Achievement Tests (PAT), Classroom Pulse Check Survey (PULSE) etc).

- Work with the Coordinator of Daily Organisation and SACE to effectively plan Campus events and manage both Campus and whole College calendars.
- Utilise data and operational information to support decision-making, planning, resource allocation and continuous improvement initiatives.
- Develop, in conjunction with House Directors and the Curriculum Leaders, budget proposals for Finance approval and assist in the negotiation process of each Curriculum Leader.
- Regularly provide relevant data to the Campus Principal, as requested.
- Assist in the review of College policies and procedural documents, as required.

Relationships

The Assistant Principal - Teaching and Learning 7 – 12 will exercise their role in direct negotiation and liaison with the Campus Principal. They will also work closely with other Assistant Campus Principals as required, ensuring a cohesive cross-campus team. This includes attendance at regular meetings of all POR4 staff across the College.

The Assistant Principal – Teaching and Learning 7 – 12 will provide direct line management support to the Coordinator of Daily Organisation and SACE, House Directors, Inclusive Education Coordinator, SACE Flexible Pathways and Support Coordinator and Curriculum Leaders, as appropriate.

Personal Skills, Abilities and Knowledge

The Assistant principal - Teaching and Learning 7 - 12 must have the ability to:

- Lead and mentor highly effective teams
- Relate successfully to staff, students and parents/guardians in a manner that is responsive to the particular needs of those groups.
- Communicate clearly and effectively with students, staff, parents/guardians and members of the wider community.
- Have a highly developed sense of social and emotional intelligence.
- Work effectively with the College Principal, College Executive team, Campus Principal – Two Wells, Campus Leadership team and staff, and Cross-Campus team, for the benefit of all students.
- Be a reflective practitioner.
- Work effectively in a busy, dynamic and changing working environment.

The Assistant Principal - Teaching and Learning 7 – 12 must have skills in:

- Effective organisation of curriculum and pastoral care initiatives.
- Student case management.
- Building a resourceful and effective team.
- Conflict resolution and problem solving.

The Assistant Head of Campus - Teaching and Learning 7 – 12 must have knowledge of:

- Relevant issues affecting student wellbeing.
- Knowledge of relevant issues affecting contemporary curriculum development.
- The South Australian Certificate of Education (SACE), including assessment, reporting, moderation and flexible pathways.
- Social justice principles and practices.
- Current pedagogical practices, including Middle School pedagogy.

- Catholic Social awareness and justice principles and practices including an understanding of Restorative Practices.
- Legal obligations and confidentiality requirements.

Person Specification

- Commit to upholding and actively contributing to the Catholic ethos of the school.
- Proven experience leading strategic and operational school improvement initiatives, with a particular focus on excellence in teaching and learning, student wellbeing and continuous improvement outcomes.
- Previous demonstrated experience undertaking a Position of Responsibility (POR) or equivalent leadership role, with evidence of positively influencing staff practice and student outcomes.
- Demonstrated understanding of Crossways Curriculum and its implementation, including MITIOG and the Child Protection Curriculum, ensuring compliance while fostering high-quality educational practice.
- Demonstrated expertise in contemporary literacy and numeracy pedagogy, including a strong understanding of middle years education and evidence-informed teaching practices.
- Demonstrated capacity to support the implementation of system-wide initiatives and strategic priorities, fostering staff engagement and ensuring successful integration into campus practice.
- Strong commitment to advancing school improvement through innovative teaching and learning practices, student wellbeing frameworks, and data-informed decision-making.
- Excellent interpersonal, relationship-building and communication skills, with the ability to engage effectively with others.
- Demonstrated capacity to be self-directed, exhibiting initiative, sound judgement, resilience and a highly organised approach to leadership responsibilities.
- Ability to quickly comprehend instructions and respond effectively to emerging priorities and challenges.
- Advanced digital literacy skills, including proficiency in Microsoft Office applications, educational technologies, data analysis tools and school learning management systems.
- Advanced ICT skills including Microsoft Office and ability to efficiently navigate databases and systems.
- Highly developed written and verbal communication skills, including the capacity to prepare reports, lead professional dialogue, facilitate staff development and communicate with clarity, professionalism and influence.
- Demonstrated commitment to fostering a collaborative, inclusive and high-performing professional culture that promotes staff growth, accountability and collective efficacy.

Role Requirements

- Possess or actively working towards completing formal postgraduate qualifications in Educational Leadership (or postgraduate qualifications relevant to the role).
- Act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Current Teachers Registration in South Australia and Teacher Accreditation in Catholic Education SA.
- Hold a current acceptable Working with Children Check (WWCC) clearance & screening to work in Catholic Education South Australia.
- Hold current certification in Responding to Risks of Harm, Abuse and Neglect in Education and Care Settings.
- First Aid certificate (HLTAID012).
- Youth Mental Health First Aid.
- Disability Standards for Education Training.
- As a worker, comply with the SA Work Health & Safety Act 2012 and, while at work, take reasonable care for their own health and safety.

- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons.
- Comply, in so far as you are reasonably able, with any reasonable instruction given by the employer.
- Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Being vaccinated against COVID-19 is not mandatory for CESA staff. It is highly recommended for all CESA staff to maintain vaccination status as recommended by the policy.

This position information document indicates the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, tasks and outcomes.