



PURPOSE OF THE POSITION

The position of Assistant Principal Staff acknowledges the importance of teacher expertise as a strong influence on student learning and wellbeing. The AP: Staff helps establish and sustain a culture of ongoing improvement in all aspects of staff development and wellbeing by fostering the Catholic ethos and identity of Holy Spirit College and integrating their beliefs and values into all facets of school life and learning. This position provides astute leadership for staff, building capability and expertise that results in coherence of vision and decision-making.

STATEMENT OF RESPONSIBILITY

The AP Staff, as a member of the College Leadership Team, provides specific leadership for induction, professional development, staff wellbeing, mentoring, goal setting, review and appraisal. In addition, the AP Staff assumes responsibility for those areas delegated by the Principal.

The leadership and direction provided by the AP Staff will be consistent with:

- The message of Jesus and the Gospels
- Catholic church teachings, principles and values
- Diocesan policies and directives
- The Catholic Education Diocese of Rockhampton Charter
- Catholic Education Mission Statement
- Catholic Education policies and practices and
- Catholic Education Strategic Directions.

LEADERSHIP REQUIREMENTS¹

VISION AND VIRTUES

The AP Staff assists in the development of the vision for the school which is based on a clear moral purpose and is committed to the learning and growth of young people and adults. Within the Catholic School, 'the theological virtues of Faith, Hope and Love provide the foundation and energising force of this moral purpose and give life to the cardinal virtues of Prudence, Justice, Fortitude and Temperance'² so necessary in Christian leadership.

KNOWLEDGE AND UNDERSTANDING

The AP Staff maintains current knowledge and understanding of the latest research and developments in pedagogy, teacher growth and development, mentoring and coaching, and staff wellbeing. They understand the practice and theory of contemporary leadership and apply that knowledge to all school improvement endeavours.

PERSONAL QUALITIES, SOCIAL AND INTERPERSONAL SKILLS

The AP Staff aims to build trust and respect across the school community and create a positive learning atmosphere for all students and staff. They regularly review their practice and implement change in their leadership approaches to suit each context.

¹ Australian Professional Standard for Principals and the Leadership Profiles, AITSL (Australian Institute for Teaching and School Leadership Limited, 2019)

² Compendium of the Catechism of the Catholic Church, 384



PROFESSIONAL PRACTICES

The following activities, drawn from the Australian Professional Standard for Principals (AITSL, July 2011) involve the AP Staff. An individual Duty Statement from the College will accompany this Role Description and provide more specific guidance.

PROMOTING CATHOLIC ETHOS

- Foster the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning
- Develop right relationships based on Christian values
- Promote preferential options for the poor and marginalised
- Witness to and be active in a parish
- Support opportunities for the enactment of Catholic Social Teaching

LEADING TEACHING AND LEARNING

- Support and promote a contemporary Catholic educational vision characterised by deep respect for every staff member and all students
- Promote collective responsibility and accountability for student achievement and wellbeing
- Ensure that inclusive practice is prioritised across the College

DEVELOPING SELF AND OTHERS

- Work in close collaboration with other Leadership Team members to form an effective team
- Contribute to a school wide culture of reflection, self-review and ongoing improvement
- Engage in ongoing learning to stay abreast of contemporary educational issues
- Coordinate collaborative staff teams (e.g. Pre-service Teachers, Early Career Teachers, Mentors, Middle Leaders, Teacher Assistants) focused on ongoing improvement
- Lead effective staff growth and professional development that results in coherent and cohesive directions for the College community
- Develop and sustain respectful approaches to performance management through growth-focused processes for regular monitoring, review and appraisal
- Develop and lead processes, including mentoring, for the successful induction of all new staff
- Support Early Career Teachers in the development of their teaching practice, aligned with the AITSL standards and assist with teacher registration
- Foster staff wellbeing through a strong sense of purpose, deep respect for all, and supportive practices and processes
- Review duty statements and goals regularly

LEADING IMPROVEMENT, INNOVATION AND CHANGE

- Work with the Principal and Leadership Team to establish, implement, manage and review approaches to professional development aligned with the school's strategic directions
- Regularly review the effectiveness of approaches using relevant data
- Support effective, respectful and successful change processes

LEADING THE MANAGEMENT OF THE SCHOOL

- Play an active role in the College Leadership Team, supporting decision-making and strategic priorities
- Proactively manage Human Resources and Industrial Relations processes, practices and issues as they arise, ensuring compliance with relevant policy and legislative requirements

ASSISTANT PRINCIPAL: STAFF ROLE DESCRIPTION January 2023



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- Recruit quality teachers and teacher assistants
- Support the well-organised running of the College by managing daily organising and scheduling
- Develop, maintain and supervise the professional development budget
- Advocate for effective human resourcing within the allocated budget
- Exercise a significant role in effective communication within the school
- Assume the role of P1 of the Teaching and Learning Program Leader and Teacher Assistants
- Prepare agendas for General Staff Meetings
- Deputise for other members of the Leadership Team in their absence

ENGAGING AND WORKING WITH THE COMMUNITY

- Foster a positive culture of learning, growth and development across the school community
- Maintain a supportive presence at school occasions and functions
- Actively build a strong and inclusive community of practice
- Develop partnerships and ensure appropriate communication with parents
- Communicate effectively and resolve issues in a positive manner

AUTHORITY LIMITS

Full authority to act within the role and enact the duties as outlined above is delegated by the Principal.

REPORTING AND OTHER RELATIONSHIPS

The AP Staff is responsible to the Director through the Principal. Significant relationships also exist with the Assistant Director: Schools, Assistant Director: Teaching and Learning, and other senior staff of the Diocesan Catholic Education Office.