



### MISSION STATEMENT

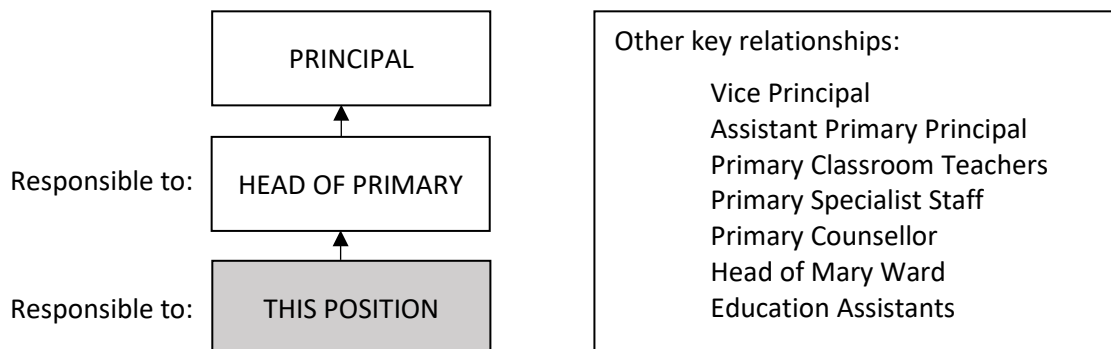
In the spirit of John XXIII, Mary Ward and Ignatius Loyola, we seek to be people of competence, conscience and compassion who are committed to God and the service of others.

### ROLE DESCRIPTION

#### 1. POSITION IDENTIFICATION

SECTION :	Teaching
POSITION :	Assistant Principal Primary
AWARD :	John XXIII College Council Teaching Staff Enterprise Bargaining Agreement 2015

#### 2. POSITION RELATIONSHIPS



#### 3. POSITION OBJECTIVE

The role of Assistant Primary Principal is a significant leadership position in the Primary school which complements and supports the spiritual, pastoral, academic, and leadership roles essential to the achievement of the College Mission. The Assistant Primary Principal is a member of the Primary Leadership Team (PLT) and works closely with the Head of Primary and the other Assistant Primary Principal.

#### 4. ACCOUNTABILITY

The Assistant Primary Principal is responsible to the Head of Primary and the College Leadership Team for the development, implementation, and evaluation of pastoral and educational services for students Pre-Kindergarten to Year 6.

### **Shared Principal Responsibilities**

The Assistant Primary Principal is appointed to:

- Complement and support the Head of Primary in the provision of high quality academic and pastoral care for students in Pre-Kindergarten to Year 6.
- Demonstrate a holistic pastoral and educational vision for the education of Primary students.
- Establish and integrate policies of the College in an appropriate manner for Primary students.
- Lead teachers in the establishment and implementation of appropriate and necessary policies, procedures, and programs for students in PK to Year 6.
- Support staff in the achievement of their roles within the Primary school.

### **Pastoral Care**

- Monitor pastoral care for students.
- Assist staff in their relationships with students.
- Establish strong connections with parents.
- Ensure communication between home and College is meaningful, professional, timely, and supportive.
- Ensure Head of Primary is informed of students' pastoral needs.
- Support staff with discipline issues, such as, attendance, uniform, and behaviour.

### **Academic**

- Investigate, model, and advocate the best and most current practices in teaching, including the appropriate implementation of learning technologies.
- Provide leadership regarding teaching, learning, and academic progress of individual students.
- Monitor and track academic progress of students and coordinate intervention where necessary.
- Work closely with the PLT in the preparation of school documents, such as Quality Improvement Plan, National Quality Standards and Curriculum Plan.
- Data collection and analysis at student, class, and school level.

### **Staff**

- Foster and support a collegial professional environment.
- Liaise closely with the teachers to address academic and social needs.
- Liaise closely with teachers in preparation of events, such as liturgies, sacramental retreats, cultural activities, assemblies, parent/teacher meetings, and information sessions.
- Work closely with staff to discuss educational programs, administrative matters, and record keeping.
- Assist with the professional growth and development of staff.
- Monitor Primary Pre-Kindergarten – 6 Budget.
- Coordinate standardised assessments.
- Monitoring reporting schedule.
- Administration responsibilities, such as booking relief staff, ordering materials, preparing booklists, SEQTA requirements, calendars and timetables.
- Support the Student Leadership Program for Year 6 students.

### **Parents**

- Liaise closely with parents regarding discipline matters, pastoral support, and day-to-day enquiries.

## **5. CRITERIA**

- Demonstrate a commitment to the Church's mission in Catholic Education and have the capacity to contribute to the spiritual and community life of the school.
- A progressive and exemplary teacher and leader with particular interest in Mathematics and IT.
- Ability to work in a flexible and supportive manner as part of a committed leadership team.
- Integration of Digital Technology into the curriculum, administrative duties and life of the school.
- Comprehensive knowledge of current educational theories and practices and a proven ability to lead staff in educational change, curriculum development and professional learning.
- Experience in driving and implementing the Western Australian Curriculum with alignment to reporting requirements.
- Knowledge of the AITSL standards and how to assist teachers to align practice, pedagogy and professional development to these standards.
- Excellent interpersonal skills with the ability to work collaboratively and build positive relationships with staff, students, parents and the wider community.

## **6. QUALIFICATIONS**

- Have completed or working towards completing the necessary Accreditation requirements.
- Hold a relevant four year tertiary qualification.
- Current TRBWA registration and Working with Children card.