

Information for potential applicants

Assistant Principal – Learning and Teaching R-12 (POR 4)

RE-ADVERTISED

PERMANENT

Commencing at a negotiated date

Thank you for your interest in St Columba College. Below you will find information to follow when submitting your application.

The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Assistant Principal – Learning and Teaching R-12. The Assistant Principal – Learning and Teaching R-12 position is for a fixed term of 4 years and attracts the additional salary of a Position of Responsibility (POR) Level 4.

At the conclusion of this term The Assistant Principal – Learning and Teaching R-12 will return to a substantive teaching position. In the circumstance that the College requires this position beyond the first term you will be entitled to apply along with any other applicants should you wish to do so.

Your application should include:

1. A one page covering letter stating the position for which you wish to apply.
2. A statement of no more than three pages addressing the selection criteria in the 'Key areas of Work' section of the Position Information Document for the Assistant Principal role.
3. Curriculum Vitae listing name and contact details of three professional referees. Please ensure that you include **your current employer**.
4. Please also ensure that you complete the **Application Declaration Form** and include it with your application.
5. For any enquires about the position please contact Leanne Carr at leanne.carr@stcolumba.sa.edu.au
6. Applications should be emailed to the contact below:

Ms Leanne Carr, Principal
employment@stcolumba.sa.edu.au

Applications close on Wednesday 26 July at 4.00pm.

Assistant Principal Learning and Teaching R-12

Position Information Document

St Columba College

Assistant Principal – Learning and Teaching R-12 | Position Information Document

Introduction

St Columba College is an R – 12 co-educational College established as a joint initiative of the Anglican and Catholic churches of the Adelaide Dioceses. Established in 1997 and located at Andrews Farm in the Northern suburbs of Adelaide the College is open to families who are seeking a Christian education founded on the beliefs, values and practices of both traditions of our unique ecumenical partnership.

St Columba College seeks to develop an environment in which all community members experience welcome hospitality and encounter a place of care, safety and security with students at the centre of all that is undertaken. Students are invited to think about their future, set their goals high and to engage in the effort and focus required to achieve outstanding educational and personal success. Students are respected as capable learners. Teachers are committed to providing an environment focused on outstanding teaching and learning. We strive to honour every student's right to participate in a vibrant, innovative, relevant and challenging curriculum which motivates and inspires them to develop knowledge, skills, personal beliefs and values. We provide students with opportunities to develop their spirituality, through immersion in a rigorous Religious Education curriculum and participation in a rich liturgical program based on our Anglican and Catholic traditions. We support students to develop their understanding of Christianity and of God's personal love, which we hope inspires them to be a force for good in our world - a sign of hope for others.

The College invites parents and caregivers to be partners in the education of their children. In collaboration with families, staff seek to nurture and promote the Christian traditions and aims of the College and their aspiration for the highest educational outcomes for all students. The College community prides itself on its friendly culture, rigorous academic program, high standards of student behaviour, focus on student well-being, modern facilities and excellent recreational spaces all of which are sustained by the support and commitment of its parent community.

It is an understanding that teachers will uphold, model and actively support the Anglican and Catholic values and teachings that underpin the College. High expectations are placed on teachers to demonstrate professional behaviours and to be prepared to assume all responsibilities relating to teaching that provide students with outstanding learning opportunities.

Vision

St Columba College seeks to nurture in its students and the community a close relationship with God, a passion for living, and a lifelong love of learning.

Mission

St Columba College aims to provide students with outstanding learning and academic outcomes, and support students to experience God's love, as embodied within our Anglican and Catholic traditions.

Broad Purpose

The Assistant Principal – Learning and Teaching R-12 is responsible to the Principal and is a member of the College Leadership Team. The Assistant Principal – Learning and Teaching R-12 is to lead the academic program and the application of best known practice in pedagogy that maximises the academic performance of all students. The focus of the role across R-12 is in the following areas:

- curriculum development
- pedagogy
- assessment of student learning and reporting outcomes
- development of teachers

Key Areas of Work

Leadership

- Promotes the mission of the Anglican and Catholic Churches and actively engages in the ministry of either an Anglican or Catholic Eucharistic community
- Develops an environment which promotes the Anglican and Catholic faith and provides for the social, emotional, physical, intellectual and spiritual growth of each student
- Builds on and nurtures the religious culture of the College and the charism of St Columba
- Supports the College Vision and Mission, strategic goals and annual development plans and develops related goals for student wellbeing across R-12
- Provides leadership in prayer and liturgy and other religious celebrations
- Undertakes research and is aware of trends to ensure the College remains contemporary in the delivery of its learning and teaching programs
- Implements decisions made by the College Leadership Team in regards to educational policy and procedures

Curriculum, Pedagogy and Assessment R-12

- Leads and promotes a shared understanding and approach to the College's Vision for Learning and School Wide Pedagogical Framework
- In partnership with the Head of Schools and Learning Area Leaders oversee the development of a seamless and consistent R-12 curriculum
- Leads the Learning Area Leaders to ongoing review to ensure uniformity in design, documentation and accountability for the Australian Curriculum and SACE across R-12
- Develops, implements and monitors strategies for the collation and analysis of student achievement data across R-12
- Develops an improvement plan and strategy for literacy and numeracy
- Leads and promotes with Learning Area Leaders a data driven approach to inform pedagogy and improve student learning outcomes
- Leads staff in the development of contemporary pedagogical practices that enhance and improve learning
- Ensures a contemporary approach to the design and teaching of STEM and is supported by co-curriculum STEM activities

- Leads the ongoing implementation of Assessment FOR Learning and Assessment OF Learning Practices to improve learning
- Leads the ongoing development and incorporation of standards based assessment tools across all learning areas
- Oversees and leads the reporting processes to ensure that reports are compliant with legislated requirements, provides comprehensive information to parents and are generated efficiently

Development of Teaching Staff

- In partnership with Heads of School and Learning Area Leaders promotes and develops a professional learning community across R-12 that is focused on continuous improvement of learning and teaching
- Coordinates the Professional Review Policy and Processes across R-12
- Leads to ensure a professional learning cycle for and with staff through personal professional learning goals (in alignment with the AITSL Professional Standards for Teachers), effective feedback through mentoring and coaching and ongoing professional review
- Supports the Learning Area Leaders to develop their skills to mentor and coach teachers to improve practice
- Identifies professional learning needs of staff and coordinates appropriate professional learning opportunities and requests
- Advises the Principal regarding the appointment of teaching staff and Positions of Responsibility within the College
- Assists with the recruitment, appointment and induction of new staff

Policy Development

- Oversees and collaborates with teaching staff in the development, review and implementation of learning and teaching policies and procedures

Administration

- Leads and chairs the Learning and Teaching Committee and the Professional Learning Committee
- Supports Learning Area Leaders to effectively administer the Programming and Marksbook modules of SEQTA
- Ensures the College fulfills and reports on all academic compliance requirements of the School Assistance Act
- Coordinates the preparation and publication of Curriculum Information in the Middle and Senior Schools
- Reviews and coordinates the implementation of new SACE courses
- Oversees and participates in subject selection processes and counselling for students
- In partnership with the Deputy Principal oversees the development of the timetable, courses and class allocation processes
- Manages and reports upon the Learning Area and Professional Learning budgets

Work Health and Safety

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *Worker*, while at work you must:

- Take reasonable care for your 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 to, with any reasonable instruction given by the employer.
- Cooperate with any reasonable policy or procedure notified to workers by the employer that is related to health and safety at the workplace.

Reference: Division 4, Section 27 and 28 WHS Act 2012

Person Specification

It is expected that the Assistant Principal – Learning and Teaching R-12 will:

- Demonstrate a vision and passion for the education of all children
- Demonstrate the ability to be innovative and strategic
- Demonstrate exceptional relationship and interpersonal skills
- Demonstrate excellent written and oral communication skills
- Demonstrate proven administration and organisational capabilities
- Demonstrate a commitment to ongoing learning

Specific Requirements

The Assistant Principal – Learning and Teaching R-12 will:

- Be a communicant member of either the Anglican or Catholic Church
- Hold or studying towards a Postgraduate Award in educational leadership

Conditions of Employment

- The Position Information Document for the Role of a Teacher at St Columba College underpins the role of the Assistant Principal – Learning and Teaching R-12. The Assistant Principal – Learning and Teaching R-12 position is for a fixed term of 4 years and attracts the additional salary of a Position of Responsibility (POR) Level 4.
- At the conclusion of this term the Assistant Principal – Learning and Teaching R-12 will return to a substantive teaching position. In the circumstance that the College requires this position beyond the first term you will be entitled to apply along with any other applicants should you wish to do so.
- This position has a teaching load up to 0.4 FTE
- POR 4 Allowance: \$18821 per annum
- Employed under the CESA Enterprise Agreement 2013

Other

The requirements of the role and associated responsibilities can vary in response to the needs of the College and the above Key Areas of Work may be varied as determined by the Principal.

Performance Review

- The Assistant Principal – Learning and Teaching R-12 must undertake a performance review on an annual basis.
- On the first anniversary of appointment and annually thereafter, or at another mutually agreed time, consultation will occur between the Principal (or delegate) and the Assistant Principal – Learning and Teaching R-12 to ensure that the Position Information Document is accurate.

Signed: _____ Date: _____
Principal or Delegate

Signed: _____ Date: _____
Assistant Principal – Learning and Teaching R-12

Role Review Date: _____ Performance Review Date: _____

Application Declaration Form: Confidential to the Principal

Position Sought: _____

Personal Details:

Surname: _____ Given Name(s): _____

Title: Mr Mrs Ms Miss Other _____ Date of Birth: _____

Postal Address: _____

Suburb: _____ Postcode: _____

Telephone: _____ Mobile: _____

Email: _____

Religious Affiliation: _____

 South Australian Teacher's Registration Number: *(If Applicable)* _____

(Please enclose a photocopy of current Teacher's Registration Certificate)

Tertiary Qualifications:

Award (Deg., Dip., Cert., etc)	Year Awarded	Institution

Employment History: *Please provide information for the last 5 years.*

Year/Date	Name of Employer	Position

Religious Dimension of St Columba College:

 Are you prepared to support the philosophy and religious traditions of St Columba College? Yes No

 Are you currently a practicing member of a worshipping community? Yes No

Employment Declaration:

Please respond to each of the questions below and add your signature.

If you opt for a discussion with the Principal/Principal's Delegate rather than answering one or more of the questions YOU MUST SUBMIT YOUR APPLICATION ONE WEEK BEFORE THE CLOSING DATE.

Have you ever been charged with a criminal offence? *If yes, please provide details.*

Yes

No

Have you ever received a written warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance?

Yes

No

If yes, please provide details.

Our process includes asking referees whether there are any child protection concerns in your regard.

Do you foresee any problems arising from this process?

Yes

No

If yes, please provide details.

Evidence of a criminal history, that may be unrelated to any risk or harm to children, will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure during the screening process shall be a condition of initial and ongoing engagement. In signing this form you declare that, if you are successful in your application, you will notify the Principal should there be a significant change in your circumstances that relates to the screening process; for example, criminal offence charges and convictions, restraining orders, injunctions, intervention orders, disciplinary proceedings and investigations.

I declare that I am fit and able to perform the requirements of the position for which I am applying.

I declare that the information in this application is true and correct and acknowledge that any falsification or suppression will render this application invalid.

Signature: _____

Date: _____

OR: I have opted not to answer one or more of the above questions and ask that a meeting be arranged between myself and the Principal/Principal's Delegate.

Signature: _____

Date: _____