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Position Information Document

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| **POSITION TITLE** | Assistant Principal Learning, Inclusion and Catholic Identity (P.O.R 3) |
| **EMPLOYMENT TYPE** | Permanent |
| **FTE** | 1.0 |

**Key Working Relationships**

* Principal / Leadership team
* CESA – System coaches
* Parents and Families
* Staff
* Students

**Broad Purpose**

The Assitant Principal draws on the social contexts and life experiences in religious leadership. Catholic schools today exist in social contexts characterised by diversity, including changing religious practice and a plurality of religious faiths existing in a secular space. Religious leadership in these school communities discerns and implements meaningful, respectful and effective ways to engage students, staff and families with Christian faith. This leadership promotes the Catholic identity of a school in a way that honours the Catholic Tradition and respects and learns from the faiths of all students.

The Assitant Principal exercises leadership in the areas of Faith and Religious Education, Learning, Community and Culture building, and Resource Operations as appropriate to their role. The Assitant Principal is a skilled educator and leader who works with staff, students and the broader school and church communities. The Assitant Principal also has influence over the many other tangible facets of school life that reflect its Catholic identity and mission.

**Duties**

* Be an active member of a Catholic Eucharistic community.
* Actively contribute to the faith leadership and Catholic identity of the school in alignment with its vision, mission and Josephite Traditions.
* Demonstrate highly effective communication and interpersonal skills to develop and maintain collaborative relationships with the members of the school, parish and wider community (students, staff, parents and families).
* Demonstrate an ability in leading, planning, implementing and evaluating a Religious Education curriculum based on the Crossways curriculum.
* Demonstrate skills in actively promoting faith formation and the ability to dynamically lead staff in this area.
* Demonstrate capacity for collaborative leadership, demonstrating high level organisational, team building and mentoring skills.

**Leader of Learning**

As the Leader of Learning, the primary role is to provide leadership and direction to the learning of students. The Leader of Learning is responsible for the innovation, documentation, delivery and review of the curriculum program and for the ongoing professional development of staff within the school.

The Leader of Learning is a leader in the implementation of the Australian Curriculum and will have an important role in delivering a 'whole' school approach to improved Curriculum, Pedagogy and Reporting of educational outcomes for St Coumba’s Memorial School students.

**Duties**

* Establish and lead a clear vision for contemporary curriculum that utilises the Australian curriculum.
* Review student achievement through the monitoring of assessment and reporting.
* Be responsible for monitoring student outcomes and improvement through ongoing analysis of data this includes PAT testing, NAPLAN, and Semester grades.
* Support teaching staff to document, implement, review, and improve the curriculum for each Year level.
* Support staff in the ongoing development of contemporary assessment and reporting using and leading SEQTA.
* Support staff as needed with matters relating to course design, assessment & reporting and resources.
* Contribute to a culture of professional learning and improvement, accessing school-based and external professional learning opportunities. Be upskilled in Lyn Sharrett’s Clarity parameters.
* Work with CESA system coaches to create and lead rich analysis of Data Walls and Digital Data walls.
* Direction of ESO support (if provided).

**Inclusive Education Coordinator**

The Inclusive Education Coordinator will lead a whole school inclusive learning culture in which all students are able to flourish and thrive (socially, emotionally, and academically). They will provide effective, professional leadership, expertise, and management to meet the diverse learning needs of students:

The Inclusive Education Coordinator is responsible for leading a diverse teaching and learning experience for students in all year levels. The Coordinator’s leadership will enable quality differentiated teaching programs, practices, and strategies to enhance access to the curriculum that achieve high levels of progress and achievement for all students using research and data to inform practices.

The Inclusive Education Coordinator works in collaboration with students, staff, families in the school community and outside agencies and advises the school on issues relating to current research and best practice in learning and learning environments for students with diverse learning needs. They lead a team of staff, volunteers, and work in close partnership and in collaboration with the Principal.

**Duties**

* Be responsible for the management and allocation of Curriculum ESO’s in learning support
* Facilitate PPL meetings and/or review meetings with families a required
* Create, maintain and communicate student PPLs
* Provide relevant information to staff regarding resourced students and non-resourced students.
* Provide regular feedback to families of resourced students
* Maintain up to date records and documentation on students with identified needs
* Contribute to the continuous improvement of teacher delivery and differentiation
* Liaise with outside agencies, in particular Catholic Education Office consultants, regarding students with identified needs.
* Coordinate and support staff with the NCCD process
* Coordinate the entry and transfer of NCCD data to relevant systems and authorities
* Respond to other duties as assigned by the Principal through due process of consultation and negotiation.

**Required Elements:**

* Member of a Sunday Eucharistic community
* Postgraduate studies including core theological units
* Experience in teaching Religios Education across multiple year levels.
* The Positon Information Document is a guide only and is not intended to be an exhaustive or exclusive list of the dutes and responsibilites attached to this position.
* The Position Information Document is subject to review and modifications by the Principal, in response to the strategic direction and changing needs of the school, and the development of the skills and knowledge of the position.
* All other details as per Teacher Position Information Document