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Assistant Principal (Staff Support & Development) - St Clare's College - Griffith ACT

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Assistant Principal (Staff Support & Development) - St Clare's College - Griffith ACT Apply now Job no 502982 Work type Permanent/Ongoing Location: St Clare's College (Griffith) Categories: Assistant Principal Location: Griffith, ACTEmployment Type:

PermanentEmployment Status: Full-timeSalary Range: \$159,091 plus superannuationStart Date: Monday, 22 July 2024 Closing Date: 11.55 pm, Monday 29 April 2024 About Us Catholic Education, Archdiocese of Canberra and Goulburn (CECG) plays an integral role in education in the ACT and NSW, operating 56 Catholic Systemic Schools and nine Early Learning Centres.CECG is committed to workforce diversity and creating inclusive workplaces. We welcome applications from suitable candidates from all diversity groups to support our system of schools and early learning centres in delivering quality education outcomes for the students in our care. About St Clare's St Clare's College is a spirited learning community with an outstanding history of educating and empowering young women for more than fifty years. Come and join our inclusive and caring community, where learning is valued, and students are given every opportunity to grow and develop into confident, informed, and articulate young women, ready to take their place in the wider community beyond school. About the RoleThe Assistant Principal – Staff Support and Development supports the Principal in the leadership of St Clare's College. As a member of the College Leadership Team, you will be primarily responsible for the leadership, development and administration of excellence in building staff capacity across the College, supporting overall staff pastoral and professional development. Benefits and Opportunities A positive and collaborative workplace culture Extensive training in our high-quality professional learning

program, Catalyst Access to curriculum resources that support evidence-based, highimpact teaching practice 24 weeks of paid parental leave (maternity/adoption) Up to 14 weeks of paid parental leave (paternity/non-initial primary carer leave) Support for professional development and study opportunities Opportunities to transfer to other schools within the Archdiocese across ACT and NSW to support lifestyle choice. Key Responsibilities Facilitate the provision of support and assistance for teachers experiencing personal or professional difficulties when this impacts their ability to carry out their teaching dutiesConsult frequently and communicate openly with the Principal on all matters about their portfolio, including at scheduled Leadership meetingsParticipate in the development, implementation and reporting of the shared vision through the College's Strategic Plan and Annual Improvement PlansAnalyse data and other information efficiently and confidentially, including staff attendance and daily relief dataFoster and develop appropriate professional relationships with parents, carers and the wider school communityMonitor teaching staff absences, workload and allocation of other duties to ensure fairness, transparency and compliance with industrial agreementsSupport the Curriculum Support Officer who manages supervision needs, casual relief requirements, excursions and special eventsHold an ACT Teacher Quality Institute (TQI) accreditation and ACT Working with Vulnerable People (WWVP). Demonstrate an active faith commitment. Have a qualification in Religious Education or be committed to undertake post-graduate study in Religious Education within two years of commencing in the position in accordance with Accreditation to Work, Teach and Lead in Catholic Education in the Archdiocese of Canberra and Goulburn Accreditation Framework. Please refer to the position description for in-depth details regarding the position duties, criteria, and skill set required. Application Process Applicants are required to submit a cover letter and current resume including a statement of suitability against the skills, attributes, and experience as outlined in the Position Description. This position involves working with children. The appointment of successful applicants will be subject to satisfactory employment screening for child-related employment in accordance with CE policy. For further information about the school please visit our website. Information about the Catholic Education Archdiocese of Canberra & Goulburn can be accessed here. Advertised: 03 Apr 2024 AUS Eastern Daylight Time Applications close: 29 Apr 2024AUS Eastern Standard Time

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