



POR | Assistant Principal, Teaching and Learning

Position Information Document

Name:	
Position Title	Assistant Principal, Teaching and Learning
Tenure	Fixed Term (1.0 FTE with teaching component) 21.07.2025 to 12.12.2025
POR	POR 4
Time Allowance	<p>Time release from timetabled teaching responsibilities is provided to meet the duties and/or responsibilities associated with this role.</p> <p>Time allocated for this role is in accordance with the <i>South Australian Catholic Schools Enterprise Agreement 2020</i> (or its successor) and may vary slightly depending on timetabled teaching load.</p>
Responsible to:	Principal

Context

Mercedes College is a restorative school where inclusion is an integral aspect of who we are as a Catholic, Mercy and IB community. Our core values of Mutual Respect, Responsibility, Integrity, Loyalty, Compassion and Justice form an integral way of life for all members of the Mercedes College community, through which we strive to maximise student outcomes by doing “ordinary things, extraordinarily well” (Catherine McAuley).

Position Purpose

The Assistant Principal, Teaching and Learning, is a key member of the Senior Leadership Team at Mercedes College, responsible for enhancing pedagogical practices, developing college-wide pedagogy, and ensuring alignment with the College's Vision and Mission.

This role emphasises fostering excellence in teaching and learning through strategic leadership, proactive curriculum development, and promoting a cohesive pedagogical framework across the College. Collaboration with staff, students, and families, alongside continuous improvement initiatives, ensures the delivery of high-quality education.

As an experienced educator, the Assistant Principal, Teaching and Learning plays a vital part in shaping a unified approach to teaching and learning while driving a culture of academic excellence.

The Assistant Principal, Teaching and Learning plays an essential role in supporting the Principal by ensuring compliance with CIS and IB registration standards, as well as adhering to the requirements outlined in the Education Act.

Key Working Relationships and Accountability

- Principal
- Deputy Principal
- Heads of School
- Executive Leadership Team
- Senior Leadership Team
- College Council and its sub committees
- Year Level Leaders
- Learning Area Leaders
- Programme Coordinators
- Curriculum networks (e.g. IB, SACE)
- Teachers operating in specific area of school (i.e. Junior, Middle, Senior)
- College Psychologists
- Enrolments Team
- International Students Programme Coordinator



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Key Responsibilities

The Assistant Principal, Teaching and Learning is responsible to the Principal for the leadership of the College as an authentic Catholic educational community. The Assistant Principal, Teaching and Learning is also accountable, through the Principal, to the College community and the local and wider Church community.

Curriculum Leadership

The Assistant Principal, Teaching and Learning works to ensure a shared understanding of the College's vision for learning and teaching. They monitor and evaluate the quality of student learning, well-being, and global citizenship to inform strategic planning. The Assistant Principal, Teaching and Learning ensures:

- The curriculum as a whole offers access, engagement, and challenge to support the intellectual, physical, social, and emotional needs of all students.
- There are clearly formulated written policies and practices that are implemented consistently and bring clarity to teaching and learning.
- Capabilities such as global citizenship, intercultural learning, and digital citizenship are intentionally planned and sequenced within the curriculum to ensure students are well prepared for life beyond school.
- The curriculum is sequenced to ensure students' access and progression, with a thoroughly documented scope and sequence that enhances links and continuity across different sections of the College. It is centralised in an easy-to-access location, detailing the development of knowledge, understanding, skills, capabilities and attributes, including well-being and intercultural competencies to support students' current and future growth.
- The curriculum is monitored, evaluated, reviewed, and developed on a systematic and planned basis using student outcomes, student agency, and in response to changing external influences.
- The College offers a breadth of programmes and activities to enhance curriculum which foster high-quality learning, student well-being, and the development of global citizenship.

Teaching and Learning Leadership

The Assistant Principal, Teaching and Learning works to ensure teaching is closely aligned with the College's definition of high-quality learning which enables all students to be engaged and challenged, to gain access to the curriculum, and to have success in their learning. This includes ensuring that:

- Effective leadership is provided to staff to successfully implement IB, Learner Profile, and approaches to learning to ensure success of all learners through differentiation practices.
- There are effective policies and procedures in place to identify the varied needs of students, both at admission and while enrolled, to ensure that all students fully benefit from the College's programmes.
- Teaching draws on a range of appropriate cultural and authentic contexts to provide meaning and purpose for the students in their development as global citizens.
- Support is provided to key staff to ensure inclusive practices and address barriers to learning. This collaboration challenges all learners, fostering growth and enhancing academic excellence.
- A range of appropriate resources, media, and technologies are used meaningfully to enrich the quality of the student learning and support the development of skills and attitudes for their current and future lives.
- Assessment includes a variety of methods, caters for the various learning needs of students, and is based on clear criteria. Assessment is monitored, evaluated, and used by teachers to improve learning outcomes and pedagogical methods.
- The College is accountable through our assessment and reporting processes.
- Aspects of the curriculum are planned intentionally and developmentally in an age-appropriate manner so that students are prepared as they progress through school, higher education, and adult life.



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People Leadership

The Assistant Principal, Teaching and Learning works to support leadership and staff together to strengthen engagement, motivation, and trust to further develop a constructive culture within the College. This includes but is not limited to:

- Supporting staff in the creation of a professional and trusting working environment.
- Ensuring the College provides for the continuous professional development of faculty and support staff that relates to College priorities, addresses the professional needs of the staff, and contributes to the development of student learning, well-being, and global citizenship.
- Collaborate with key stakeholders across the College to ensure the performance appraisal process is defined and implemented for faculty and support staff based on pre-determined, explicit criteria and is supported by a programme of professional development and/or training, which is linked to appraisal outcomes and identified College priorities.
- Mentor curriculum leaders in annual strategic planning, student outcome improvements and College priorities.

Community and Home Partnerships

The Assistant Principal, Teaching and Learning works to foster a productive home-school partnership and a positive learning community. The Assistant Principal, Teaching and Learning establishes partnerships and networks with external organisations and schools, locally and beyond, to enrich the learning opportunities available to the students. This includes:

- Partnership with key stakeholders within the International Baccalaureate (PYP, MYP, DP) and SACE communities.
- Provide consistent public support both within and outside the College for school-wide policy initiatives and strategic plans.
- Attend and assist College functions including but not limited to parent information evenings, tours, and public relations events as required.
- Participate in community events.
- Promote the College's vision and goals in such ways that establish and foster recognition and support in the wider community.
- Maintain confidentiality at all times and demonstrate high professional standards within the College and community.

Other Accountabilities and Duties

In addition to the above accountabilities and responsibilities, the Assistant Principal, Teaching and Learning will:

- Undertake other reasonable duties as directed by the Principal or Deputy Principal.
- Document and maintain procedures relevant to the position.
- Undertake relevant professional and technical development and participate in College organised professional development.
- Maintain and develop contemporary teaching and learning methodologies through exploration of faith perspectives, curriculum development, learning technologies and pastoral welfare
- Ensure administrative tasks, protocols and procedures relevant to the role are undertaken and completed in a timely and appropriate manner.



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Personal Specifications

- Active support of and strong commitment to the mission of the College, as a Catholic School with a Mercy ethos and an International focus.
- An experienced, innovative and inspiring educator, who demonstrates, expects and communicates behaviours and approaches that reflect the values and culture of the College.
- A passion for education and a desire to be a transformative agent within the lives of young people and teaching professionals.
- Exceptional communication skills that build positive, professional and collaborative relationships, in line with the College's Mercy Keys, with a variety of stakeholders including parents, staff, students, outside providers, CESA personnel and relevant authorities.
- A high level of confidentiality, autonomy, integrity, resilience, courage and initiative.
- A commitment to the IB inquiry pedagogies and practices in pursuit of continuous improvement for the Level of School programmes, students and staff.
- Ability to cope effectively in emergency, complex and high stress situations, demonstrating excellent professional judgement and insight within the scope of the role.

Qualifications and Experience

- Significant and impactful experience as an educator preferably in a Catholic school.
- A commitment to personal growth and development as demonstrated by post graduate studies and engagement with leadership formation (i.e. Grad Cert, Masters, CESA Aspiring Leaders Program or Pathways to School Leadership Program).
- The ability to lead teams to achieve high level outcomes and create a positive workplace environment.
- Effective skills and knowledge to lead, manage, monitor and implement data informed processes to improve student outcomes, including the use of ACER PAT Testing, NAPLAN, AGAT Test, Assessment and Attendance data.
- Extensive knowledge and understanding of relevant national, local and school requirements.
- Familiarity with systems and processes including but not limited to SEQTA and Managebac for effective and efficient collation and dissemination of information.
- Demonstrate successful experience in effective project management, including collaboratively designing, implementing, managing, completing and evaluating projects

Role Requirements

- Registration (or eligibility for registration) as a teacher in South Australia including Working with Children Check (WWCC).
- Electronic screening clearance to work in Catholic Education SA.
- Completion of Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHANEC) training, Officer training (WHS) and current First Aid training prior to, or as soon as possible after appointment.
- Always act in accordance with the CESA Code of Conduct and the Charter for Staff in Catholic Schools in South Australia.
- Comply with the standards of a Child Safe organisation and Work Health & Safety management system and, as a worker, while at work, take reasonable care for their own health and safety (Appendix A):
 - Take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons.
 - Comply, in so far as they are reasonably able, with any reasonable instruction given by the employer.
 - Co-operate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.



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Performance Review / Appraisal Conditions – Evidence of Leadership Impact

The Assistant Principal, Teaching and Learning will be required to undergo an Annual Goal Setting and Review with the Principal.

The Assistant Principal, Teaching and Learning will undertake a Performance Appraisal during the period of the appointment and will be expected to present evidence of impact of their leadership on staff and student outcomes at this time.

Conditions of Employment

Salary: POR 4 in accordance with the 2020 Enterprise Agreement (or its successor).

Other: Out of school hours work is required; e.g. for sport, Parent-Teacher Interviews, camps, retreats, etc.

Approval of Position Description

On the first anniversary of appointment and biennially thereafter, or at another mutually agreed time, consultation will occur between the Assistant Principal, Teaching and Learning to ensure that the position information document is accurate.

Signed (Employee) _____

date: / /2025