Rosebank is a Good Samaritan Independent Secondary Catholic College in the Benedictine tradition. Committed to the successful integration of e-learning across the curriculum and innovative pedagogy, the College, has engaged in an exciting expansion into full co-education and is continuing its five stage building program.

Applications are invited from people with passion and flair for Catholic leadership and exceptional teaching for the following position:

**ASSISTANT PRINCIPAL**

Commencement date to be determined

Key Criteria:

- Exemplary Catholic leadership and commitment to excellence
- A demonstrated ability to act as head of school to both the teaching and administration teams
- Coordinating staff professional development
- Contributing as a member of the College Leadership Team
- Assisting with the development and implementation of strategic planning
- Development of positive and constructive staff and student relationships
- Working with parents to develop productive learning partnerships
- Successful senior teaching experience
- Support for the Catholic ethos and contemporary learning culture of the College

**Closing date: 13th March 2015**

A full role description and further information about Rosebank College is available on the website: [www.rosebank.nsw.edu.au](http://www.rosebank.nsw.edu.au)

Prospective applicants are asked to contact the Principal’s office to register for an Application Pack: Tel - 9713 3119 / principal@rosebank.nsw.edu.au
ASSISTANT PRINCIPAL

Core Role Purpose & Accountability

The Assistant Principal is responsible to the Principal and is a member of the College Leadership Team. S/he works in close collaboration with the Principal and other members of the Leadership Team to ensure the effective operation and compliance of the College and the realisation of its Mission, Vision and Strategic Plan.

The particular focus areas of responsibility for the Assistant Principal includes professional development of staff, human resource matters and legislative compliance.

Role Responsibilities

Specific responsibilities of the Assistant Principal include:

Providing Spiritual and Religious Leadership by
- Supporting and promoting the initiatives and work of the Dean of Mission in facilitating the school's liturgical life opportunities for community celebrations and in promoting social justice initiatives and community service
- Facilitating and promoting opportunities for the spiritual growth and development of staff in collaboration with the Dean of Mission
- Collaboration with the Dean of Pastoral Care in the development, implementation and monitoring of the school's pastoral care policy and practices.

Developing the College learning community by
- Working with the Dean of Curriculum promoting a genuine understanding of and commitment to effective pedagogy and to Rosebank’s learning culture
- Management of student teachers program
- Working with the Dean of Curriculum in the facilitation of the reporting process, including Pastoral reports and the organisation of Parent-Teacher interviews
- Working collaboratively with the Dean of Curriculum in the development of appropriate Handbooks, students’ choices and development of subject lines
- Management of the Professional Development program for staff with a view to the College’s goals regarding Learning and Human Resources

Providing innovative leadership by
- Working with the Leadership Team and Board on the formulation and implementation of the College’s Strategic Management Plan
- Giving leadership to the development of a culture and practice of continual improvement and the implementation and evaluation of the school’s improvement processes
- Working as a member of the HR/Risk Board Sub Committee assisting its Chair in the addressing the agenda

Facilitating quality relationships by
- Collaborating with the Pastoral Care Coordinator and the Pastoral Leadership Team in the development and implementation of Pastoral Care and Student Wellbeing policies and procedures, including student management/ discipline matters
- Coordinating the orientation / induction of all new staff
- Leading the Human Resources Team to develop and implement policies and procedures which promote the Vision of the College and are consistent with the Strategic Plan
• Taking a leadership role in creating an environment that is welcoming, hospitable, life-giving and just
• Facilitating dialogue with and the appropriate involvement of stakeholders in decision-making processes
• Facilitating the effective management of conflict situations and response to complaints and ensuring procedural fairness in resolving complex issues
• Facilitating communication and providing support for the P&F Association.

Providing organisational leadership by
• Overseeing the development of the student diary in collaboration with the Dean of Pastoral Care
• Chairing the College Timetable committee in collaboration with the Dean of Administration, Dean of Curriculum and Dean of Pastoral Care and taking particular responsibility for the process of allocation of teachers to classes
• Overseeing the development of the College Calendar – compiling and maintaining an electronic calendar for staff information and updating it throughout the year
• Ensuring general tidiness and good order of school in collaboration with the Facilities Manager
• Coordinating the supervision of bus lines and other transport arrangements.
• Collection of information and completion of statistical returns including Census
• Maintaining and updating the Staff Handbook
• Review, development and monitoring of school policies and procedures to ensure compliance with BOSTES registration & accreditation requirements
• Liaising with BOSTES personnel and school staff to ensure the efficient operation of external examinations (including HSC)
• Assisting Principal in recruitment of staff
• Collaborating with the Dean of Administration in the process of approving and monitoring incursions, excursions and other special events
• Participation in Curriculum and Pastoral Leadership Team meetings.
• Assisting with enrolment interviews for current families
• Deputising for the Principal in accordance with College policy.

Other duties assigned from time to time by the Principal.