



## JOB DESCRIPTION

<b>Job Title:</b>	Assistant Principal
<b>Salary Classification:</b>	NT Christian Schools TEX1 Scale
<b>2021 Salary Range</b>	\$122,264 (6 weeks AL) Dependent on qualifications and experience. Plus, superannuation contribution of 10% of your annual salary.
<b>School/Entity:</b>	Marrara Christian College
<b>Responsible to:</b>	Principal
<b>Date Advised:</b>	September 2021

### Introduction

All people who work for NT Christian Schools or any of its subsidiary organisations are expected to have a clear understanding of, and unqualified commitment to, its biblical basis, the Statement of Faith 'What we Believe'. They should act both in the work place and in other areas of life in ways that are consistent with that basis. Acknowledging that all people are fallible and good can ultimately only come from God, staff members are expected to be committed to Jesus Christ and ought to serve and love one another as Christ loves them.

### General Expectations:

Work in NT Christian Schools and in its educational communities involves serving and supporting those people for whom NT Christian Schools exists, namely students and their parents. Each employee is expected to work as a member of a team pursuing this core function: serving and supporting each other in the tasks to which God has called them. NT Christian Schools and its educational communities have expectations of mutual love, service, trust, acceptance, patience, forgiveness and support.

Each staff member is expected to contribute positively to the maintenance of a pleasant, purposeful, productive and safe workplace. NT Christian Schools expects its employees to be generous, open, work as a team, effective, efficient, attend to detail and contribute to pleasant and positive working relationships.

### Parameters for this position:

The central role of the Assistant Principal is to assist the Marrara Christian College Principal to facilitate the effective operation of the college for all students in accordance with the strategic plan of Marrara Christian College and under the direction of the Principal.

The Assistant Principal must champion the implementation of a quality Christian educational program and assist the Principal leadership team to achieve organisational goals and policies by managing activities and projects cost effectively and in accordance with the biblical principles of NT Christian Schools.

This requires the highest commitment to the Lord, His Word and to schooling from a distinctively Christian perspective and in accordance with the decisions of the NT Christian Schools members enacted through the College/School Council and NT Christian Schools Board.

### **Marrara Christian College**

At Marrara Christian College we shape our work around 3 anchors. The anchors are;

- Communities of belonging
- Crafted teaching and
- Community engagement

These anchors guide and drive the leadership decision making of the college. A key responsibility of leaders at Marrara is to support and develop initiatives around these anchors.

Also at Marrara Christian College we seek to cultivate in all students our RiSe CoDe values, these values are held, cultivated and perpetuated by all staff and carried by the leadership team. The values are;

- Right Choices
- Service
- Compassion and
- Dedication

The Marrara Christian College Assistant Principal will have a key role in the ongoing development and support of our people and our culture. They will have particular responsibility for staff culture and student culture. They assist the principal to develop a culture of professionalism, hospitality, and collaboration.

### **Key areas of responsibility**

The Assistant Principal reports directly to the Marrara Christian College Principal. The Assistant Principal will primarily be responsible for:-

### **Communities of Belonging**

#### **1. Community and Culture:**

- Strengthen the culture of professional growth at Marrara Christian College, where God is glorified and people matter.
- Articulate the school's vision and direction for teaching and learning
- Leading in the implementing, building and maintaining community relationships in and with Marrara Christian College. Leading in positive Christian community building involving students, parents, staff and the wider community.

## **2. Student Management:**

- Support classroom teachers in behavioural management and student well-being, and advise principal of concerns;
- Assisting all staff in ensuring a biblical and restorative approach is consistently engaged when addressing school wide behaviour management and support, ensuring protocols for minor and moderate behaviour are consistently applied in a manner that is transformational and redemptive.
- Develop and regularly review community, culture and student well-being approaches with teachers, staff and MCC Executive team;
- Work with the year and section coordinators to develop and maintain consistent student management processes and procedures.
- Ensure that the Pastoral and Curriculum development work hand-in-hand to provide the best conditions for student well-being, engagement and successful learning
- Support teachers in parent communication and proactive student follow up;
- Promote and support student leadership development.
- Meet with parents about student concerns when required and advise the principal when further support is necessary.

## **3. Staff Management:**

- Support the Principal in meeting with teaching staff regularly to set and monitor professional learning goals;
- Assisting all staff in ensuring a biblical and restorative approach is consistently engaged when addressing school wide behavior management and support, ensuring protocols for minor and moderate behavior are consistently applied in a manner that is transformational and redemptive.
- Coordinate and ensure relief staff are assigned and supported.
- Oversee pastoral care for staff and advise principal of any concerns;
- Support the Principal in running staff devotions, staff meetings, PLC meetings and section meetings;
- Participate in ensuring the New Staff induction process is consistently done and report to the Principal regarding staff progress in the New Staff Review Process.
- Support staff and provide advice and encouragement and advise Principal of any concerns.

## **4. Parents:**

- Facilitate and encourage parent involvement in the operation of the school; and
- Liaise with parents and ensure that they are involved with staff as required by the Principal

## **Crafted Teaching**

### **5. Strategic Support:**

- Deputies for the Principal in his/her absence;
- Support the Principal in developing and reviewing the Whole School Plan;
- Support the Principal in developing and reviewing the Annual Action Plan;
- Support the Principal to implement the strategic priorities set by NT Christian Schools Executive team - teaching and learning priorities, strategic framework, professional learning communities, formational learning priorities;
- Support the Principal in developing the whole school calendar;
- Oversee the review of the Student Management and Well-Being guidelines

- Support the Principal in developing and reviewing the Capital Budget and facilities development plan.
- Assist the Principal to ensure NT Christian Schools and Marrara policies and procedures are made known and adhered to in the school.
- Contribute to Policy renewal and improvement.

#### **6. Educational Management:**

- Work with the executive team to ensure there is a clear and coherent approach to teaching and learning across the college.
- Assist the Principal in supporting the monitoring and evaluation of teaching and learning across the school;
- Facilitate and contribute to staff meetings and Professional Learning Community meetings (PLC's) when required;
- Display a high level of competence in teaching practices and classroom management skills;

#### **7. Professional Development:**

- Participate and assist in planning and presenting professional development;
- Support the Principal in planning and overseeing professional learning weeks including "O" Week and OTT Week.

### **Community Engagement**

#### **8. Communication:**

- Develop college marketing and communication material with the support of the Principal;
- Ensure school communication such as News feeds, Newsletters, Yearbook convey the Christian ethos of the school and information is communicated in a timely and efficient manner using the schools electronic communication channels.
- Assist the Principal in dealing with parent complaints and investigations of any complaints from any member of the Marrara Christian College community.
- Participate actively in regular meetings with the Principal, and the Schools Executive Team.
- Set a good standard of professional interactions with staff, students, parents and other key stakeholders.
- Assist the Principal in cultivating meaningful and mutually beneficial engagement with local churches and other community groups.

#### **9. College Events and Camps:**

- Support the Principal in delegating college events amongst staff at the beginning of the year;
- Oversee college events that engage with the wider community stakeholders;
- Support the Principal in reviewing college events on Compass, ensuring that staff meet event requirements;
- Ensuring that the School assembly programs run and contribute positively to the Christian ethos of the school.
- Coordination and facilitation of all camps at Marrara Christian College in conjunction with the year level teachers. Delegate responsibilities to the appropriate teachers when necessary.