

Assistant Principal (Primary Focus)

Holy Trinity School, Inverell

Position Description

[Click here to apply.](#) Applications close 7 October 2024.

Position Level	NSW and ACT Catholic Systemic Schools EA 2023
Base salary range (Full-time)	\$85,000 - \$122,100 gross per year (in accordance with the Enterprise Agreement)
Assistant Principal Allowance	\$33,666 gross per annum
Reports to	Principal
Location	Holy Trinity School, Inverell
Employment type	Full-time 1.0 FTE
Employment status	Permanent teaching role + 2 year Assistant Principal contract (renewal subject to successful performance)

About Holy Trinity School and Inverell

Holy Trinity is a Catholic systemic school in the Armidale Diocese, in the New England Region of NSW. We are a central school catering for students from K-10.

From the 2026 school year Holy Trinity School will expand to Years 11 and 12. The first Year 11 at Holy Trinity will begin their senior studies in 2026, with the first cohort to complete the Higher School Certificate (HSC) to graduate in 2027.

Our Catholic foundations, in the traditions of the Sisters of Mercy and the De La Salle Brothers, underpin our approach to teaching and learning, providing an education that fosters faith development and is grounded in community involvement and social justice. At Holy Trinity we offer our students the challenge of achieving personal excellence in all areas of school life and encourage them to become independent learners, equipping them with the skills necessary for life-long learning. This is a community that encourages all students to value and respect themselves and others in their journey of faith, learning and life.

Holy Trinity functions as one school, with Primary and Secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Students have access to modern classrooms and facilities and technology is integrated across the curriculum to provide students of all age groups with a wide range of academic and co-curricular opportunities including sport, music, drama, debating, outdoor education and visual arts to assist both academic and social development. Excellent academic results complement the many achievements by our students.

Inverell is a seven-hour drive from Sydney and just under five hours from Brisbane. Link Airways flies to Inverell from Sydney and Brisbane twice a week. Other airlines fly into Armidale (1 ½ hours away).

Inverell is nestled in a picturesque valley beside the Macintyre River, this New England North West region is renowned for its proud pioneering history, its beautiful restored buildings, and the production of many fine gemstones from which Inverell has earned the epithet of 'Sapphire City'.

For further information on the school, please visit <http://www.holytrinity.nsw.edu.au/>

Commencement

It is anticipated that the successful applicant will commence at the start of the 2025 school year, 31 January 2025. Early commencement may be considered by negotiation.

Position Purpose

The Assistant Principal shares with the Principal in all aspects of the school's leadership and management and takes responsibility for the school in the Principal's absence. As a key member of the School Leadership Team, the Assistant Principal shares responsibility for leadership of the school's vision, mission and improvement agenda in a way that reflects the Catholic nature of the school.

The Assistant Principal works with the Principal in the three key areas of; Catholic Identity and Religious Leadership, Teaching and Learning and Administration and Pastoral Care. The Assistant Principal contributes in a significant way to the Catholic life of the school, the development of a professional learning community, the overall management of the school and compliance requirements in all areas.

Key Responsibilities

Duties related to the position include but are not limited to the following:

Key area	Task
Catholic Identify and Religious Leadership	<ul style="list-style-type: none"> ● Give personal witness to the teachings of the Gospel and to Catholic values in personal interactions and in carrying out the day-to-day duties of the position. ● Give leadership to the Catholic identity, life and culture of the school within the evangelising Mission of the Church. ● Encourage the development of effective relationships between the school and parish through communication and support for their shared ministry. ● Give leadership to the integration of Catholic Values across the Curriculum. ● Support and promote the initiatives and work of the Religious Education Coordinator in liturgy and curriculum. ● Take a leadership role in creating an environment that is welcoming, hospitable, life-giving and just.
Instructional and Curriculum Leadership	<p>In collaboration with the Principal and the School Leadership Team;</p> <ul style="list-style-type: none"> ● Promote and oversee teaching and learning practices to ensure that they support the Religious and education goals and values of the school. ● Take a leadership role in the development of effective school-wide pedagogy, strategies and interventions that enhance student achievement. ● Give leadership to curriculum planning, implementation and evaluation. ● Promote the use of sound assessment processes and the analysis and skilled use of data to inform learning and support planning and teaching practice. ● Model and give leadership to effective teaching practice and classroom management strategies. ● Work with a Professional Learning Team of teachers in analysing student data, planning and sharing teaching practice and implementing effective intervention and enrichment programs for students. ● Support and assist teachers with positive classroom management strategies. ● Participate in appropriate communication with, and involvement of, parents in the education of their children.
Enabling Leadership	<ul style="list-style-type: none"> ● In collaboration with the Principal and the School Leadership Team; ● Exercise a significant role in the effective daily administration of the school. ● Give leadership to the development of a culture and practice of continual improvement and the implementation and evaluation of the school's improvement processes. ● Take a key leadership role in the development, implementation and evaluation of the Annual Development Plan and the development of the

	<p>Annual Report.</p> <ul style="list-style-type: none"> ● Ensure due process in facilitating the implementation of and compliance with government legislation and school and system policies and procedures. ● Establish and maintain effective lines of communication and follow-up processes to support the information needs of the Principal, Leadership Team, colleagues, and the school community. ● Facilitate and support effective procedures for the development, maintenance of and access to school records. ● Assist with the selection, induction and ongoing support of staff. ● Initiate processes and strategies that support teacher professionalism and team building and enhance staff morale. ● Take a leadership role in the development, implementation and evaluation of the Student Support Framework “Living Well, Learning Well” which includes a wellbeing, behaviour and academic support framework for students and schools. ● Promote and support consultation, dialogue and partnership with parents at all levels. ● Facilitate the effective management of conflict situations and response to complaints and ensure procedural fairness in resolving complex issues.
General	<ul style="list-style-type: none"> ● Attend to any other matters appropriate for the position and consistent with the skills of the incumbent.

Holy Trinity School, Inverell reserves the right to alter roles and responsibilities requirements as required.

General expectations of staff at Holy Trinity School include

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Ensure appropriate behaviours when engaging with children.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Maintain strict observance of school policies, rules and procedures including reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
- Act in a professional and respectful manner at all times.
- Employment with Holy Trinity School is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

Essential criteria

- An active Catholic with an appreciation of and commitment to Catholic life and practice.
- Four year trained classification with relevant experience.
- Possession of, or willingness to obtain appropriate qualifications in accordance with Category E of the Framework for Accreditation of Staff in Catholic Schools.
- Demonstrated deep knowledge of contemporary pedagogical practices and K-6 curriculum, with a demonstrated ability to implement these practices to a very high standard in contemporary classrooms.
- Demonstrated highly effective leadership, collaboration, communication, organisation and time management skills.
- Proven ability to work positively with students and their parents/teachers on behaviour support matters.
- Demonstrated ability to develop staff at individual and whole school level and to build the leadership capacity of staff.
- Demonstrated capacity to build relationships with all groups in the school community.

Desirable criteria

- Evidence of relevant recent professional development related to Religious Education, Leadership and Curriculum.
- Proficient in the use of ICT.
- Demonstrated skills in negotiation and conflict resolution.
- Demonstrated effectiveness in leadership role/s in Catholic School/s.

Application

For questions regarding the professional nature of this position, please contact Jilly Rainger, Principal on (02) 6722 4066 or email jrainger@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.
- **Complete the relevant online application form** by [clicking here](#) and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.