



**HOLY CROSS**  
COLLEGE

*Life to the Full*

**APPLICATION FOR THE POSITION OF  
ASSISTANT PRINCIPAL  
ANALYTICS AND TRANSFORMATION**



## **ASSISTANT PRINCIPAL**

### **ANALYTICS AND TRANSFORMATION**

Holy Cross College is a Catholic co-educational Pre-kindergarten to Year Twelve College located in Ellenbrook. The College opened in 2010 and now has an enrolment of over 1200 students. The College continues to grow with enrolments expected to exceed 1600 students.

The College's Vision and Mission, and details of the LIFE Curriculum can be found on the College Website.

**Position:** Assistant Principal: Analytics and Transformation

**Conditions:** Full-Time, ongoing

**Salary:** As per the Roman Catholic Archbishop of Perth Teaching Enterprise Bargaining Agreement (2015) and depending on qualifications and experience of the successful applicant

Category 4 Assistant Principals

**Commencement Date:** 1 January 2023

#### **Persons appointed to this position will:**

- actively support and promote the objectives and ethos of Catholic Education as articulated in the Bishops of WA Mandate for Catholic schools and the Vision and Mission of the College.
- demonstrate capacities in all areas of the LIFE Curriculum as articulated in the Role Description of Assistant Principal Analytics and Transformation at Holy Cross College.
- have completed or are currently completing Accreditation for Leadership in Catholic Schools.
- have current registration with the Teachers Registration Board of Western Australia (TRBWA) and a current Working with Children Card.

**Applications close: 12pm, 17th August 2022**

Please complete the below Application for Employment form and email saved form to the Principal's Assistant at [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au)

# APPLICATION FOR EMPLOYMENT

## ASSISTANT PRINCIPAL ANALYTICS AND TRANSFORMATION

### 1. PERSONAL DETAILS

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Current Position: \_\_\_\_\_

Current Employer: \_\_\_\_\_

Religious Denomination: \_\_\_\_\_

Parish: \_\_\_\_\_

### 2. QUALIFICATIONS

#### 2.1 TEACHERS REGISTRATION BOARD OF WESTERN AUSTRALIA (TRBWA)

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

#### 2.2 WORKING WITH CHILDREN CHECK

Number: \_\_\_\_\_ Expiry Date: \_\_\_\_\_

### 2.3 EDUCATIONAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

### 2.4 OTHER EDUCATIONAL, PROFESSIONAL OR TECHNICAL QUALIFICATIONS

Year Obtained	Institution	Qualification	Major Area(s) /Study

### 2.5 ACCREDITATION

Year Obtained	Accreditation Type and Number	Renewal Date

## **2.6 RELEVANT PERSONAL PROFESSIONAL DEVELOPMENT**

List any relevant professional development.

## **2.7 EXTRA CURRICULAR**

All teaching staff at Holy Cross College are expected to be involved in the extra-curricular life of the school. Please specify any particular expertise or interest you may have in these activities.

## **2.8 PROFESSIONAL ASSOCIATIONS**

List any professional associations of which you are a member.

### 3. TEACHING EXPERIENCE

Indicate, in order, positions held, commencing with current or most recent

Employer	Dates	Position Held	FTE

### 4. LEADERSHIP EXPERIENCE

Indicate, in order, positions held, commencing with current or most recent

Employer	Dates	Position Held	FTE

## 5. REFEREES

Names and addresses of persons who have consented to act as referees. The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background. One of these persons must be your current employer.

### 5.1 PARISH PRIEST

Name: \_\_\_\_\_

Parish: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 5.2 CURRENT EMPLOYER

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 5.3 PROFESSIONAL REFEREE

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

### 5.3 PROFESSIONAL REFEREE

Name: \_\_\_\_\_

Position: \_\_\_\_\_

School: \_\_\_\_\_

Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

Email: \_\_\_\_\_

## **6. STATEMENT OF SUITABILITY**

Please provide a statement below on your perceived suitability for this role in relation to fulfilling the selection criteria and regarding the key aspects and responsibilities referred to in the Role Description.

This statement should be no more than 750 words.

## 7. OTHER RELEVANT INFORMATION

### Teaching in a Catholic School

#### All staff are required to:

- actively support the objectives and ethos of Catholic education and the Vision and Mission of the College
- live and act in a way that respects the beliefs and practices of the Catholic community
- Adhere to the College Code of Conduct
- participate in an appropriate manner in the sacramental, liturgical and prayer life of the College
- actively witness to Gospel Values in their daily work and in relationships with students, parents and staff
- complete the appropriate [Catholic School Accreditation requirements](#)

#### Declaration

I declare that the information in the application is complete and correct in every detail. I understand that deliberate inaccuracies or omissions may result in non-acceptance of this application and/or termination of employment.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Holy Cross College employs teaching staff under the Roman Catholic Archbishop of Perth's Teaching Staff Enterprise Bargaining Agreements and Salary Schedules, please refer to the [Catholic Education Western Australia website](#).

Prior to commencement of employment all teaching staff must be registered with The Teacher Registration Board of Western Australia (TRBWA) and provide the following documents:

- proof of [TRBWA](#) registration and financial status
- a valid Working with Children Check
- academic transcripts

# EMPLOYMENT COLLECTION NOTICE

In applying for this position you will be providing Holy Cross College with personal information. We can be contacted at 18 Strathmore Parkway, Ellenbrook WA 6069  
Telephone: (08) 9297 7600 or email: [employment@holycross.wa.edu.au](mailto:employment@holycross.wa.edu.au).

If you provide us with personal information, for example your name, address or information contained in your resume, we will collect the information in order to assess your application.

You may seek access to your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.

We will not disclose this information to a third party without your consent. We usually disclose this kind of information to the following types of organisations e.g. Catholic Education Office.

Successful applicants are required to complete a Catholic Education Western Australia (CEWA) Check of Employment Status.

# ROLE DESCRIPTION

## ASSISTANT PRINCIPAL ANALYTICS AND TRANSFORMATION

The Assistant Principal is a member of the Senior Leadership Team of the College and works closely with the Principal and Vice-Principal, playing a key role in the leadership of the whole College, but with particular responsibilities for leadership in the Junior School.

Together with two other Junior School Senior Leaders, the Assistant Principal works collaboratively to oversee staff and all areas of the LIFE Pillars in the Junior School.

Leadership at Holy Cross College is guided by the following key documents:

- Bishops of WA Mandate for Catholic Schools
- College Vision and Mission
- Leadership Framework for Catholic Schools
- CEWA QCE Framework
- AITSL Standards for Teachers and School Leaders
- College Vision for Learning

These frameworks provide an integrated model for excellence in school leadership. Specific responsibilities under each LIFE Pillar include:

### Learning

- The Assistant Principal will:
- be a leader of learning who will develop a culture of collaboration that leads to
- improved outcomes for all students
- promote the integration of a Catholic values perspective across all areas of the
- curriculum
- play a key leadership role in the implementation of the College's Vision for Learning
- work collaboratively to develop a culture which enhances student engagement
- keep abreast of developments in educational theory and practice
- play a key leadership role in a digital school
- oversee the ongoing implementing of the Early Learning Years Framework, Australian
- Curriculum, National Quality Standards, and other relevant documents
- promote a culture of high expectations in learning
- oversee the establishment of the Junior School timetable in consultation with the
- Principal and other members of the Leadership Team
- oversee curriculum development, programming, assessment, and student reporting
- engage with parents as partners in learning

## **Inter-relationships**

The Assistant Principal will:

- promote the dignity of the human person in all relationships in the College community
- foster high quality relationships with students and ensure that the student is treated as a whole person with individual needs
- contribute to the atmosphere of warmth and welcome in the College
- support student pastoral care and student management in collaboration with the other AP's
- actively engage in the pastoral care of staff
- participate in the appointment, induction, and formation processes of staff
- facilitate parent education programmes
- respect and foster the distinctive role of parents in their child's education and in the school community
- articulate and model ethical behaviours in all professional communications
- be responsible for the day-to-day management of the Junior School in terms of daily organisation
- preserve confidentiality in matters relating to the dignity and good name of others: students, colleagues, parents, families, the College community
- work collaboratively in the leadership of the K - 12 College
- attend Junior School staff meetings, assemblies etc

## **Faith**

The Assistant Principal will:

- proclaim the Gospel message of the value and dignity of each person in relationships with students, parents, and staff
- participate actively in the life of the Catholic Church
- actively support and promote the objectives and ethos of Catholic Education and the Vision and mission of the College
- live and act in a way that respects the beliefs and practices of the Catholic community
- actively contribute to the religious life of the school and the spiritual development of students
- work closely with the Deputy - Faith and other key staff in overseeing liturgies and the Parish Sacramental Programme
- participate in an appropriate manner in the sacramental, liturgical and prayer life of the College
- participate in staff faith formation activities
- promote and support strong and meaningful connection with St Helena's of the Holy Cross Parish
- fulfil Accreditation requirements
- actively witness to Gospel values

## **Enrichment**

The Assistant Principal will:

- develop their leadership capacities by actively engaging in personal, spiritual, and professional development
- attend meetings with the Digital Technologies Team and the Deputy - Enrichment
- enhance professional practice by reflecting critically and engaging in collegial learning as a leader of a Professional Learning Community
- develop a culture of reflection and feedback in the Junior School
- develop and support processes to enhance teacher quality
- play a leadership role in Quality Catholic Schooling processes and in strategic planning
- play a leadership role in the planning, policy making and decision making of the College
- foster the development of students in co-curricular activities outside normal classroom time
- assist in financial planning and budgeting of College resources
- co-ordinate the acquisition of teaching and learning resources and materials
- assist in the organisation of College events
- be willing to share time, energy, and talents in support of the ongoing life of the College and local Parish community
- be members of College committees, as required
- carry out other duties, as required by the Principal

## **FUTURE FOCUS**

The Assistant Principal will:

- have a knowledge of Power BI, including using the resource of the CEWA Power Platform Community TEAM.
- use Power BI software services, apps, and connectors to work together to turn sources of academic data into coherent, visually immersive, and interactive insights, leading to transformation of informed teaching and learning practices.
- lead the Digital Technologies Team in relation to the extraction and sharing of educational data and College promotional strategies.
- work with an Administration Assistant to support you with data presentation and findings in relation to Power BI
- present data via Power BI platform to junior staff groups when required.
- use Power BI to connect to data, transform and model the data, create charts and graphs, create reports and dashboards that are collections of visuals, and share reports with others.
- actively contributes to the implementation of a robust and dynamic Marketing and Communication strategy which fully promotes the College.
- work collaboratively with the 'Senior Administrator – Communications and Media' in relation to digital platforms such as the College Website.
- collaborates with staff to develop data informed teaching and learning practices.
- develop digital systems to promote the College
- develop Power Apps to streamline College Administration tasks.
- lead the Digital Coaches to develop outstanding digital pedagogy across the College.
- clearly understands the Vision of the College and adopts it as part of daily practices, the development of policies and procedures and when working with teams to implement improvement strategies

- explores and models the use of emerging technologies for teaching, learning research, creative enquiry, and information management
- develops, implements, and evaluates pedagogical improvement strategies, including teacher mentoring programmes which maximise the opportunities for the engagement and challenge of students, whilst maximising possible achievement
- motivates and works with others to foster creativity, innovation, and the use of appropriate technologies in order to achieve excellence
- leads and facilitates innovation and change through teams

**Knowledge of Power BI is desirable. Training will be made available for applicants with the required skills set, who may not have knowledge of Power BI.**

Individual responsibilities associated with each Junior School Senior Leadership position will be determined and assigned by the Principal and reviewed on a regular basis.



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