

ASSISTANT PRINCIPAL LEARNING AND TEACHING

Application Pack



Contents

Welcome to Killester College	01
About Us	02
Mission and Vision	03
Living Justice Living Peace	04
Kildare Ministries	05
Governance and Structure	06
Leadership at Killester	07
About the Role	08
Position Description	09
How to Apply	14





Welcome to Killester College!

Thank you for your interest in this exciting opportunity.

The Assistant Principal – Learning and Teaching is a key leadership position within the College, providing strategic direction and oversight of the College's learning and teaching program to foster excellence in educational outcomes and support the holistic development of every student.

Killester College is committed to providing students with a well-rounded Catholic education that nurtures 21st century thinking skills and fosters their application both collaboratively and independently. Through a rich and diverse learning program, students are encouraged to develop and refine their individual strengths, deepen their passion for learning, and build upon their unique gifts and talents, empowering them to contribute confidently and meaningfully to their communities.

At Killester College, we believe every young person is given the opportunity to excel and explore within a safe, supportive and nurturing environment – one that encourages curiosity, critical thinking, and thoughtful questioning. We are committed to fostering a community in which young women's voices are valued, heard, and respected.

Our aim is that, at the completion of a student's time at Killester, they will leave as young people prepared to challenge the status quo, fight for just causes, and know their own true value.

This Information booklet provides you with additional information about Killester College and the recruitment process. We thank you for your interest in this significant position at Killester College and look forward to receiving your application.

With very best wishes,

Annie Rosati
Principal

About Us

Killester College, a Catholic girls Secondary School, was founded in 1955 by the Brigidine Sisters. The school is part of Kildare Ministries, a public juridic body and is administered by the Kildare Ministries Education Board.

Killester College has approximately 1022 students and 149 staff.

At Killester, we welcome young people and their families, and staff, to be part of a community which respects, supports and challenges us all to contribute to an education that teaches us to be people of Strength and Kindliness



The motto 'Strength and Kindliness' was adopted by the founder, Bishop Daniel Delany. At Killester College, we share a deep and enduring connection with this Irish bishop, with Nano Nagle, and with the first Brigidine Sisters – links that continue today through our relationship with the Brigidine Sisters in the present

The badge of Killester is the same as that of all schools who have a Brigidine heritage. Two crosses found in the top section of the badge are the Cross of St. Brigid, and the large cross of diamonds is taken from the badge of Bishop Daniel Delany who founded the Congregation of St. Brigid in 1807, in Ireland.

The Cross of St. Brigid is based on the simple cross of reeds which, tradition says, St. Brigid used when teaching the Gospel of Christ. The small lamp on fire in the centre of the badge represents the light of Christian faith and the light of learning.



Mission

Killester College seeks to create a dynamic learning environment which provides a strong, progressive education in the Catholic tradition, preparing students to successfully navigate and contribute to the ongoing and emerging needs of our world.

Inspired by rich heritages of St Brigid, Nano Nagle and Bishop Daniel Delany, and immersed in Gospel values, we seek to shape young people of Strength and Kindliness who have courage and are generous of heart.

Vision

Based on the teachings of the Gospels, our vision is to create a learning community where everyone is welcomed, valued and can experience success. We want our students to engage in the challenge and excitement of learning.

When students leave Killester College we hope they will embrace the core values of Kildare Ministries: wonder, courage, hospitality, hope, compassion and justice.

Our vision is that our students will be:

- spiritually enriched with values based on Gospel teachings
- life-long learners who strive for personal excellence, develop curiosity and can think critically and creatively
- team players who can learn collaboratively and cooperatively with others
- prepared for pathways post school, possessing the necessary skills in literacy, numeracy and technology to be successful
- responsible and ethical citizens, who make positive contributions to their local and global environments
- confident and respectful in their interactions with others and resilient when confronted with difficult situations
- able to celebrate one another's differences and individual worth
- self-disciplined and adaptable
- able to value enthusiasm, joy, simplicity and humility



Living Justice Living Peace

Living Justice, Living Peace provides a road map for our mission and deepens the Kildare Ministries' Vision, Mission and Values



LIVING JUSTICE
LEADING WITH COURAGE
LEARNING WITH WONDER
LIVING WITH COMPASSION

Walking in solidarity
Seeking change
Inviting and welcoming all
Healing creation

LIVING PEACE

LIVING JUSTICE LIVING PEACE

Peacemakers who sow peace, reap a harvest of justice
James 9:10

The life and teachings of Jesus challenge us to be just and to live in peace.

Living Justice Living Peace provides a road map for our mission and deepens the Kildare Ministries' Vision, Mission and Values.

Jesus is our centre; informing our decisions, guiding our actions and restoring our spirit.

Jesus called for creative and revolutionary changes. He taught by word and example that our compassion, love and reconciliation would lead to Justice and Peace. To the outsiders of his society, he offered a place at the table.

The flame of hope stirs our belief that we can achieve a new and inclusive world.

We identify four aspects of Jesus' ministry:

- Walking in Solidarity
- Seeking Change
- Inviting and Welcoming All
- Healing Creation

They enable a vision which prioritises individual dignity and our solidarity with one another and creation. These aspects inspire the three principles of:

- Learning with Wonder
- Leading with Courage
- Living with Compassion

Let Justice flow like water and integrity like an unfailing stream
Amos 5:24

LEARNING WITH WONDER

I have come that you may have life and have it to the full.
John 10:10

LEADING WITH COURAGE

Then Jesus told his disciples, "If anyone would come after me, let him deny himself and take up his cross and follow me."
Matthew 16:24

LIVING WITH COMPASSION

But a Samaritan while travelling came near the man beaten and robbed, and when he saw him, he was moved with pity. He went to him and bandaged his wounds, having poured oil and wine on them. Then he put him on his own animal, brought him to an inn, and took care of him.
Luke 10: 33-35



**Kildare
MINISTRIES**

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Kildare Ministries is inspired by the transformative vision of the Christian story and our rich Brigidine and Presentation traditions. We strive to build communities where all people are valued, where all creation is recognised as sacred and where hope, justice and courage are our hallmarks.

The Trustees of Kildare Ministries hold civil and canonical responsibilities as the Catholic Church authority for ten schools and three community works previously the responsibility of the Brigidine Sisters Australia and the Presentation Sisters Victoria. They are entrusted with the heritage, traditions and the charisms of the Brigidine and Presentation Sisters and seek to ensure that these are stewarded purposefully and meaningfully into the future. The Trustees of Kildare Ministries exercise governance through incorporated Boards, including Kildare Education Ministries.

'I have come that you may have life, and have it to the full.' (John 10:10)

Governance and Structure

Kildare Education Ministries

Principal
Annie Rosati

Leadership Team

Asst Principal
Learning &
Teaching

Asst Principal
Students

Asst Principal
Faith &
Mission

Asst Principal
ICT &
Innovation

Business
Manager

Human
Resources
Manager

PA to Principal

Safety

At Killester College, we hold the care, safety and wellbeing of children and young people as a central and fundamental responsibility of our school.

Our commitment is drawn from and inherent in the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel.

Killester College is a Child Safe School and has a zero tolerance for child abuse and is committed to the protection of all children from all forms of child abuse. Our Child Safety Code of Conduct outlines expectations of behaviours and boundaries for all adults interacting with students within our College community.



Leadership at Killester

Leadership at Killester College is founded on Gospel values and the values of Kildare Ministries and informed by our College Mission and Vision.

The Living Justice; Living Peace charter informs our work and has particular relevance to those who undertake leadership in a KEM school. Like Jesus, we are called to be creative and revolutionary change agents.

In our work we identify four aspects of Jesus' ministry

- Walking in solidarity
- Seeking change
- Inviting and welcoming all
- Healing creation

These inspire the three principles of:

- Learning with Wonder
- Leading with Courage
- Living with Compassion

Leadership at Killester requires:

- A commitment to, understanding of and adherence to these values and guiding principles
- The courage to be counter-cultural
- A commitment to, understanding of and adherence to servant and distributive leadership
- The capacity to participate in and lead teams that are collaborative, focused and student centered
- A commitment to ensure justice is enacted in all decision making, that the marginalised are given special consideration so as to ensure equity not equality
- An understanding of, and commitment to, subsidiarity: *All people have the right to participate in decisions that affect their lives. Subsidiarity requires that decisions are made by the people closest and most affected by the issues and concerns of the community.*



About the Role

The Assistant Principal Learning and Teaching is a significant leadership role at the College, providing strategic leadership in curriculum, learning, teaching and professional growth to enhance teaching excellence and maximise student learning outcomes within a school culture that values both academic excellence and student wellbeing. Working collaboratively with staff, the successful candidate will foster a professional culture of safety, curiosity, wellbeing and high expectations, empowering students and staff to thrive as learners and educators ready for the future.

The Assistant Principal Learning and Teaching leads the development, implementation and evaluation of the College's teaching and learning priorities, curriculum innovation and sustainable whole-school improvement. They will build leadership capacity, inspire and support staff to continually refine their practice and champion a culture of continuous learning, professional growth and shared accountability to enhance student learning.

The Assistant Principal Learning and Teaching will be outward looking and demonstrates an understanding of evidence-informed pedagogy, including the use of learning technologies.

As a senior leader, this role is expected to be available to respond to urgent matters outside regular hours. This expectation is balanced by a culture of professionalism, mutual respect, and appropriate work-life boundaries. The role of the Assistant Principal Learning and Teaching includes a teaching allotment as negotiated with the Principal.



Position Description

Killester College is governed by Kildare Ministries and administered by the Board of Kildare Education Ministries (KEM).

Position:	Assistant Principal Learning and Teaching
Tenure:	3 years (2027 - 2029) The Position of Leadership is for a three-year period, with a substantive ongoing teaching position.
FTE	1.0
Reports to:	Principal

All members of staff at Killester College are expected to actively support and promote the College Vision and Mission. Killester College is a Catholic secondary school for girls in the Brigidine tradition, inspired by the legacy of St Brigid. Guided by our core values of wonder, courage, hospitality, hope, compassion and justice, we are dedicated to nurturing young women into confident, thoughtful and compassionate leaders, empowering them with strength and kindness to contribute meaningfully to their communities and the wider world.

The College has a universal expectation for the protection and wellbeing of the young people in its care. All staff are expected to promote the inherent dignity and fundamental right of students to be respected and nurtured within a safe school environment. This commitment is drawn from, and inherent to, the teaching and mission of Jesus Christ, with love, justice and the sanctity of each human person at the heart of the Gospel. The College has a zero tolerance of all forms of child abuse and actively works to listen to and empower students and responds in line with its policies and procedures.

It is an expectation that every staff member be familiar and comply with the College's Child Safety and Wellbeing Policy, Code of Conduct and any other policies or procedures relating to child safety.

All Killester College staff are expected to:

- adhere to and implement safe work practices and procedures in accordance with Killester College and KEM policies
- Work safely and report any hazards in accordance with College procedures
- Monitor and take reasonable care of their health and safety, and that of others
- Participate, when required, in the resolution of safety issues

Position Description

Key Areas of Responsibility

1.0 College Leadership

- Work collaboratively with the Principal and Leadership Team to promote the Brigidine identity, mission and values of the College
- Contribute to the development, implementation and evaluation of the College Strategic Plan and Annual Action Plan
- Provide visible, collaborative instructional leadership across the College
- Foster a culture of excellence, innovation, inclusion and continuous improvement
- Build authentic relationships with students, staff, parents and the wider community
- Lead strategic change initiatives and support staff through educational improvement processes
- Participate actively in College Leadership Team meetings, committees and College events
- Undertake additional leadership responsibilities as delegated by the Principal

2.0 Educational Leadership

- Provide strategic and progressive leadership of the College's Learning and Teaching program, with overall responsibility for its design, development, implementation and evaluation to ensure it is informed by contemporary educational research, evidence and practice, aligned to the College's and values, responsive to the diverse needs of learners and prepares students to thrive with confidence in a changing world
- Model, inspire and lead a whole-school approach to exemplary learning and teaching that promotes holistic learning opportunities, supports student wellbeing and fosters a lifelong commitment to learning across all areas of College life
- Work collaboratively with the Assistant Principal – Students to strengthen a whole-school approach to wellbeing for learning, fostering a shared understanding of the connection between wellbeing and learning and supporting inclusive practices that enable every student to thrive
- Maintain comprehensive knowledge and understanding of contemporary educational research, innovation, best practice and current issues relating to wellbeing for learning
- Lead a culture of continuous improvement by promoting reflective practice, professional dialogue, collaboration and shared responsibility for enhancing student learning outcomes
- Identify areas for targeted improvement and lead the development and implementation of evidence-informed strategies that enhance student learning and wellbeing outcomes.
- Ensure that teaching staff have access to professional knowledge of emerging trends in learning and teaching, curriculum design, information and communication technologies for learning, and assessment of learning practices
- Promote the effective integration of digital technologies and contemporary learning environments, in collaboration with the Assistant Principal – ICT and Innovations

Position Description

3.0 Learning and Teaching Leadership

- Lead the development, implementation, review and evaluation of curriculum across Years 7–12, ensuring that the curriculum meets the requirements of the Victorian Curriculum, VCAA, VCE, VCE VM and reflects contemporary understanding of the Science of Learning
- Develop long-term curriculum planning that aligns with College strategic priorities and future workforce, university and vocational pathways
- Work collaboratively with Learning Area Leaders to achieve curriculum goals and strategic improvement targets
- Provide strategic leadership for inclusive learning by ensuring curriculum, pedagogy and assessment are differentiated to meet the diverse learning needs of all students, in partnership with the Head of Learning Intervention Strategies and Learning Area Leaders
- Lead whole-school assessment and reporting practices including the development, implementation and review of policies, procedures and processes that ensure consistent, valid and meaningful assessment practices that support student growth and achievement
- Lead a culture of data-informed decision-making by using research, evidence and insights to evaluate programs, identify improvement priorities and strengthen learning and teaching programs to improve student learning outcomes
- Oversee the subject selection process and oversee subject offerings, elective structures and student pathways to ensure sustainable delivery of programs, while maximising student choice and engagement
- Chair and/or actively contribute to relevant College committees to support effective governance and collaborative decision making

4.0 Staff Leadership

- Lead and manage learning and teaching teams, fostering a culture of professional growth, collaboration, innovation and shared responsibility for improving student outcomes
- Build the capacity and effectiveness of teachers, Learning Area Leaders and middle leaders through staff professional development, coaching, mentoring and professional dialogue and feedback, ensuring the College's expectations for learning and teaching are consistently implemented
- Lead the staffing allocations and oversee the timetable construction process within budget parameters, ensuring alignment with curriculum needs, priorities and the effective delivery of high-quality learning and teaching programs, in collaboration with relevant staff
- Promote collaborative professional learning structures that strengthen curriculum planning, pedagogy, assessment practices and student learning outcomes
- In collaboration with the Human Resources Manager, participate in staff selection, induction, performance development and review processes to support the recruitment, growth and retention of high-quality educators
- Recognise and promote staff expertise, leadership potential and opportunities for professional contribution across the College

Position Description

5.0 Child Safety and Risk Management

- Demonstrate commitment to the safety, wellbeing and inclusion of every student
- Act as a Child Safe Officer
- Ensure staff are aware of the Child Safety, Code of Conduct and risk management policies and the implication of these policies on operations and everyday practices
- Promote student wellbeing through inclusive learning practices and positive relationships
- Apply VRQA policies and processes across the College to ensure compliance

6.0 Resource Management and Community Engagement

- Develop and manage curriculum budgets in collaboration with the Business Manager
- Monitor expenditure and ensure effective allocation of curriculum resources
- Oversee curriculum resource planning
- Lead Parent Information Evenings, coordination of parent teacher conversations, educational themes and curriculum promotion at College events, including Open Day
- Represent the College in professional associations, conferences and external partnerships, contributing to the broader educational community through active leadership and engagement in professional and community networks
- Provide regular reports and articles to the College community on matters relating to learning and teaching, including updates to the website and social media, newsletters, annual reports and other College publications

Skills and Capabilities

The Assistant Principal Learning and Teaching will be an experienced and capable senior educational leader with a demonstrated commitment to the Catholic ethos and Brigidine charism of the College. The role will actively participate in the liturgical and spiritual life of the College and intergrate Catholic values in all College activities.

This position requires the capacity to:

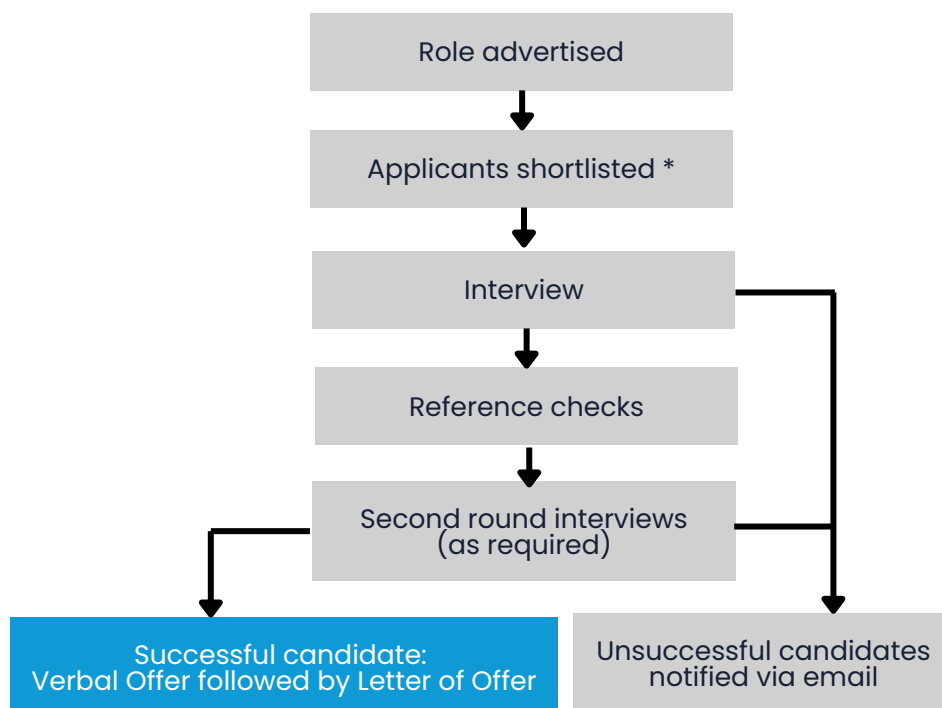
- Demonstrate a strong commitment to the Vision, Mission and Values of Kildare Education Ministries, and actively integrate the Kildare Ministries ethos into all aspects of leadership and professional practice.
- Provide outstanding and inspiring educational leadership with a passion for, and the ability to promote excellence in learning and teaching
- Lead visibly and relationally, and role model the building of strong stakeholder relationships, provide day-to-day instructional leadership, develop leadership capacity and teacher capability and lead the effective implementation of curriculum, assessment, and evidence-informed practice
- Engage in an open, collegial, consultative style which builds trust and combines a disposition towards distributed leadership with a willingness to lead decisively and the capacity to inspire confidence within the College and wider community
- Possess an extensive knowledge of contemporary education, curriculum leadership, educational data analysis and evidence-informed instructional practice
- Proven ability to lead strategic change and whole-school improvement initiatives, and promote collective efficacy
- Engage with clarity and transparency to ensure staff, families and stakeholders are well informed and positively engaged.

The successful candidate will possess a current Victorian Institute of Teaching registration.

Postgraduate qualifications (Masters degree or working towards) in Educational Leadership or a related field are highly desirable.

Accreditation to teach in a Catholic School or Accreditation to teach Religious Education and/or Lead in a Catholic School will be viewed advantageously.

Application Process



** Reference checks may also be conducted at this stage*

Requirements

To apply, submit the following documents to hr@killester.vic.edu.au

- One-page cover letter, outlining your interest, suitability and vision for the role, addressed to Ms Annie Rosati
- Selection Criteria Statement (no more than four pages) addressing the requirements of the Selection Criteria.
- Completed Application Form including details of three professional referees
- A current Curriculum Vitae

Applications Close:
9.00am Wednesday, 23 September 2026

Enquiries:
hr@killester.vic.edu.au

Enquiries will be treated with the strictest confidence



killester college
a Catholic School for Girls

www.killester.vic.edu.au