

Position: Assistant Principal



ABOUT NEWMARK PRIMARY - Making education meaningful

At Newmark Primary we inspire children to be curious learners, empathetic thinkers and courageous doers through authentic learning grounded in real-life experiences. We immerse children in the world around them, showing them the problems and opportunities in it.

We encourage our children to be bold – to question the status quo, to get stuck in and make their mark. Giving them the emotional strength and practical know-how to find solutions that propel positive change in their communities and beyond.

THE OPPORTUNITY

This is an opportunity to step into a key leadership role at Newmark Primary, driving meaningful learning, staff development and student wellbeing. As Assistant Principal, you will help shape a school where curiosity, courage and authentic learning thrive.

If you are an experienced Assistant Principal, inspired by purpose-driven education and committed to making a meaningful impact, we invite you to apply.

THE ROLE

- Job Title: Assistant Principal
- Time Fraction: Full time
- Commencement Date: 2026

KEY RESPONSIBILITIES

Strategic Organisational Leadership

- Support the Principal in the overall leadership, management and strategic direction of the school;
- Contribute to the development, implementation and review of the School Strategic Plan and Annual Implementation Plan;
- Promote the school's mission, philosophy and culture in all aspects of school life;
- Lead key initiatives and projects, aligning staff efforts with strategic priorities;
- Use data and evidence to inform decision-making, school improvement and resource allocation; and
- Act as Principal, when required.

Educational Leadership

- Oversee the delivery of high-quality, evidence-based pedagogical practices, curriculum design and data informed assessment practice that improve student outcomes; and
- Demonstrate and promote a culture of high expectations, collaboration, continuous improvement and reflective practice among staff.

Staff Development and Performance

- Contribute to the recruitment, induction and development of staff;
- Support staff development through coaching, mentoring and constructive feedback;
- Contribute to the school's performance and development process; and
- Support staff wellbeing, and promote a positive and professional workplace culture.

Student Wellbeing and Engagement

- Support whole-school implementation of wellbeing and engagement frameworks;
- Develop and support policies and practices, working with staff to maintain a positive, inclusive and safe school environment;
- Support staff to respond effectively to student wellbeing concerns;
- Engage collaboratively with families, support services and external agencies to enhance student wellbeing; and
- Demonstrate, promote and support the school's commitment to the Child Safe Standards.

Community and Partnership Engagement

- Build positive and effective relationships with families and the wider school community;
- Communicate respectfully and professionally with all community members and partners;
- Represent the school at community events and professional networks; and
- Support the Principal in maintaining strong partnerships with external agencies and educational organisations.

Compliance and Administration

- Support the Principal in ensuring compliance with all relevant legislation, standards and policies, including but not limited to: Child Safe Standards, VRQA Minimum Standards and Occupational Health and Safety;
- Assist in the development and implementation of school-wide policies and procedures; and
- Contribute to administrative and operational processes such as timetabling, supervision, and coordination of key programs.

ADDITIONAL SKILLS and QUALIFICATIONS

Personal Qualities:

- Demonstrate integrity, resilience and emotional intelligence in all professional interactions;
- Lead by example, modelling ethical conduct, professionalism and a commitment to lifelong learning;
- Display sound judgement, discretion and the ability to make difficult decisions with fairness and empathy; and
- Demonstrate strong organisational and time management skills, with the ability to balance competing demands in a dynamic environment.

Registration, qualification/s and experience:

- Current registration with the Victorian Institute of Teaching (required)
- Experience as an Assistant Principal in a school (required)
- Postgraduate qualification in Educational Leadership or a related field (optional)

KEY SELECTION CRITERIA

1. Proven capacity to contribute to whole-school planning, manage change effectively and use data and evidence to inform decision-making, resource allocation and improvement initiatives aligned with school priorities.
2. Demonstrated understanding of current, evidence-based practice and the capacity to provide leadership in enhancing high-quality teaching and learning to improve student outcomes, build staff capacity and promote a culture of continuous improvement aligned with the school's philosophy.
3. Demonstrated experience in developing and supporting staff through mentoring, coaching and constructive feedback, fostering a collaborative, reflective and high-performing team culture.
4. Proven commitment to the holistic development of students through the implementation of effective wellbeing programs, and the ability to build strong partnerships with families and the wider school community.
5. Demonstrated capacity to display fairness, empathy and discretion in decision-making, together with strong organisational and time management skills to balance competing demands in a dynamic school environment.

APPLY

Please email your cover letter, resume and responses to the key selection criteria to careers@newmark.vic.edu.au

Applications due by Monday 8th December 2025