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Dear Applicant,

Thank you for your interest in the role of **Assistant Principal: Teaching & Learning (APTL)** at Thomas More College. Along with me as Principal and with the Executive Team, if successful in winning the role you will play an important part in leading the learning culture within a positive and vibrant learning community.

There are five key documents as part of the selection process. They are:

1. **APTL Key areas of work**- this is the document that was publicly available as the PID. When constructing your application, please respond to the **Overarching Areas of Work** (item 4) in this document as key criteria for the role. *This is the main document for the role, including a diagram of the teams you will lead.*
2. **Specific Areas of work**- this specifies the roles of the APTL. *You may choose to draw on a few of these areas when responding to the key criteria.*
3. **Thomas More College 2021 Leadership**- a chart summary of the Leadership structures at Thomas More College. *This may be useful when reflecting on the school context and the role.*
4. **TMC Pedagogical Framework**- a summary of the Framework through which staff set goals, develop targets, and reflect on their work. *This may be helpful in understanding the ways in which we aim to operate as TMC staff, and the lens through which you will lead teaching and learning.*
5. **TMC Strategic Plan 2020/2021**- detail about our strategic direction as a College. *The Teaching and Learning section is helpful in understanding where our immediate priorities have been for 2020 and will be for 2021.*

Should you wish to proceed, the first document of **APTL Key Areas of Work** contains the key criteria for the role, with other four acting as reference documents. In constructing your application, please include:

- A one-page cover letter introducing yourself and stating you would like to apply for the APTL role at TMC.
- A response to the **Overarching Areas of Work** in this document, in no more than five pages.
- A current CV with up to up to four referees.
- A CESA Applicant Declaration Form.

I am also happy to have a conversation with you should you wish to discuss the role prior to submitting an application. Please send an email by **Wednesday 30 September** to principal@tmc.catholic.edu.au to arrange a time.

I wish you all the best with this process.

Best wishes,

Corey Tavella
Principal