



**THE
COTTAGE
SCHOOL**

Assistant School Leader

Thank you for your interest in a position at The Cottage School.

This applicant information pack contains:

PART A: Background information

PART B: Position Description

PART C: Selection Criteria

PART D: Application requirements and process

In applying for the role please consider all of these aspects.

We encourage anyone with a genuine interest in applying for the role to contact admin@cottageschool.tas.edu.au to arrange a time for a phone call or a visit to our school.

PART A: Background information

About The Cottage School

The Cottage School is a small, independent, not-for-profit cooperative school educating children from Kindergarten to year 6.

Read about the values and guiding principles of the school's philosophy on the school website [here](#).

Our children benefit from our focus on them as unique people who learn best in different ways and have diverse needs for personal growth. Guided by the Australian Curriculum and our school's philosophy, we enable the natural curiosity of children to nurture a life-long love of learning.

Our children are encouraged to express themselves, talk and develop relationships with others, share ideas, and look after one another; every day we reinforce that the child next to them is as wonderfully unique as they are, instilling empathy and compassion.

A strong curriculum and an experienced and engaged teaching team provide an excellent education platform for our children while all areas of the arts help them to express themselves and build self-confidence. Regular outings provide experiences that expand children's horizons; games, camps, Environment Days, Bike Days and outdoor pursuits are key aspects of the school which provide challenges and help children develop independence.

A key aspect that sets Cottage School apart is the small grade groups – a current enrolment of 77 children is spread between 4 classes Prep to year 6 with an additional 13 children in Kindergarten.

The Cottage School community inherently knows that it takes a village to raise a child. The school governance structure involves a School Committee made up of parents, teachers and school management. Families are encouraged to be involved with the school including its maintenance and fundraising initiatives.

We're proud of the outcomes our influence and philosophy have had on our students since 1975 and how we have prepared them for the world. Our children have benefitted from staff and parents working together under our philosophy to provide a strong, nurturing culture that extends beyond the school gates.

Please refer to our [website for school policies](#), including child safety, WHS, Privacy and Code of Conduct.

PART B: Position Description - Assistant School Leader

Position Description

The Assistant School Leader works closely with the School Leader, staff, students and families to:

- Support the day-to-day running of the school.
- Provide guidance and educational leadership to staff, students and families in line with our Cottage School philosophy and values.
- Assist with enabling key strategic and governance priorities.
- Contribute to a positive, collaborative, and caring school environment.

The successful applicant will demonstrate inclusive and child-safe practices, a commitment to positive behaviour support, and the ability to build strong, collaborative relationships with students, families and colleagues. This role requires enthusiasm for outdoor and experiential learning through the school's unique programs, including environment days, camps, bike days, integrated inquiries and creative arts. The successful applicant will be a reflective, growth-oriented professional, aligned with the school's values, ethos and philosophy and committed to embedding these principles in daily teaching, leadership and relationships.

PRIMARY ROLE

Reporting directly to the School Leader, the Assistant School Leader outcomes, responsibilities and accountabilities include but are not limited to:

1. Leadership and Culture

Outcomes

- A safe, inclusive, and child-centred culture that reflects the School's philosophy and values.
- Strategic initiatives implemented effectively, contributing to continuous improvement.
- A cohesive and supportive school environment for students, staff, and families.

Responsibilities

- Promote and embed a child-safe culture across the School.
- Exercise due diligence as an "Officer" under the Work Health and Safety Act 2012 (Tas).
- Implement and monitor the School's strategic priorities and initiatives.
- Ensure pastoral care systems promote wellbeing and a cooperative school atmosphere.
- Manage day-to-day operations and internal organisation of the School.
- Embed the School's philosophy in all aspects of operations and community engagement.

Accountabilities

As part of the school's leadership team, the Assistant School Leader role is accountable for:

- Compliance with legislation, regulations, and safeguarding obligations.
- Fostering a safe, inclusive, and respectful school environment.

2. Educational Leadership

Outcomes

- High-quality teaching and learning that nurtures the unique character of each student.
- Consistent delivery of curriculum aligned with Australian Curriculum standards, The Cottage School Curriculum, and the School's philosophy.
- A strong professional culture of reflective practice and staff growth.

Responsibilities

- Provide instructional leadership to support high-quality, consistent teaching and learning.
- Lead professional development for teaching and non-teaching staff in line with AITSL Standards.
- Promote student wellbeing through a holistic, pastoral care approach.

Accountabilities

As part of the school's leadership team, the Assistant School Leader role is accountable for:

- The quality and outcomes of teaching and learning across the School.
- Meeting educational accreditation standards and curriculum requirements.
- Embedding student wellbeing into daily school practice.
- Leading school improvement initiatives that result in improved student outcomes

3. Human Resources

Outcomes

- A motivated and professional staff team supported in their growth and wellbeing.
- Staffing aligned with the needs and priorities of the School.

Responsibilities

- Support staff selection, appointment and management
- Support staff wellbeing programs and initiatives
- Support staff induction, workload management, and professional learning.

Accountabilities

As part of the school's leadership team, the Assistant School Leader role is accountable for:

- Fair and lawful HR practices.
- Staff wellbeing and professional growth.

4. Administration and External Relations

Outcomes

- The School is represented with integrity in the community and external organisations.
- Effective compliance with accreditation and reporting requirements.
- Clear and transparent communication between staff, parents, and the wider community.

Responsibilities

- Use the school's business management software systems and processes proficiently and reliably
- Represent the School in external organisations

Accountabilities

As part of the school's leadership team, the Assistant School Leader role is accountable for:

- Compliance with registration and accreditation standards.
- Promoting the school through positive engagement with both internal and external stakeholders.
- Ensuring accurate records are maintained in our school's business systems, software and processes.

PART C: Selection Criteria

The following criteria and requirements will be used to rank suitable candidates for the positions.

Key Selection Criteria

1. Educational Leadership

Demonstrated ability to lead high-quality teaching, holistic pastoral care, and curriculum delivery aligned with The Cottage School's ethos, philosophy and values, and the Australian Curriculum.

2. Strategic and School Operations

Ability to implement strategic initiatives, manage day-to-day operations, and use school business management software and systems proficiently.

3. Safety Compliance

Proven experience embedding inclusive, child-centred practices and leading school wide compliance with child safety and WHS regulations.

4. People and Culture

Skilled in supporting staff selection, induction, professional development (AITSL standards), and fostering overall workforce wellbeing.

5. Stakeholder Engagement

Strong communication skills that build collaborative relationships with key stakeholders.

Essential Requirements

1. Ability to develop and nurture supportive and effective professional relationships with staff, children and families
2. Two years or more recent experience in the role of senior educational leader or similar in a school setting
3. Strong understanding of, and commitment to, The Cottage School philosophy
4. Ability to act as delegate for School Leader as required
5. Full registration (or eligibility) with the Tasmanian Teachers Registration Board
6. Current Working with Vulnerable People (WWVP) clearance
7. Understanding of and commitment to Child Safe Standards and the National Principles for Child Safe Organisations

Desirable

1. Experience working in a small school
2. Experience working in an independent school context

PART D: How to apply

Applications are to be submitted electronically via [this link](#) and must comprise the following:

1. A cover letter outlining your interest in the role.
2. A video (30 - 60 seconds) of yourself responding to the question “*What brings you joy as an educational leader?*”
3. Your response to the Key Selection Criteria (maximum 2 pages, or 2 minutes of audio / visual).
4. A current CV, including the names of two referees, one of whom is from your current or most recent place of employment.

Applications close 4pm Tuesday 25 August 2026.

Please submit your application via [this link](#). Applications received via Seek will not be considered.

All applications will receive written confirmation of receipt within 2 working days.

All applications will be treated confidentially and will only be accessible to the selection panel.

For any questions regarding the position please email admin@cottageschool.tas.edu.au.

The Evaluation and Selection Process

The evaluation and selection process will involve the following key steps:

1. Receipt of written applications
2. Short-listing of applications
3. Interviews of shortlisted applicants
4. Reference checks
5. Selection of recommended candidate

The selection panel may collect referee checks at the short-listing process to further inform interview selection and questioning or as part of the final process of choosing the successful applicant.

Applicants who were unsuccessful in making the shortlist will be advised in writing. Broad feedback will be offered to all applicants, but only after finalisation of the recruitment process.

Applicants who were shortlisted and interviewed, but not selected, will be advised in writing and by telephone call. They will also be offered feedback once the recruitment process is finalised. This offer is made in good faith and is being made to give unsuccessful applicants a learning and development opportunity.

The Cottage School values diversity and welcomes applicants from all backgrounds and identities.

Employment Conditions

- The position has a salary of \$143,334 per annum pro-rata (plus statutory superannuation guarantee).
- The position is part time 3 days per week (FTE 0.6)
- The role commences in January 2027
- The role is ongoing, subject to the successful completion of a six month probation period
- Provision of a school laptop
- Access to a workplace EAP for employee well being
- Cottage School tuition fee discount of 25% pro-rata for staff's children attending the school

Child Safety

The Cottage School is committed to the safety, wellbeing and protection of all students and children in our care. This commitment includes the provision of a safe and supportive learning environment for all students and requires all employees, volunteers and visitors to model and encourage exemplary behaviour that protects students from harm.

Applicants must be willing to undergo child protection screening appropriate to the role prior to employment commencing.

This includes but is not limited to:

- a Registration to Work with Vulnerable People online status check
- personal identity verification and background checking
- verification of professional and other qualifications if relevant to their role
- an examination of history of child-related work