



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

LEADERSHIP POSITION

EXPRESSION OF INTEREST

Acting Principal

St Francis Xavier's School, Manunda

Full Time Contract Position

Immediate Start – 16 September 2016

Applications Close: 5pm Wednesday 13 April 2016

Applications are invited from suitably qualified and experienced Catholic School Leaders for this Leadership position within the Cairns Diocese.

The successful applicant will be a committed, practising Catholic with exemplary leadership and teaching skills, sound curriculum knowledge, appropriate tertiary qualifications, excellent communication skills and a commitment to the practice of Catholic Education.

Please forward expressions of interests via email including CV and one page cover letter by close of business, Friday 15 April 2016 to:

Miss Cat Russell

crussell2@cns.catholic.ed.au

POSITION TITLE:	Principal
REPORTS TO:	Director School Development through to the Executive Director
CLASSIFICATION:	Cairns Catholic Education Services Principals' Agreement 2013
AUTHORISATION:	Executive Director

We must remember that teachers and educators fulfil a specific Christian vocation and share an equally specific participation in the mission of the Church, to the extent that it depends chiefly on them whether the Catholic school achieves its purpose.'

The Catholic School on the Threshold of the Third

Millennium

THE POSITION DESCRIPTION FORMAT:

The following six domains outline the role of the Assistant Principal as it is envisaged in Catholic schools in the Diocese of Cairns. Following each domain is the Statement of Performance Competency followed by Performance Indicators.

For example, under the heading **Primary Duties and Responsibilities:**

Domain is: FAITH LEADERSHIP

Performance Competency is: To share the essential mission of the Church as leaders within the school faith community.

Performance Indicators are: These are examples of practices which may evidence the fulfilment of the Domains. It is not necessary for all of the examples of practices to be demonstrated in order to achieve the descriptor.

ESSENTIAL DUTIES AND RESPONSIBILITIES

1. FAITH LEADERSHIP

To share in the essential Mission of the Church as a leader within the school Faith community

The Principal:

- Contributes to and supports the role of the Bishop and Parish Priest in their teaching, governing and sanctifying roles
- Nurtures and shares commitment to the vision and mission of the school
- Promotes Catholic identity through culture, gospel values, evangelization, faith education, liturgy and prayer
- Demonstrates active pastoral engagement, authentic witness, sacramental participation and leadership in the life of the Church and school community
- Maintains the standards of Religious Education in the school, in accordance with Diocesan and Parish guidelines and policies
- Seeks opportunities for personal faith development

2. EDUCATIONAL LEADERSHIP

Leading learning and teaching

The Principal:

- Ensures opportunities for students to achieve to the best of their ability
- Nurtures relationships as a basis for learning and teaching
- Ensures effective pedagogical practices are in place



- Ensures effective pastoral care of all students is practised.
- Ensures educational accountability practices are in place
- Builds and maintains high educational standards
- Is knowledgeable about current educational trends and issues
- Affirms and promotes best practice
- Models lifelong learning

3. STAFF LEADERSHIP

Developing self and others

The Principal:

- Oversees the spiritual formation and professional development of staff
- Demonstrates the personal ability to develop self, others and team
- Facilitates the operation of the Leadership Team
- Provides effective supervision of staff
- Develops and maintains positive, professional relationships
- Manages effective staff performance and review processes
- Is committed to the support, development, implementation and evaluation of school and Diocesan policies
- Encourages and promotes leadership of staff

4. ORGANISATIONAL LEADERSHIP

Management of the school

The Principal:

- Takes control and responsibility for the efficient and effective management of the school, in compliance with funding bodies, diocesan policy and regulations, and legislation applicable to schools
- Leads the development of school policies in collaboration with the school community
- Oversees the financial stewardship of resources, including accountability for administration of the school funds
- Ensures duty of care is carried out for students and staff, in accordance with legislative and policy requirements
- Ensures employment processes are in accordance with diocesan policies
- Develops and manages effectively the plant, equipment and maintenance plan of the school, in accordance with diocesan, parish and legislative requirements
- Maintains effective system administration practices, including reporting and evaluation

5. COMMUNITY LEADERSHIP

Engaging and working with the community

The Principal:

- Promotes the growth of the student community, staff community and wider community
- Liaises with the parish priest in accordance with Diocesan policy and practice
- Supports, co-operates and collaborates with the Board of Governance (Education), Catholic Education Services, School Board, Parents and Friends' Association, Religious Orders and members of the wider community
- Participates fully in the life of the Church within the Diocese and is duly accountable
- Actively participates in the collegial approach to leadership in the Diocese



6. STRATEGIC LEADERSHIP

Leading improvement, innovation and change

The Principal:

- Leads the School Renewal and Compliance Program, according to Diocesan policy and procedures
- Encourages a culture of continuous renewal
- Is an effective change manager
- Develops a climate that facilitates the effective engagement of the school community

CORE COMPETENCIES & INTERPERSONAL SKILLS

- Capacity to accept responsibility for own work
- Capacity to work effectively as a member of the School Leadership Team
- Demonstrates excellent relational skills
- Capacity to respond pastorally to human and interpersonal issues
- Proficiency in the use of ICT for administration; understands and promotes its role in effective learning and teaching.

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Participation in and commitment to the sacramental life of the Church
- Understanding and commitment to education in the Catholic tradition
- Professional qualifications in Education and Religion, as per Queensland Catholic Education Commission Policies of Qualifications for Senior Educational Leadership Positions in Catholic Schools in Queensland and The Religious Dimension of Senior Education Leadership in Catholic Schools in Queensland
- Successful teaching experience, including religious education
- Administrative experience:
 - Previous experience in administrative position(s)
 - Demonstrated ability in education leadership
 - Demonstrated administrative ability
 - Demonstrated skills in interpersonal relationships
 - Demonstrated ability in curriculum development, including knowledge of contemporary educational issues at state and national levels
- Written and verbal communication skills of a high order
- Demonstrated commitment to the pastoral care of members of the school community
- Skills for building community, including facilitation, delegation and consultation
- Registered or eligible to register with Queensland College of Teachers

HIGHLY DESIRABLE CRITERIA

- A Master's Degree in Education (Catholic school or related area)
- Tertiary administrative qualifications
- Involvement in professional associations
- Demonstrated ability in the development of a professional learning community
- Capacity for leadership within a school
- Knowledge and understanding of:



- Workplace Health and Safety regulations
- Workers Compensation and Rehabilitation mechanisms
- Information Technology
- Accounting/finance procedures
- Legal issues effecting schools

GENUINE OCCUPATIONAL REQUIREMENTS

- Sharing in the Church as a professional within the school faith community
- Planning, preparing and implementing for effective learning and teaching (Refer to the National Professional Standards for Teachers, Number 1, 2, 3 & 5)
- Creating and maintaining safe, supportive and caring environments (Refer to the National Professional Standards for Teachers, Number 4)
- Engaging in professional learning and reflection (Refer to the National Professional Standards for Teachers, Number 6)
- Engaging professionally with colleagues, parents/carers and the community (Refer to the National Professional Standards for Teachers, Number 7)
- Maintain a lifestyle within and outside the workplace that is consistent with the doctrine, teachings and values of the Roman Catholic Church.
- Providing strategic leadership and leading improvement, innovation and change.
- Management of school including financial stewardship of resources.

ADDITIONAL INFORMATION

- A non-smoking Policy is effective in Catholic Education Services buildings, offices, and motor vehicles.
- The appointee to this position will be required to complete a period of 5 months' probation in accordance with The Fair Work Act 2010.
- Assistant Principals-Religious Education are covered under the Single Enterprise Collective Agreement 2010-2012
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns;
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

RELATED DOCUMENTS

- Principal and Mission
- Cairns Catholic Education Services Principals' Agreement 2010
- Qualifications for Senior Education Leadership Positions in Catholic Schools in Queensland (QCEC Policy)
- The Religious Dimensions of Senior Education Leadership in Catholic Schools in Queensland (QCEC Policy)
- Principal and Pastor Document (currently in draft form for the Diocese of Cairns)
- Framework For Leadership in Catholic Education in Cairns
- Statement of Principles for Employment in Catholic Education, Diocese of Cairns
- Code of Conduct for Employees of Catholic Education, Diocese of Cairns
- Compulsory Compliance Audit



EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____