



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*

## **EXPRESSIONS OF INTEREST**

### **Acting Assistant Principal Administration St Francis Xavier's School, Manunda**

**Fixed Term Position  
23 April 2019 to 24 May 2019**

Expressions of interest are invited from suitably qualified and experienced Teachers for this Acting Leadership position at St Francis Xavier's School, Manunda

Please submit the following documents:

- Employment application form
- CV/Resume
- Cover letter outlining:
  - The reason for your expression of interest,
  - The attributes you possess which will contribute to the work of the school.

Please forward expressions of interest via email by Monday 25 March 2019

**Mrs Kim Gubiani  
Principal**

**St Francis Xavier's School, Manunda**  
[principal.manunda@cns.catholic.ed.au](mailto:principal.manunda@cns.catholic.ed.au)

**Ph: (07) 4037 9900**

# Employment Application Form

Position Applied For:

## PERSONAL PARTICULARS

Title:                    Mr                    Mrs                    Ms                    Miss                    Other

SURNAME:

PREVIOUS SURNAME:

GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:

POST CODE:

POSTAL ADDRESS:    AS ABOVE

POST CODE:

HOME PHONE:

MOBILE:

EMAIL:

RELIGION:

TEACHER APPLICANTS ONLY:

HAVE YOU OBTAINED OR WORKING TOWARDS QUALIFICATIONS IN RELIGIOUS EDUCATION?

## REFEREES

In order to make an informed decision on your suitability for the position, Catholic Education will require to speak to referees that you nominate. A referee is a person that can provide us with detail in respect to your work ethic, *safe guarding children*, experience and competency. Please list two referees, including a line manager in your most recent position. For teaching positions, you must include a line manager in your most recent education position, eg Principal. A Church Representative/Religious or Clergy reference is defined as a Parish Priest, Bishop or member of a religious order. We reserve the right to request an additional referee if we believe a person has not been fully forthcoming.

### Referee 1 (Line Manager)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 2 (Employer)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 3 (Church Representative)

Name:

Position:

Organisation:

Mobile:

Email:

### Referee 4 (Other Professional)

Name:

Position:

Organisation:

Mobile:

Email:

## EMPLOYMENT HEALTH DECLARATION

If you are successful in securing an interview with Catholic Education, you will be required to complete an Employment Health Declaration. The purpose of this declaration is to ensure that you are fully able to perform the inherent requirements of the role (with reasonable adjustments if required) and that you are not placed in an environment or given tasks that would result in risks to your health or safety.

## WORKING IN THE DIOCESE OF CAIRNS

The Catholic school system is an integral part of the Church. The Catholic Diocese of Cairns extends from Cardwell in the south, west to the Northern Territory border including the Atherton Tablelands, and north to gulf country, Cape York Peninsula and the Torres Strait Islands. With the exception of schools in Weipa, Cooktown and Thursday Island, all schools and colleges are within two hours driving time from Cairns.

Catholic Education Services is the Diocesan education office. Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education Services, who is the employer of all Catholic Education staff in the Diocese. Further information about Catholic Education in the Diocese of Cairns is available from the website: [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au)

## EMPLOYMENT REQUIREMENTS

Any appointment to a teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee demonstrating appropriate qualifications and registration with the Queensland College of Teachers Registration. Any appointment to a non-teaching position with Catholic Education in the Diocese of Cairns is subject to the appointee being eligible to apply for and obtaining a Working With Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. For more information please visit [www.bluecard.qld.gov.au](http://www.bluecard.qld.gov.au).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights in Australia.

**Catholic Education has zero tolerance for abuse.** All employees have a responsibility for promoting and safeguarding the wellbeing of children and young persons that they are responsible for or come into contact with.

Employment is conditional upon the acceptance of the Statement of Principles for Employment in Catholic Education and for teaching position the attainment of Accreditation to Teach Religion in a Catholic School. To view the Statement of Principles, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on Employment / Agreements, Schedules & Awards.

## EMPLOYMENT COLLECTION NOTICE

In submitting this application for employment you agree that you will not seek access to references provided by third parties or to confidential notes or reports made by us relating to your application for employment. We seek your agreement in this regard to ensure that referees are not inhibited from providing complete and accurate references as to your suitability for the position.

In applying for this position and submitting your application for employment you will be providing Catholic Education Services with personal information, for example your name, address and information contained in your resume. We will collect and record this information in order to assess your application. To view Catholic Education's Privacy Policy, visit [www.cns.catholic.edu.au](http://www.cns.catholic.edu.au) and click on About/Privacy. Your records will be kept on file for a three-month period only pending your employment within the Diocese.

## DECLARATION

*If submitting electronically, typing your name below denotes supplying your signature*

I agree to the conditions of the Employment Collection Notice. I understand that I have a duty to disclose sufficient information to enable a prospective employer to make a properly informed decision about my employment. I declare that the information I have provided in this application is true and correct at the time of submission. I have read, understood and accept that the Statement of Principles referred to above are contractual obligations underpinning employment with Catholic Education - Diocese of Cairns.

**Signature:**

**Date:**

**Please indicate how you became aware of this vacancy:**

CES Website

Facebook

Teacher on Net

SEEK

Catholic Jobs Online

Newspaper: Please specify:

Other: Please specify:



# **CATHOLIC EDUCATION SERVICES** **DIOCESE of CAIRNS**

## **WORK PROFILE**

### **Assistant Principal - Administration**

*'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*

#### **1. WORK ENVIRONMENT**

St Francis Xavier's Catholic Primary School is an inner-city school in the unique tropical north region of Cairns. Our school community gathers from all parts of the Cairns area. Our student enrolment encompasses a diverse range of nationalities from many parts of the world. It also includes students from Torres Strait and Indigenous cultures.

St Francis Xavier's School has a multicultural diversity of children and time is taken to encompass the language, religion, economy, government and other cultural phenomena from the children's background which then connects to the children's real world.

St Francis Xavier's was founded by the Sisters of Saint Joseph in 1961. The school continues the traditions and charism of the Sisters of St Joseph and celebrates the major feast days of Mary MacKillop, St Joseph and St Francis Xavier. 'Never see a need without doing something about it!' [www.marymackillopplace.org.au](http://www.marymackillopplace.org.au). Geographically, St Francis Xavier's is located within the Cairns West Parish. Providing a distinctive 'Catholic Education' with a real-life and inclusive approach to Religious Education and Spiritual Formation, St Francis Xavier's strives to live out the motto – To Know, Love and Serve God and each other.

The Mission Statement at Saint Francis School highlights the importance of the religious faith of staff and their commitment to Gospel values in their daily lives, the development of genuine relationships in the school community in an environment that teaches the values of trust, respect, responsibility, empathy, trust, compassion, forgiveness, equity, integrity and community.

Saint Francis Xavier's School is one of the 29 Catholic Schools and Colleges in the diocese of Cairns and has an enrolment of approximately 530 students. The school is currently staffed by a Principal, APRE, APA, ELTL (Effective Learning and Teaching Leader), Diverse Learning Leader & Teachers, ILO, Specialist Teachers in The Arts, HPE, LOTE, Classroom teachers and School Officers. All classrooms from Prep to Year 6 have interactive whiteboards and/or apple TV. Students have access to laptops, iPads and mobile devices.

One of our ongoing commitments is to being an Asian Literate School, establishing cultural awareness, understanding and friendship with our Asian neighbours. Our school has established a Sister School relationship with Kinuura Elementary in Taketoyo. Our Year 6 students are invited to visit their Sister School every second year, which is currently under review. Taketoyo school students visit every second year. We also have a strong relationship with Notre Dame Catholic School in Kyoto who also visit every alternate year.

Close communication and engagement with parents and the local Christian community is seen as vitally important to the effectiveness of the mission of the school.

## **2. CATHOLIC EDUCATION SERVICES**

Catholic Education Services – Diocese of Cairns (CES), consists of thirty schools including twenty-one primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Flexible Learning College with campuses in Cairns and Cooktown. All schools, except the dual campus Our Lady of the Sacred Heart School, Thursday Island and Hammond Island, Weipa and Holy Spirit College, Cooktown campus, are within a two hour drive of Cairns.

CES is committed to building communities of learning that provide a safe, nurturing and academically challenging environment for all students.

Leadership and strategic management of the system of schools is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, the Executive Director manages and facilitates a number of significant and particular delegations which include:

- Support of the mission of the Church as delivered through Catholic education;
- Support of schools by providing services that strengthen school capacity;
- Provision of leadership and forward planning to develop organisational capability;
- Distribution to schools of government allocated funds and their accountability;
- Monitoring of quality of schools and compliance/accountability with requirements of governments, Church and parents;

Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

## **3. PURPOSE OF ROLE**

As an Assistant Principal - Administration, you will be a key member of the school's senior management team and will oversee all non-curriculum areas as well as enhance holistic education by driving strategic planning and ensuring efficient management of resources. You will also lead a team of Administrative Staff to achieve excellence in school administration, operational and managerial support. In this way the Assistant Principal helps shape and implement a vision for the school that reflects the Catholic character of St Francis Xavier's and supports the Church's mission to educate students in discipleship within the Catholic tradition in a quality learning environment.

The Assistant Principal – Administration works in a multi-faceted role and promotes leadership in the following domains:

- Operational and Managerial Development
- General and Administrative duties
- Pastoral Care and Child Safety
- Curriculum Development
- Contemporary Teaching
- Professional Development
- Co-curricular Involvement

The Assistant Principal - Administration will assist the Principal in the following key areas:

- Strategic planning and resource management
- School organisation and administration
- Human resource, finance, logistical and general administration matters
- Security and emergency planning for the school
- Communication, publicity and management of public feedback
- Service excellence initiatives and delivery of quality of service to stakeholders
- Management of student affairs, including strategic planning for student placement, recruitment and placement of students as well as administration of student programmes

- Implementation of physical infrastructure upgrading works
- Planning and implementing IT infrastructure improvement works and projects to increase productivity
- Establishment of knowledge of operational and management structures and systems

The Assistant Principal – Administration has a primary responsibility for the management of significant areas or functions within the school to ensure the effective development, provision and evaluation of the school's education program. In exercising the responsibility, Assistant Principal - Administration will have the authority to make all significant decisions relating to the program, budget and staff relating to their area of designated responsibility within the framework of the school's strategic plan, policies and budget.

Assistant Principal - Administration will contribute to the overall management of the school through involvement in policy formulation and decision making. The management of significant school program or functional areas in schools involve Assistant Principal - Administration in the analysis of the needs of students and the translation of state educational policy and frameworks into appropriate education programs to meet the needs of all students. Typically, Assistant Principal - Administration will be responsible for the effective use of the teaching staff and program budget of a defined area of the school's operation and for the oversight and leadership of the educational programs provided utilising these resources.

The Assistant Principal – Administration is directly responsible to the Principal for the performance of his/her duties. Working closely with the Principal, the Assistant Principal contributes to the collaborative decision-making processes and leads in the planning, implementation and evaluation of school goals.

The Assistant Principal - Administration is an exemplary teacher who provides an excellent role model for other teachers in their understanding of quality teaching and learning that is holistic and informed by a distinctively Catholic world view. The Assistant Principal - Administration keeps abreast of the latest research and developments in pedagogy, curriculum, assessment and student wellbeing. They also understand the practice and theory of contemporary leadership and apply that knowledge in assisting with school improvement.

The Assistant Principal – Administration aims to build trust across the school community and create a positive atmosphere for students and staff. They regularly review their practice and implement change in their leadership and management approaches to suit the situation as is required.

**Physical requirements of the position:**

- Work is normally performed in an education environment
- Use of digital technology and electronic equipment
- Setting up of equipment or other materials to support learning or administrative management of the school

***Skill requirements of the position:***

- Effective communication skills
- Problem-solving skills
- Strong interpersonal skills
- Critical thinking skills
- Good judgment
- Administrative and organizational skills
- An ability to uphold rules and regulations while tolerating ambiguity

## **2. REPORTING RELATIONSHIPS**

The Assistant Principal - Administration is responsible to the Director through the Principal. Significant relationships also exist with relevant Assistant Directors and other senior staff of the Diocesan Catholic Education Office.

Other relationships are with members of:

- Leadership Team
- Classroom Teachers
- Diverse Learning Team and
- Relief Teacher Network

## **3. PRIMARY DUTIES AND RESPONSIBILITIES**

***Typical duties performed may include, but are not limited to:***

### ***Leading Strategic, Instructional and Faith Development***

- Accountable and responsible for ensuring professional behavior eg Code of Conduct
- Ability to maintain an appropriate level of confidentiality
- Contribute to the overall operations and management of the school
- Contribute to the development, implementation and evaluation of annual school goals.
- Foster a culture of reflection, review and improvement
- Supports the implementation and maintenance of effective educational accountability practices
- Collaborate to develop processes that will enhance school leadership and management
- An effective leader who supports the Principal and leadership team in uniting staff support behind the school vision articulated in the school's Mission Statement
- Promotes Catholic identity, culture, gospel values, evangelization, faith education, liturgy and prayer
- Demonstrates active pastoral engagement, sacramental participation and leadership in the life of the Church within the school community
- Assists in the integration of Catholic values across the curriculum
- Supports the standards of Religious Education in the school in accordance with Diocesan guidelines, Parish policies and the school's Mission Statement
- Assists in the integration of Catholic values across the curriculum
- Seeks opportunities for personal faith development and to nurture personal spirituality

### ***Leading the Management of the School***

- Exercises a significant role in the effective daily administration of the school
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Assists with the supervision of maintenance and cleaning
- Coordinates Workplace Health and Safety and supports all requirements of the Compliance Audits
- Coordinates internal relief and human resources within the school
- Completes timetabling, rosters, handbooks
- Coordinates use of school facilities for day-to-day activities and special events
- Coordinates Excursions and ensuring CARAs and risk assessments comply
- Coordinates school policies, processes and activities
- Orders equipment and supplies
- Maintains systems for attendance, performance, planning and other reports
- Assists in supervising grounds and facilities maintenance
- Supports the development of school policies in collaboration with the School Board
- Supports the Maintenance Plan of the school
- Supports the maintenance of the plant and equipment in accordance with legislative requirements

- Help to develop a student discipline management system that results in positive student behaviour
- Supports effective system administration practices, including: reporting system, policy evaluation system, computer administration system
- Coordinates staffing of school including replacement of staff, initial screening of casual staff and ensuring staff to student ratios are appropriate at all times
- Collaborates with other members of the school executive to ensure that appropriate enrolment and orientation protocols are in place
- Models adherence to legal statutory requirements
- Organise school assemblies, student leadership presentations, camps
- Assist and attend meetings when required
- Contributes to processes that are developed to ensure effective financial/record management
- Lead and support HPE teacher with sport programming and extra curricula activities
- Oversee and support individual teacher growth through engagement with teachers and their Personal Growth in Action Plans
- Proactively encourage students to participate in co-curricular activities
- Provide assistance in the management of property and facilities
- Supports the school's co-operation and collaboration with the School Board, Parents and Friends' Association, Parish and members of the wider community
- Supervise operations as delegated, the Assistant Principal - Administration may serve as the person in charge of the school in the Principal's absence.

#### ***Leading Interpersonal Communication***

- Prepare and draft correspondence/communication for distribution.
- Receive and respond to general school enquiries within well-established routines, including the provision of general information, and assistance to the parents, students and other employees
- Responding to emails from teachers, parents and community members
- Newsletters

#### ***Leading Staff Development & Wellbeing***

- Management of programs to improve the knowledge and experience of staff
- Inducting new staff and mentoring current staff to develop and build skills in all areas of teaching and learning
- Staff management, formation and supervision
- Performance management and development of staff
- Interviewing, employment and training staff
- Inform teacher or line manager of any confidential matters or mandatory reporting
- In collaboration with the teacher provide feedback and information on student learning and wellbeing
- Coordinate TAFE/work experience/preservice teachers
- Participate when required in the Effective Learning Teams
- Manage 1<sup>st</sup> – 3<sup>rd</sup> year teachers & mentorship inservices
- Lead the process for early career teachers progressing from provisional to full registration and support and encourage teachers to achieve Highly Accomplished and Lead Certification
- Supporting and facilitating the commitment of all staff to further learning
- Collaborating in the process of team building within the staff
- Working with the Principal to develop processes to enable the effective management of employee relations
- Supervising staff in fostering optimal learning outcomes for all students

#### ***Leading Student Learning & Wellbeing***

- Provide a child safe environment in accordance with the child safe standards
- Support students in relation to their physical needs

- Behaviour Management – responding to disciplinary issues, meeting with parents to discuss behavioural or learning problems
- Supports an inclusive curriculum which caters for the needs of all students
- Support students in relation to their physical and emotional needs.
- Keep anecdotal records of student academic and social skills learning where applicable
- Supports the implementation and maintenance of effective Pastoral Care systems and practices

### ***Leading Teaching & Learning***

- Supervision of the delivery of teaching programs
- Collaborating with school staff to create a learning environment that is conducive to optimal learning outcomes
- Provides leadership in planning, implementing and evaluating instructional programs
- Provides leadership in teaching techniques that reflects current pedagogy, innovation and class organisation
- The development of projects from concept to the presentation of the final submission
- Extending the life of the school beyond the traditional curriculum
- The integration of Information and Communication Technology into the curriculum and life of the school to enhance teaching and learning
- Project development, implementation and assessment in all areas of key responsibility
- Working with teachers to develop curriculum standards
- Observing teachers and evaluating learning materials to determine areas where improvement is needed
- Contributing to the development of shared understanding and reflective practice
- Collaborating with other executive staff to monitor and evaluate teaching programs and practice in light of shared beliefs about teaching and learning in a special education context
- Fostering the development of appropriate assessment and reporting strategies

### ***Leading Resource Management***

- Allocation of budgets, positions of responsibility and other resources within the area of responsibility;
- A competent manager who organises people and resources toward the effective and efficient pursuit of predetermined objectives
- Oversees formation of staff professionally, pastorally and spiritually according to appraisal outcomes and School Annual Improvement Plan

### ***Engaging and Working with the Community***

- Assists in the communication between the school and the community
- Assists in working with the school social media & advertising
- Serves as a liaison between the school and the community
- Assist in the development and presentation of parent information and other educational programs between the school, teachers, parents, students and the wider community
- Promoting St Francis Xavier's and its work in the local and wider education communities

### ***Engaging in Personal Growth***

- Is knowledgeable about current educational trends and issues
- Encourages a culture of continuous renewal
- Is an effective change manager
- Participates in professional growth activities

## **4. CORE COMPETENCIES**

In addition to specific knowledge and skills required for the position, all employees within the Diocese will demonstrate the following personal and interpersonal skills in the course of their duties:

- Quality Service
- Capacity to accept responsibility for own work
- Capacity to work effectively in a team
- Demonstrate excellent relational skills
- Capacity to manage change in self and others
- Expertise and experience in a wide range of class-based teaching situations
- Excellent communication skills, both written and interpersonal
- Demonstrate knowledge of mandatory and child protection reporting procedures and Facilitate the prevention of child harm by recognising and responding appropriately

## **5. MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA**

- Promote child safety at all times
- A strong commitment to the objectives, ethos, vision of Catholic Education
- Tertiary level qualifications/experience relevant to the position are required that are deemed by the employer as necessary to successfully carry out the necessary duties of the position
- 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 *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
- Leadership experience:
  - 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
- Demonstrated commitment to the Pastoral Care of members of the school community
- Registered or eligible to register with Queensland College of Teachers

## **6. ADDITIONAL INFORMATION**

- The Commission for Children and Young People Act 2000 requires the preferred applicant to be subject to “working with children check” as part of the employment screening process. Further details regarding this check may be obtained by accessing the web site of the Commission for Children and Young People at the following internet address: <http://www.childcomm.qld.gov.au/>
- Confirmation of employment is conditional upon the preferred applicant being issued with a suitability card from the Commission for Children and Young People.
- The appointee to this position may be required to complete a period of probation in accordance with the Catholic Education Diocesan policy for Recruitment and Selection procedures.
- A non-smoking Policy is effective in Education facilities