



**Catholic
Education**
Diocese of Cairns

Learning with Faith and Vision

EXPRESSIONS OF INTEREST

Acting Director School Effectiveness – Primary Catholic Education Services, Cairns

**Fixed Term Position
30 September 2019 - 25 October 2019**

Expressions of interest are invited from suitably qualified and experienced Catholic School Leaders for this Acting Leadership position within CES.

Please submit the following documents:

- Employment application form
- CV/Resume
- Cover letter outlining:
 - The reason for your expression of interest, specifically how this experience will enhance your role as a Catholic School leader
 - The attributes you possess which will contribute to the work of CES

Please forward expressions of interest via email by 5pm, Thursday 29 August 2019

**Human Resources Administration
Catholic Education Services – Diocese of Cairns**
recruitment@cns.catholic.ed.au

Ph: (07) 40 509 700

Employment Application Form

Position Applied For:

PERSONAL PARTICULARS

Title:	Mr	Mrs	Ms	Miss	Other
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SURNAME:	PREVIOUS SURNAME:
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GIVEN NAMES:

PREFERRED NAME:

RESIDENTIAL ADDRESS:	POST CODE:
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POSTAL ADDRESS: AS ABOVE	POST CODE:
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HOME PHONE:	MOBILE:
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EMAIL:	RELIGION:
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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

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.

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 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 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:

POSITION TITLE:	Director School Effectiveness – Primary
REPORTS TO:	Deputy Executive Director
SECTION:	Strategic Leadership Team
CLASSIFICATION:	Senior Leadership Scale, Level 2
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

The Catholic Education Community – Diocese of Cairns, is a partnership between Catholic Education Services and twenty-nine schools. There are nineteen primary schools, one Prep to Year 12 College, and six secondary Colleges. The 27th school is a Special Assistance School with campuses in Cairns and Cooktown, catering for disengaged young people in Years 7-12. Two new schools opened in 2016 in Weipa (P-6) and Mt Peter (P-12).

The Vision of the Catholic Education Community is ‘to offer quality Catholic education so that each person may know and come to identify more fully with the living Spirit of Christ’. In seeking fulfillment of our Vision, we are inspired to:

- Be people of Mission and Witness inspired by what is best for all students in our schools;
- Embrace the gifts and talents of all through commitment to Subsidiarity and Co-responsibility;
- Be courageous – encountering possibilities and engaging in Dialogue to achieve excellence in all we do;
- Move forward together – strengthening relationships between Families, Staff, School & System leaders, Clergy and the Diocese;
- Be accountable for student learning through continuous improvement.

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 leads and facilitates a number of significant and particular delegations which enable the achievement of the Strategic Directions:

- Lived and celebrated Catholic identity
- Optimal learning and wellbeing for all students
- Access and stewardship of quality Catholic education
- Prophetic and creative leadership 1.

PURPOSE OF THE ROLE AND POSITION IMPACT

The Catholic Education Community vision ‘to offer quality Catholic education so that each person may know and come to identify more fully with the living Spirit of Christ’ inspires and guides the professional roles of service and ministry to students, families and schools within a spirit of subsidiarity and co-responsibility.

In this context, the Director: School Effectiveness:

- Provides professional challenge and support to a number of schools by:
 - Acting as a critical professional friend assisting principals and leadership teams to evaluate their schools’ performance, identify priorities for improvement and plan effective change.
 - Assisting to build the schools’ capacity to improve students’ wellbeing and learning achievement.
 - Contributing to whole-school improvement.

1 Diocese of Cairns Catholic Education Community Strategic Directions 2016 – 2019.

- Supports the professional and spiritual needs of primary school Principals through mentoring, leadership, encouragement and being a critical colleague.
- Works with the Executive Leadership Team and Catholic Education Services personnel to build the capacity of primary schools to develop innovative approaches to engaging students in learning that prepares them for a fulfilled life.

These responsibilities will be undertaken in response to system priorities and policy direction from the Board of Governance (through the Executive Director), and in alignment with the CES Strategic Directions, the CES School Effectiveness Framework, the CES Leadership Framework and the Defining Features of Catholic Schools.

CORE ACCOUNTABILITIES

In collaboration with the Deputy Executive Director: School Improvement, core accountabilities comprise

Provide Leadership Support.

- Provide collegial support to school Principals across the broad ranges of dimensions of their role.
- Provide mentoring, support and guidance to Principals in developing a culture of servant leadership within the school community.
- Encourage the leadership aspirations and qualities of Principals and school leadership teams.
- Articulate the CES vision to Principals and leadership teams.
- Negotiate personal renewal and professional development of Principals and in consultation with Principals develop a personal renewal and professional development program for the school leadership team based upon needs analysis and spiritual formation.
- Manage and coordinate the performance management of school Principals and leadership team members.
- Conduct annual goal setting and review for Principals and organise Principals' end of contract appraisals.
- Be responsible for (where delegated from Executive Director) line management matters including approving leave absences for Principals.
- Facilitate effective communication between CES and school leadership teams.
- Maintain appropriate behaviours when engaging with children.

Coordinate the School Effectiveness Processes.

- Ensure the School Board and Leadership Team understand and implement the CES School Improvement Framework and Processes.
- Support the school Board and leadership team in implementing the school effectiveness process.
- Ensure the school has a Annual Improvement plan which addresses but is not limited to charism and spirituality, learning and teaching framework, community engagement including promoting and respecting indigenous culture, site master plan and financial plan.
- Ensure annual goals and school operational targets are established, implemented and monitored in accordance with the strategic plan.
- Support the development of the school policies and ensure a school policy framework is in place.
- Negotiate with Principals and other CES team leaders the support needs of the schools and monitoring the support provided
- Develop with Principals their Professional Growth in Action Plan

Support the Executive Director and Deputy Executive Director in reporting to Board of Governance and other authorities.

- Provide reports through the Deputy Executive Director to Executive Director regarding the goals and performance of primary schools.
- Prepare reports for the Board at the request of the Executive Director.

SHARED ACCOUNTABILITIES

Provide Management Support

- Provide advice and guidance to Principals and school leadership teams to support implementation of contemporary pedagogy and practice including the use of ICT.
- Ensure grievances are addressed, according to due process, from any member of the school community.

Actively participating in the CES Strategic Leadership Team

- Engaging and contributing to regular meetings of the Strategic Leadership Team and completing delegated tasks.
- Contributing through shared leadership to the development and implementation of Strategic Directions across the entire Catholic Education Community – Diocese of Cairns.
- Develop and provide leadership for specific projects as designated by the Executive Director and/or the Board of Governance.

Support the Executive Director in reporting to Board and other authorities

- Provide reports to Executive Director regarding the goals and performance of service team.
- Prepare report for the Board of Governance at the request of the Executive Director.

KEY RELATIONSHIPS

The position reports to the Deputy Executive Director. The position also has a collegial relationship with the Executive Director, The Vicar for Education, Principals, The Bishop and the Clergy of the Diocese.

The position is a member of the Strategic Leadership Team of Catholic Education Services.

The position will also from time to time be a member of various Diocesan committees, QLD Directors Forum committees, National committees and represent the Diocese at QCEC level.

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft Office applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in a typical interior office environment
- Manoeuvring within the school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment
- Frequent driving of a motor vehicle

MANDATORY QUALIFICATIONS AND REQUIREMENTS/SELECTION CRITERIA

- Relevant Degree level and/or Post Graduate qualification in education;
- Minimum of 5 years' experience as a Principal in a Primary, Secondary or P-12 school;
- Evidence of participation, innovation and research in the disciplines of school organisation and leadership development;
- Provide mentoring, support and guidance to colleagues that you have supervised, based on co-responsibility;
- Analyse system and school data to assist schools to identify student learning priorities in context;
- Manage a multidisciplinary Team which as a focus on supporting school leadership teams;
- Manage and coordinate annual goal setting, professional learning and career development;
- Excellent communication skills;
- An understanding of the School Effectiveness Framework including School Annual Improvement Plans and the Leadership Framework;
- A willingness to pursue continual improvement;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education;
- Meeting the faith criteria for senior leadership positions within Catholic Education;
- Registered or eligible to register with Queensland College of Teachers;
- Current drivers licence;
- Registered or eligible to register with Queensland College of Teachers;
- Promote child safety at all times;
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements;
- Current drivers licence;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Knowledge and appreciation of contemporary organisation and leadership development in diverse primary school settings;
- Understanding of change management theory and methodology as it applies in a primary school setting;
- Demonstrated ability to implement contemporary pedagogy and practice in a primary school including the use of ICT;
- Demonstrated ability to effectively manage the administration of a primary school;
- Evidence of personal professional development in areas relevant to this role.

Highly Desirable Criteria

- The equivalent of a Master of Educational Leadership;
- Post Graduate studies in Theology;
- Experience as a Principal in multiple schools.

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019
- Diocese of Cairns Catholic Education Community Strategic Directions 2016-2019

ADDITIONAL INFORMATION

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2010.
- 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.

Expectations:

- The position is a fulltime leadership position, which involves extended hours, evening meetings, overnight absence and interstate travel ranging over seven days.

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:** _____