



**Catholic  
Education**  
Diocese of Cairns

*Learning with Faith and Vision*



## **St Gerard Majella School, Woree**

### **EXPRESSIONS OF INTEREST**

### **Acting Principal**

**Full Time Contract Position**

**19 April 2021 to 3 December 2021**

Expressions of interest are invited from our Aspiring Leaders Program or suitably qualified and experienced teachers for this Acting Principal position.

To Apply - 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.

**Applications close 5pm, Thursday 1 April 2021**

**Human Resources Administration**  
**Catholic Education Services – Diocese of Cairns**  
[recruitment@cns.catholic.ed.au](mailto:recruitment@cns.catholic.ed.au)

Ph: (07) 40 509 700

# 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 holding a valid Working with Children Blue Card unless the appointee is a registered Health Practitioner performing within their professional area. It is an offence for a restricted person to start or continue working or volunteering in restricted employment. For more information, please visit [Blue Card Services](#).

Employment is conditional upon the appointee demonstrating eligibility of Working Rights on 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 responsible for coming 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

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:



<b>POSITION TITLE:</b>	<b>Principal</b>
<b>REPORTS TO:</b>	<b>Director School Effectiveness through to the Executive Director</b>
<b>CLASSIFICATION:</b>	<b>Cairns Catholic Education Services Principals' Agreement 2016</b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

*'We must remember that teachers as 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 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 **Essential Duties and Responsibilities/Selection Criteria:**

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.

## CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services – Diocese of Cairns (CES), consists of twenty-nine schools including twenty primary schools, two Prep to Year 12 Colleges and seven secondary Colleges which includes a Special Assistance 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.



## PURPOSE OF THE ROLE

The Principal is the religious and educational leader of a Catholic school within the Diocese of Cairns.

## ESSENTIAL DUTIES AND RESPONSIBILITIES / SELECTION CRITERIA

### 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

### EDUCATIONAL LEADERSHIP

**Leading learning and teaching**

**The Principal:**

- Ensures opportunities for students to achieve to the best of their ability
- Maintain appropriate behaviours when engaging with children
- 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

### 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
- Demonstrates safeguarding children and young people as an organisational priority
- 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



## **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 child safety practices are implemented and maintained
- 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

## **COMMUNITY LEADERSHIP**

### **Engaging and working with the community**

#### **The Principal:**

- Promotes a community wide understanding of Catholic Education's zero tolerance of abuse
- 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

## **STRATEGIC LEADERSHIP**

### **Leading improvement, innovation and change**

#### **The Principal:**

- Leads the School Improvement Process and Compliance Program, according to Diocesan policy and procedures
- Demonstrates leadership in creating and maintaining a positive child safe culture within the school
- Encourages a culture of continuous improvement
- Is an effective change manager
- Develops a climate that facilitates the effective engagement of the school community

## **GENUINE OCCUPATIONAL REQUIREMENTS**

- Share in the Church as a professional within the school faith community
  - Support the Catholic ethos of our schools
  - Participate in worship and prayer in our schools
  - Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behavior
- Plan, prepare and implement for effective learning and teaching (*Refer to National Professional Standards for Teachers, Number 1, 2, 3 & 5*)
  - Appropriate knowledge to plan and prepare teaching and learning programs which meet the diverse characteristics, needs and learning styles of students, and are consistent with relevant curriculum and policies
  - Implement effective and inclusive teaching and learning processes, including the use of technology, to establish a challenging learning environment to encourage students to work toward their full potential



- Create and maintain safe, supportive and caring environments (*Refer to National Professional Standards for Teachers, Number 4*)
  - Facilitate the prevention of child harm by recognising and responding appropriately
  - Communicate effectively with students including using appropriate interpersonal skills
  - Plan and apply appropriate behaviour management strategies that contribute to the establishment and maintenance of a safe and supportive learning environment
- Engage in professional learning and reflection (*Refer to National Professional Standards for Teachers, Number 6*)
  - Model continuous learning through participation in professional development activities
  - Review and evaluate personal teaching practices to improve student learning
  - Engage with colleagues to discuss teaching practices to improve educational outcomes
- Engage professionally with colleagues, parents/carers and the community (*Refer to National Professional Standards for Teachers, Number 7*)
  - Comply with professional ethics and understanding
  - Understand the need to work collaboratively with school staff, parents and members of the wider community to establish effective partnerships and achieve educational outcomes
  - Contribute to the school community
- Providing strategic leadership and leading improvement, innovation and change
- Capacity for leadership within a school
- Management of school including financial stewardship or resources
- 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 and/or classroom environment
- Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the school environment appropriate to the position
- Driving of a motor vehicle
- Frequent use of telecommunication and electronic equipment
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment
- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment



## MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Professional qualifications in Education and Religion, as per Queensland Catholic Education Commission Position Statement for Senior Leadership Position in Catholic Schools in Queensland;
- Registered or eligible to register with Queensland College of Teachers;
- Successful teaching experience, including religious education;
- Administrative experience:
  - Previous experience in administrative position(s)
  - Demonstrated ability in education leadership
  - Demonstrated skills in interpersonal relationships
- Demonstrated ability in curriculum development, including knowledge of contemporary education 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;
- Willingness to support and participate in the prayer, liturgy and sacramental life of the Church in the school community;
- Promotes child safety at all times;
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education;
- Current drivers licence.

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

## RELATED DOCUMENTS

- Diocese of Cairns Catholic Education Principals' Agreement 2016
- Senior Leadership positions in Catholic Schools in Queensland 2015 (QCEC Policy)
- Code of Conduct for Employees of Catholic Education
- Statement of Principles for Employment in Catholic Education
- Leadership Framework in the Cairns Diocese
- The Pastor in the Parish School



## 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.

## 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:** \_\_\_\_\_