



**Applicant Information for the position of
PRINCIPAL**

SCHOOL: St Columba's Catholic Primary School

LOCATION: YEOVAL NSW

ENROLMENT (K-6) 22 Students

ACCOUNTABLE TO: The Executive Director of Schools



Discover the heart of our Catholic Schools

Welcome to Catholic Education in the Diocese of Bathurst

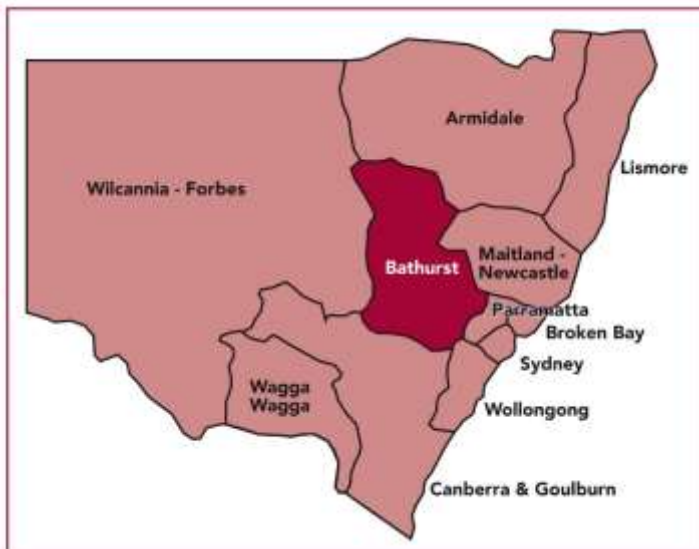
The Catholic Diocese of Bathurst provides a diverse range of educational options, from primary schools in small rural communities to large secondary schools. More than 9000 students attend 33 Catholic schools in the diocese, enjoying high educational standards in contemporary, Christ-centred learning environments. In partnership with parents and parishes, our schools nurture a relationship with Jesus, educate for academic excellence and prepare students for lifelong service in a faith-centred community.

Catholic schools are first and foremost religious schools. Our Catholic schools provide a unique opportunity for students to grow, both in relationship with God, and also in knowledge, understanding, wisdom and life skills, in a way that promotes the integration of their faith and their daily lives.

The CEDB strives to work in partnership with schools, parishes, school boards, teachers and parents, in promoting Catholic Education and assisting schools in fulfilling their educational and pastoral responsibilities. The CEDB provides a range of services to enhance the quality of education available to students.

Professional support is provided to Principals and staff through targeted professional learning opportunities, regular contact with the Catholic Education Diocese of Bathurst, contemporary resources and facilities. Catholic schools in the Diocese of Bathurst are highly valued by their Parish communities and are making a difference to their students through quality Catholic educational programs. Their educational focus is shaped by a concern for the holistic development of students, in a faith-centred environment.

Map of the Catholic Diocese of Bathurst



Further information

Please visit the Bathurst website located at www.bth.catholic.edu.au to access a range of information, including the Vision and Mission and the Strategic Plan.

Information for Applicants

Applicants should ensure they have a sound understanding of the following:

- Selection criteria for the position
- Principal Position Description for Catholic Education Diocese of Bathurst
- Guidelines for completing applications for the position of Principal

Applications are to include a cover letter addressing the selection criteria and the names of three professional referees (including a Parish Priest).

Referees must:

- support your application for this position;
- be informed they have been listed as a referee; and
- be informed they will be contacted by a representative from Catholic Education Diocese of Bathurst.

Applications that do not address the selection criteria will not be considered.

The Catholic Education Diocese of Bathurst is an equal opportunity employer. Child Protection Legislation requires that the preferred applicant undertake a New Working with Children Check and a National Police Checking Service prior to appointment.

All applicant must apply through our online application process at <https://positions.bth.catholic.edu.au/en/listing/>

Applicants will be kept informed of the progress of their application.

For further enquiries please contact Julia Evans Human Resources Services Manager on 0457 319 411 or by emailing j.evans1@bth.catholic.edu.au

The School

St Columba's Yeoval Primary School is proud of the students, parents and staff who make up their warm and friendly community. The school is a place of celebration where students are supported in their spiritual, academic, physical and social development in a nurturing, Christ-centred environment.

Additional information:

- Our schools are Professional Learning Communities Click [here](#) to discover what that means.
- Click [here](#) to view CEDB's 2022-2026 Strategic Direction document.

The Town

Yeoval is a quiet rural town on the crossroads between Dubbo, Wellington and Parkes. Like most of Cabonne Shire it is surrounded rich agricultural land known for its production of fine wool, wheat, orchards, canola, vineyards, beef cattle and fat lambs. It is a town famed for its connections with 'Banjo' Paterson who spent his first seven years on the family property, 'Buckinbah'.

The vibrant regional city of Dubbo, home to Taronga Western Plains Zoo, is just a 50 minute drive from Yeoval and offers many attractions including shopping, dining, festivals and exhibitions. Also situated less than a 60 minute drive from Yeoval is the large town of Orange offering a wide range of facilities and services.

Selection Criteria

We anticipate that people interested in this role will be able to demonstrate:

- Personal commitment to the teachings and practice of the Catholic Faith and able to lead a school as a faith filled Catholic community
- A career in primary school education with leadership experience
- Energy and genuine passion for student learning and wellbeing in a Catholic context
- A comprehensive understanding of contemporary educational issues and thinking and capable of driving teaching and learning that caters for the diverse range of students
- A demonstrated ability to lead teacher performance in a standards environment, to coach and mentor staff and to build capacity.
- A demonstrated capacity to embrace and foster in others the principles of the CEDB Accreditation Policy to Work, Teach and Lead in Systemic Catholic Schools.
- A demonstrated ability to lead a contemporary professional learning community committed to whole school improvement and transformation
- A demonstrated ability to lead change through consultation and collaboration with all stakeholders
- Highly developed interpersonal, communication and presentation skills
- Welcoming, visible and accessible to the school community, with the willingness to be also involved within the wider Parish and communities
- Models lifelong learning and the ability to seek feedback and reflect on personal effectiveness
- Holds appropriate post graduate qualifications (e.g. in Education, Religious Education, Theology, Leadership)
- Is accredited, or qualified to be accredited, for Senior Leadership in a Catholic Schools (Category E), CEDB Accreditation Policy to Work, Teach and Lead in Systemic Catholic Schools

Position Description

Position Title: Principal
Responsible to: The Executive Director of Schools

Role and Responsibilities

The Catholic school principal serves as a Christ-centred leader who models the principles of our Quality Catholic Education framework. The principal leads across the school community to form the school as a centre of faith, inclusion and missionary discipleship. They nurture and enhance the school as a professional learning community that is committed to high levels of learning for all. The Principal has responsibility for supporting and monitoring the learning and growth of committed teachers and setting high standards for students and staff performance, enabling all to make a positive contribution to the world. Based on high levels of relational trust, the principal ensures mutual respect and positive, professional and caring relationships. The principal prioritises equity and sustainability in applying the resources to build a high performing school consistent with the teachings of the Catholic Church. In all professional areas, the Principal is responsible to the Executive Director of Schools.

As the Principal Leader of the school, the Principal promotes the vision and mission of Catholic Education Diocese of Bathurst through Religious, Educational and Enabling Leadership.

Religious leader:

Religious leadership nourishes, articulates and expresses the living faith. Guided by this faith, leaders enrich and inspire others to experience its gift and give witness to the faith community.

They have attributes that:

- are reflective, self-aware and deeply spiritual
- develop productive and positive relationships
- nurture the wellbeing of all: students, staff and parents
- apply ethical standards to complex and values sensitive situations
- nourish their own and others' prayer life
- build links and relationships with the Parish and across the Diocese

Hence as a religious leader, the Principal

- leads the school community ensuring that students receive a quality education in the Catholic faith and teachings
- is accredited at Category E, is in the process of attaining or will commit to attaining Category E Accreditation for Senior Leadership prior to the conclusion of their first three-year contract
- ensures the promotion of education in faith within the school, through personal example and through the primacy given to the development of and participation in a sound Religious Education program which includes prayer and worship
- facilitates staff spiritual and professional formation, deepening the charism of their school community

- facilitates a positive school climate amongst students and staff with high levels of relational trust, and actively promotes Jesus Christ and His teachings as central to the core mission of the school
- ensures effective pastoral care of members of the school community by establishing, guiding and monitoring the processes for identifying and responding to their respective needs
- ensures that appropriate consultation/communication with parents and the Parish Priest(s) are in place and implements so that the school operates as a part of the Catholic community.

Educational leader:

Education leaders promote, establish and monitor learning and teaching that is personalised, adaptive, collaborative, insightful and enriched with a Catholic worldview. They inspire and model innovative, inquiry-based learning.

They have attributes that:

- facilitate innovative and contemporary learning and teaching
- advocate a shared vision of learning which acknowledges the strong correlation between effective pedagogy and student outcomes
- build a collaborative, inquiry-based school culture
- recognise, promote and celebrate quality performance
- build teacher capacity to transform the learning community
- use professional learning to lead change, development and school improvement.

Hence as an educational leader, the Principal

- creates a positive culture of challenge and support enabling effective teaching that promotes motivated independent lifelong learners
- sets high expectations for the whole school through careful collaborative planning, monitoring and reviewing the effectiveness of learning
- sets high standards of behaviour and attendance, and encourages active engagement and a strong student voice
- leads and manages innovation and change to ensure the school's vision and strategic plans and actioned and goals and intentions realised
- demonstrates adaptive behaviour that responds to changes in priorities and imperatives
- models collaborative leadership and engages with other schools and organisations to share and improve practice
- contributes to informing system initiatives in learning and teaching
- ensures the school provides an optimum physical learning environment
- carefully utilizes resources to maintain and develop school premises, equipment and facilities, consistent with Statutory Regulations.

Enabling leader:

Enabling leaders drives our core purpose in faith and learning. Enabling leaders manage the school's human, physical and financial resources effectively and efficiently to achieve the school's educational goals and priorities.

They have attributes that:

- develop an efficient and effective workplace
- build capacity to respond to educational agendas and community needs
- demonstrate and nurture effective communication and decision making
- foster a culture of change and innovation that is organisationally sustainable
- develop and provide opportunities for professional learning
- engage in strategic, compliant and community orientated planning
- build a collaborative culture that supports safe, ethical and transparent behaviour
- demonstrate personal commitment to continuous improvement using problem solving, creative thinking and strategic planning
- work with the school community to promote and sustain school improvement informed by school effectiveness research
- ensure management and financial planning are integrated and aligned with the vision and mission and hence with learning priorities.

Hence as an enabling leader, the Principal

- models prudent and careful stewardship
- has a commitment to continuous improvement, innovation and evaluation of performance
- has Vision and Mission as central to planning and decision making
- supports the core vision of Catholic education
- develops and maintains positive partnerships with students, families, carers and the wider community
- establishes effective structures and processes for engagement of families and carers with respect to student learning, and activities that enhance and enrich the school
- monitors accountabilities, ensures they are met and delegates tasks appropriately
- ensures that structures and processes locate governance, management and leadership activity at the appropriate level.

Conditions of Employment

- Salary: Paid in accordance with the NSW and ACT Catholic Systemic Schools Principals Multi-Enterprise Agreement 2020.
- Superannuation: 10.50% that is paid in addition to the salary.
- Salary packaging is available.
- Tenure: the initial appointment is for 3 terms. A secondment will be considered for those currently employed with the Catholic Education Diocese of Bathurst.
- Relocation and subsidised accommodation assistance will be provided where required.
- The successful candidate will hold appropriate NESA accreditation and be subject to mandatory child protection screening.