
DATE:	July 2020
ROLE:	Principal
RESPONSIBLE TO:	Executive Director of Schools
ACCOUNTABLE TO:	Executive Director of Schools

PURPOSE OF THE ROLE

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.

KEY AREAS OF ACCOUNTABILITY

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.*

The Employer reserves the right to vary this position description from time to time at its sole discretion.