

POSITION TITLE:	Assistant Principal – Catholic Identity & Wellbeing
SECTION:	Holy Cross School, Trinity Park
REPORTS TO:	Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> APRE Allowance 3 Points
AUTHORISATION:	Executive Director

Catholic Education – Diocese Of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant 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 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

Our staff are supported to experience success and satisfaction in their vital role.



Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World

Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Holy Cross School

Nestled in the picturesque surroundings of the Macalister Mountain Range, Holy Cross School is an integral part of the Northern Beaches Parish in Cairns. Established in 1987 on the former grounds of a sugar cane farm, the school's foundation reflects the parishioners' vision to nurture the faith and growth of their children in a Catholic environment.

At Holy Cross, we are committed to academic excellence and pastoral care, seamlessly integrating both within the framework of gospel values. Our inclusive community fosters a strong sense of belonging, where every child is valued, and their individual talents, needs, and well-being are prioritised. With over 560 students from Prep to Year 6, we take pride in our dedication to the holistic development of each student, promoting just and equitable opportunities for all.

Our staff deeply care about our students—about their learning, health, and emotional well-being. By creating a supportive and positive learning environment, we ensure that each child's unique abilities are identified and nurtured. This approach cultivates not only a love of learning but also mutual respect and a sense of community.

Holy Cross School is more than a workplace; it's a community where every staff member is respected, valued, and celebrated. We believe that when our staff thrive, our students excel, so are dedicated to fostering an inclusive and collaborative environment where everyone can achieve their best.

Joining Holy Cross means becoming part of a dynamic, forward-thinking team that inspires growth, learning, and success together. We provide opportunities for continuous professional growth and development, encouraging innovative teaching practices to empower our students to reach their full potential.

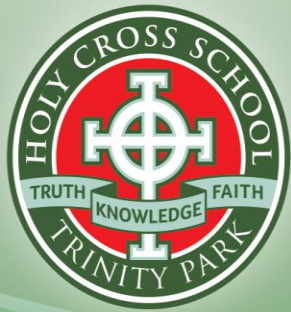
Holy Cross School is a family; everyone is welcome.

Purpose Of The Role

The *Assistant Principal - Catholic Identity & Wellbeing* is responsible for providing creative and visionary leadership in promoting the Catholic ethos across all aspects of the school community. This role is central to implementing the *Encounter Catholic Identity Framework* and embedding the pedagogical principles of *Catholic Dialogue Schools* within the school's culture and educational practices.

In this capacity, the *Assistant Principal - Catholic Identity & Wellbeing*:

- **MODELS THE CATHOLIC ETHOS**
Demonstrates and fosters a strong commitment to the Catholic faith and mission, ensuring that the school's values and objectives align with the broader mission of Catholic Education.
- **LEADS FAITH FORMATION:**
Works collaboratively with the Leadership Team to design and facilitate a variety of formative and spiritually enriching experiences for students, staff, and the broader Holy Cross community. These initiatives are aimed at deepening the understanding of the Church's mission and encouraging personal encounters with Jesus Christ and the Catholic faith.
- **PROMOTES SOCIAL JUSTICE:**
Actively engages students and staff in outreach and social justice activities, guided by the principles of Catholic Social Teachings, to cultivate a sense of responsibility for the broader community and a commitment to social justice.



- **FOSTERS SPIRITUAL AND RELIGIOUS DEVELOPMENT:**

In conjunction with the Principal and other staff, holds whole-school responsibility for enacting the Gospel mission. This includes the promotion of spiritual growth, religious literacy, and a culture of justice and equity within the school.

- **LEADS WELLBEING INITIATIVES:**

Support and leads the Wellbeing Team to ensure parents, teachers, school officers, and students are equipped with the knowledge, understanding, and support necessary to achieve their fullest potential. The role emphasizes the development of skills that enable individuals to grow into life-giving adults who contribute positively to society and leave a meaningful impact on the world.

The role is exercised in alignment with the vision, mission, and values of Catholic Education within the Diocese of Cairns. As a Senior Leader at Holy Cross School, the *Assistant Principal - Catholic Identity & Wellbeing* contributes to the overall culture and success of the school through a spirit of collaboration and subsidiarity.

Essential Duties and Responsibilities

The essential duties and responsibilities for the position are derived from the Encounter Catholic Identity Framework, CEDC Leadership Framework, CEDC Strategic Plan, and research in leadership and animation of faith formation and religious education in Catholic Dialogue School contexts. Typical duties performed may include, but are not limited to:

INSPIRING AND ANIMATING THE CATHOLIC TRADITION THROUGH FORMATION

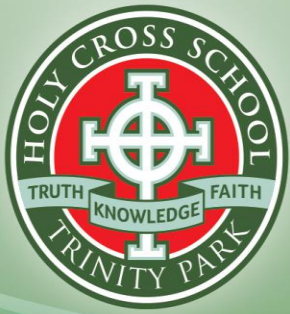
- Inspire and animate a deeper appreciation, shared awareness and understanding throughout the Holy Cross School community of the mission, vision, spirituality and role of First Nations Knowings in deepening understanding of self and relationship with the community.
- Develop and facilitate formation experiences through the development of a Formation Plan and subsequent formation experiences that invite members of the Holy Cross School community, into an experience of the *Encounter Catholic Identity Framework*.
- Respond to improving educational outcomes and engagement for students, through building recontextualised and dialogically appropriate Religious Education and Faith Formation resources through the dynamics of the *Encounter Catholic Identity Framework: Respect; Connect; Reflect; Embrace*.
- In partnership with the Leadership team, co-create and co-facilitate induction programmes for new staff; beginning teachers; and families.

ENGAGE, BUILD CAPACITY AND DEVELOP RESOURCES FOR FORMATION AND RELIGIOUS EDUCATION

- In collaboration with Holy Cross staff and the Catholic Identity team at CEDC, develop and facilitate key liturgies, experiences and events
- In collaboration with the Holy Cross Teaching and Learning team, prepare and co-facilitate and/or lead professional learning experiences pertaining to Religious Education.
- In collaboration with Holy Cross staff, generate resources to support teachers in delivering a recontextualised Religious Education curriculum.

ANIMATE THE HOLY CROSS SCHOOL VISION, MISSION AND VALUES

- In conjunction with the Wellbeing Team, promote collective responsibility and accountability for student achievement and wellbeing through the animation and implementation of Holy Cross Wellbeing Framework, MTSS-E and the Holy Cross Social-Behavioural Success (SBS) Chart.
- Provide leadership for the Holy Cross School community in responding to recommendations stemming from the Enhancing Catholic School Identity (ECSI) survey data and recommendations.



ENHANCE RELATIONSHIPS AND PARTNERSHIPS WITHIN THE HOLY CROSS SCHOOL COMMUNITY

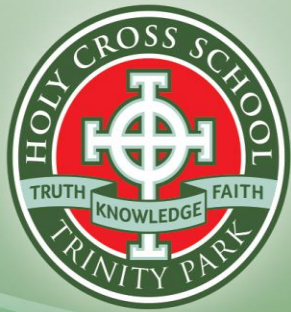
- In conjunction with the Leadership Team, animate School and Community partnerships to enable authentic connections and purposeful and intentional partnerships
- In conjunction with the Leadership Team, lead the Holy Cross School Service and Outreach program enabling a systemic and coordinated approach to facilitating experiences that invite students to an encounter with the person of Jesus through action.
- Collaborate with Holy Cross School staff to embed the whole school approach to student voice, leadership and agency activities.
- Provides leadership to Holy Cross School staff in responding to Truth-telling, Healing and Reconciliation initiatives at Holy Cross School.
- Liaise and build relationships with Parish Priest, Catholic Education Services Directorates Identity and Outreach and First Nations Education
- Proactively support Diocesan initiatives.

FOSTER AND EMBED CATHOLIC DIALOGUE SCHOOL PRINCIPLES IN THE HOLY CROSS SCHOOL COMMUNITY

- Support the Principal in the efficient and effective management of the school within the CEDC context ensuring compliance with all funding bodies, Non-State School Accreditation Act, and other legislation applicable to schools.
- Modelling principles of dialogue and encounter to ensure effective decision-making processes, independently and in consultation with the Principal as and when required advocating for action which is based on Gospel values and evidence for what is the common good of the community.
- Facilitate the alignment of policies, processes and activities which help animate and uphold the Catholic Identity and Outreach of Holy Cross School.
- Actively present at school events and special functions including attendance at HCS CONNECT, Parish Council Meetings; Parent Information sessions, Expo, Orientation Days and Celebrations of Learning.
- Support the Northern Beaches Parish Sacramental Co-ordinator with facilitation of the Sacramental Program.
- Other duties as delegated by the Principal.

Genuine Occupational Requirements

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with and regulate 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, Google Apps and iPads 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



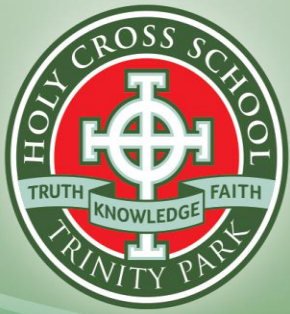
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace
- Facilitate the prevention of child harm by recognising and responding appropriately

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Work is normally performed in an outdoors environment and may involve frequent exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the office/school environment appropriate to the position
- Frequent 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

- 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 Position Statement for Senior Leadership Positions in Catholic Schools in Queensland
- Successful teaching experience including religious education
- Leadership experience:
 - Demonstrated ability in religious and 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 with particular reference to Religious Education
- 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
- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Current drivers licence
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Promote child safety at all times



Related Documents

- Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland
- 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

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 2009;
- 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:
