

POSITION TITLE: Deputy Principal – Identity and Outreach

REPORTS TO: Principal

CLASSIFICATION: Remuneration in accordance with the *Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland*
(Available at www.cns.catholic.edu.au)

AUTHORISATION: Executive Director

‘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 Deputy 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 in the Diocese of Cairns 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.*

Catholic Education Services 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.

Catholic Education Services in the Diocese of Cairns 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 Coast.

OVERVIEW

Newman Catholic College co-located on James Cook University site, Smithfield is Cairns Catholic Education's newest college, joining a system of 29 other catholic schools and colleges. Opened in 2022, with approximately 100 Year 7 students and growing a year level each year until Year 12 is reached in 2027. Its location on and interaction with the University presents endless opportunities to meet the diverse learning needs of our students. Newman Catholic College works collaboratively with James Cook University so that learning and teaching is enhanced at all year levels.

Our curriculum at Newman Catholic College centres on design, digital and inquiry-based learning. It is strategic in its intent to promote the development of skills such as problem solving, critical analysis, and creative thinking; a curriculum that is innovative, digital and design focused, and forward thinking for all students, wherever they are on their learning journey.

Newman Catholic College has as its heart the Gospel and as such supports an inclusive enrolment policy. Our charism is guided by our patron saint, Saint John Henry Newman with an underlay of St Francis of Assisi and his approach to ecology. Through this we hope that students see themselves as led to humility before the mystery and wonder of our universe. (Psalm 104 and Psalm 148). It is our desire that through growth in ecological awareness students will be encouraged to participate in practical programs and initiatives that serve others.

Staff play a vital role at Newman Catholic College in developing opportunities of holistic education for young people and promoting the message of Christ. It is essential that staff see themselves in genuine partnership with families and the wider community, and together, seek to support the Newman Charism. Young people in our care are invited to develop skills based on the positive faith filled role modelling provided by their staff, families and community. Teaching practices at Newman Catholic College will be in line with our Newman Catholic College Learning Framework and Standards of Practice.

PURPOSE OF THE ROLE

The Deputy Principal: Identity and Outreach will provide creative, dynamic leadership in all areas related to the faith development and community outreach of students, staff and families of Newman College. In collaboration with the Principal and other members of the Senior Leadership team, the role holder has a whole of college responsibility for enacting of the Gospel mission of the College, including faith formation, religious literacy and promotion of justice.

As part of the Executive Leadership Team of the College, the Deputy Principal: Identity and Outreach is responsible for:

- Modelling and promoting a strong commitment to the Catholic ethos and the mission and objectives of Catholic Education.
- Providing leadership and direction in the ongoing strategic development of a Catholic professional learning community based on Catholic principals and truths and a commitment to the mission of the Catholic Church in Australia.
- Developing and implementing programs and partnerships for faith formation in collaboration with the Principal to bring students, parents and staff to a deeper understanding of and engagement in the life of the broader faith community including the liturgical life of the College and school retreats and Encounter Reflection Days.



- Coordinating and undertaking the provision of professional learning and formation for staff in areas of faith formation and Religious Education Curriculum
- Leading the development, implementation and monitoring of the Religious Education curriculum including assessment and reporting
- Overseeing the College Reconciliation Plan (RAP) and celebration of First Nations Knowings that intentionally support Reconciliation and Healing through a Catholic Worldview.
- Supports the initiatives and opportunities for student leadership and creation of a program for leadership through a Catholic worldview, with particular focus on providing opportunities for Student Voice
- Active engagement in the timetabling process to ensuring Religious Education is prioritised.
- With the Principal, this position is responsible for developing strong and lasting links with James Cook University, Smithfield and proactively supporting Diocesan initiatives
- Other tasks as delegated by the principal

ESSENTIAL DUTIES AND RESPONSIBILITIES / SELECTION CRITERIA

FAITH LEADERSHIP - *Inspiring and animating the Catholic Tradition*

The Deputy Principal: Identity and Outreach

- Promotion and oversight of the College's Catholic Identity via a variety of programs and initiatives that educate and engage staff, students and parents including:
 - College community masses, celebrations and ceremonies
 - Catholic formation programs
 - Induction program for staff and students
 - Retreats and *Encounter* Reflection Days
 - Community service programs
 - Social Justice experiences
 - Immersion and Pilgrimage Experiences (Domestic and International alongside On and In Country experiences).
- Embeds the *Encounter* Catholic Identity Framework into the College and actively promotes dialogue and moments of encounter with God.
- In partnership with the Principal, leads the College to understand and act upon Catholic Social Teaching, in particular the preferential option for the poor.
- Works in partnership with the Principal to create systematic and sustained formation programs including, Parent formation programs, Staff Week O, Staff and Student Retreats.
- Research and communication of current events/information in the Catholic Church
- With the Principal, develop and manage relationships with clergy, parishes, universities, formation venues and key partnerships to support the enhancement of thriving Catholic communities. Traditional Owners and the College's relationship with First Nations Peoples.
- Demonstrates active pastoral engagement, sacramental participation, and leadership in the life of the Church within the school community;
- Supports the standards of Religious Education in the school in accordance with Diocesan guidelines, Parish policies and the College's Vision & Mission Statement;
- Supports and promotes the role of the Bishop as the prime leader of pastoral and educational vision in the Diocese.
- Is committed and takes responsibility for their own faith development and is proud to share their faith with others
- Works collaboratively with the local Parish and Priests to actively support Parish Mass and sacramental programs such as R.C.I.A

EDUCATIONAL LEADERSHIP - *Engage, build capacity and develop resources*

The Deputy Principal: Identity and Outreach

- Ensures that Catholic Perspectives including Catholic Social Teaching are embedded in all curriculum areas
- Supports the maintenance of high educational standards;
- Work in partnership with the Principal to plan and deliver key liturgies and prayers and key diocesan events such as Catholic Education Week.



- Formation support for and delivery of professional learning initiatives including Catholic perspectives across all curriculum and attending APRE's Professional Learning Community.
- Generate resources for the Religious Education Curriculum.
- Work collaboratively with the Principal and Deputy Principal: Curriculum and staff, to ensure that Religious Education curriculum programs and online resources reflect the faith and tradition of the Church in a highly contemporary and practical way.
- Scope a project plan to design and write recontextualised Religious Education program 7-12 and associated assessment.
- Has oversight of all data relating to the teaching, assessment and reporting of Religious Education
- Provides leadership for the College community in responding to recommendations stemming from the Enhancing Catholic School Identity (ECSI) survey data and recommendations
- Engages in effective staff developmental learning and performance management, including monitoring, review and appraisal, providing role clarity
- Supports the Principal in the efficient and effective management of the school within the Diocesan System in compliance with all funding bodies, Non-State School Accreditation Act and other legislation applicable to schools
- Utilises 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
- In collaboration with designated Middle Leaders in Religious Education, provides clarity of purpose and direction for all teachers of Religious Education
- Provides appropriate risk management for all Religious Education and faith formation activities and experiences
- Supports the implementation and maintenance of effective pedagogical practices and Pastoral Care systems and practices;
- Supports an inclusive and diverse curriculum which caters for the needs of all students including the high potential learners;
- Provides leadership for the college community in responding to the needs and support of First Nation students as well as the College response to Reconciliation and Healing initiatives.
- Contributes to induction programmes for new and beginning teachers, and volunteers at the College encouraging a deeper understanding of the contemporary expression of the Catholic worldview of encounter and dialogue.
- Supports the implementation and maintenance of effective educational accountability practices.
- Is a Student Protection Contact and articulates School Safe practices

STAFF LEADERSHIP – Enhance all relationships and partnerships

The Deputy Principal: Identity and Outreach

Demonstrates the personal ability to be:

- A highly capable person who makes productive contributions through talent, knowledge, skills and good work habits.
 - A contributing team member who contributes individual capabilities to the achievement of group objectives;
 - A competent manager who organizes people and resources toward the effective and efficient pursuit of predetermined objectives;
 - An effective leader who supports the Principal and leadership team in uniting staff support behind the school vision articulated in the school's Vision Statement; and,
 - A leader who is able to listen and to lead through a paradoxical blend of personal humility and professional will.
- Provides effective supervision of staff and students
- Develops and implements procedures to ensure regular feedback and communication is undertaken with staff, parents and students in relation to learning and teaching in Religious Education
- Oversees formation of staff professionally, pastorally and spiritually according to appraisal outcomes and School Plan;
- Support the delivery of the Graduate Certificate in Religious Education (Partnership with ACU).
- Supports the Professional Development of staff, including maintenance of Diocesan Accreditation requirements
- Develops and maintain positive, professional relationships;
- Affirms best practice and challenges practices that are not consistent with school philosophy and ethos;
- Supports effective staff performance and review processes.

- Leads the Indigenous Liaison Officer and those involved in the Reconciliation Action Plan committee.

ORGANISATIONAL LEADERSHIP - *Management of the school*

The Deputy Principal: Identity and Outreach

- Supports the Principal in the efficient and effective management of the school within the Diocesan System in compliance with all funding bodies, Non-State School Accreditation Act and other legislation applicable to schools;
- Deputises for Principal in the Principal's absence as requested by the Principal;
- Supports the Principal in the financial stewardship of resources including accountable administration of the school funds, according to policy and procedures;
- Assists the Principal to develop and maintain processes to manage physical, human and financial resources in order to deliver an effective Religious Education program across the College
- Facilitates the alignment of policies, processes and activities which impact on the Catholic Identity and Outreach of the College.
- Supports the effective duty of care for students and staff in accordance with legislative and policy requirements
- Supports the employment process in accordance with Diocesan policies
- Is committed to the support, development, implementation and evaluation of School and Diocesan policies
- Supports the development of school policies in collaboration with the School Board
- Supports the Strategic Plan of the College
- Supports the maintenance of the plant and equipment in accordance with legislative requirements
- Supports all requirements of the Compliance Audit
- Develops and supports effective system administration practices, including: curriculum planning, reporting system, policy evaluation system, timetabling, rosters, computer administration system etc.
- Maintain appropriate behaviours when engaging with children

COMMUNITY LEADERSHIP - *Engaging and working with the community*

The Deputy Principal, Identity and Outreach:

- Promotes the Catholic Identity of the student community, staff community and wider community;
- Liaises with the parish priest in accordance with Diocesan policy and practice; and the Identity and Outreach Directorate at Catholic Education Services
- Supports, co-operates, and collaborates with the Board of Governance (Education), Catholic Education Services, College Board, Parents and Friends' Association, Religious Orders, First Nations Traditional Owners and members of the wider community.

STRATEGIC LEADERSHIP - *Leading improvement, innovation and change*

The Deputy Principal: Identity and Outreach:

- Makes independent and appropriate decisions as they relate to the operation of the School in alignment with principles underpinning College values and strategic objectives; and,
- Seeks guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.

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 College; and,
 - Develop in students an appreciation and acceptance of Catholic values through teachings and by personal example, integrity and behaviour.
- 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; and,
 - 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.

- Collaborate with the Deputy Principal: Curriculum to ensure Catholic perspectives are embedded across the all curriculum.
- Create and maintain safe, supportive and caring environments
(Refer to *National Professional Standards for Teachers, Number 4*).
 - Communicate effectively with students including using appropriate interpersonal skills; and,
 - 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; and,
 - 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; and,
 - Contribute to the school community.
- 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; and,
- 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;
- Manoeuvring within the office/school environment appropriate to the position;
- Frequent driving of a motor vehicle;
- Frequent use of telecommunication and electronic equipment; and,

MANDATORY QUALIFICATIONS AND REQUIREMENTS

- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Experience in preparing, leading, liturgical celebrations, such as whole school Masses
- Masters degree with subjects completed in Religious Education, Theology, Scripture or related discipline as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland
- Highly developed understanding and experience in and personal commitment to spiritual formation and Catholic Education
- An ability to build positive relationships within professional learning networks that effect improvement in learning

- A demonstrated knowledge and commitment to integrating contemporary learning principles within P-12 Religious Education Curriculum
- Registered or eligible to register with Queensland College of Teachers;
- Conversant with the Australian Curriculum and the QCAA Senior Curriculum including QCE, QCIA, VET, and AARA;
- Successful teaching experience, including demonstrated leadership in Religious Education;
- Leadership experience:
 - Demonstrated ability in education leadership;
 - Demonstrated administrative ability; and,
 - 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;
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements;
- Promote child safety at all times;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education; and,
- Current drivers' licence.

HIGHLY DESIRABLE CRITERIA

- Senior leadership experience (APRE/Director of Mission/AP or Principal) and current experience and demonstrated effectiveness in Religious Education teaching in Catholic Education
- 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 and Digital Technology; and,
 - Accounting/finance procedures.
- Legal issues effecting schools.

RELATED DOCUMENTS

- 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
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland 2015-2019

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.