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| POSITION TITLE: | Deputy Principal – Head of Secondary |
| SECTION: | MacKillop Catholic College, Mount Peter |
| REPORTS TO: | College Principal |
| CLASSIFICATION: | Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> |
| AUTHORISATION: | Executive Director |

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting leaders to co-create 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, to innovate, to explore possibilities and to achieve excellence.

Due to its size and diversity, leaders have access to a wide range of professional opportunities and our current leaders are already engaged in, and in some cases leading, national and international forums.

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. Future schools are planned over the next five years.

All schools and colleges are within a two-hour drive of Cairns with the exception of Cooktown, Waibeni (Thursday Island) and Weipa which 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 is the responsibility of the Executive Director of CEDC. 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 accountabilities.
- Monitoring the 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 leaders are supported to experience success and satisfaction in their vital role.

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Cairns also offers many lifestyle opportunities that can be found in few other places. Cairns 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 direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

MacKillop Catholic College (www.mackillopcatholiccollege.qld.edu.au), a master-planned contemporary Prep to Year 12 College, was established in 2016 with Prep-Year 3 classes. The College has progressively developed by year levels and celebrates the first Year 12 cohort graduating in 2025.

Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21st century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individualised learning through inquiry, meta-cognition, collaboration, and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.

PURPOSE OF THE ROLE

The primary role of the Deputy Principal – Head of Secondary is to assist the Principal in the overall leadership of the College. The Deputy Principal – Head of Secondary will provide general leadership to support the Principal in:

- growing the engagement, progress, achievement, and wellbeing of each student in the College.
- building a sustainable College community, ensuring stewardship of resources (including staffing) with transparency, accountability, and compliance.
- building the religious life of the College and a vibrant Catholic identity within the College community.

The reporting responsibility is directly to the Principal. With other members of the College Leadership Team, the role assists the Principal in the spiritual, academic, pastoral, and administrative domains of Leadership.

The Deputy Principal – Head of Secondary is directly responsible for overall strategic operations and management of the College including people and culture. The Deputy Principal – Secondary will work closely with the Principal and other members of the College Leadership Team to promote and foster the implementation of the College Vision, Mission, and Strategic Directions.

The Deputy Principal – Head of Secondary deputises for the Principal:

- by formal delegation accepts responsibility for the College in extended absence of the Principal.
- by informal delegation represents the Principal at functions, associations, and networks.
- with delegated authority when dealing with staff, students, and parents.



ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities for the position are derived from the CES Leadership Framework. The Leadership Framework describes five separate domains of Leadership each with three capabilities which assists leaders understand and focus on the type of leadership that best meets the needs of our local context. Typical duties performed may include, but are not limited to:

TAKE THE LEAD (inclusive of three capabilities: Setting the Vision and Direction, In the Know, and Leading Authentically)

- Be an active member of the Senior Leadership Team and College Development Team, demonstrating an open, flexible, and creative approach, working to ensure that MacKillop Catholic values, goals, and Mission Statement are reflected in practice across the College and are promoted within our wider community.
- Will assume active day to day leadership and organisation of the College's secondary sector through pastoral, curriculum and administration processes:

Pastoral

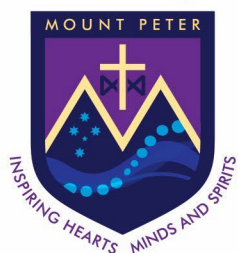
- Articulate a clear instructional vision alongside the Principal with a sector-wide focus on optimal learning and wellbeing that is data-driven, evidence-based and founded on the following beliefs:
 - all students can achieve high standards given the right time and the right support;
 - all teachers can teach to high standards given the right time and the right assistance.
- Demonstrates active pastoral engagement, sacramental participation, and leadership in the life of the Church within the College community.
- Leads a culture of high expectations, performance and commitment to growth.
- Leads, enhance and support a culture of feedback, reflection, self-review, and improvement.
- Leads the effective duty of care for students and staff in accordance with legislative and policy requirements.
- Promotes and support the Principal to lead the strategic purpose of Catholic identity, culture, gospel values, evangelization, faith education, liturgy, and prayer.
- Contributes to a spirit of welcome, hospitality and authentic dialogue in the College.
- Maintains appropriate behaviours when engaging with children.

Curriculum

- Have current knowledge of curriculum development and contemporary pedagogy and the role of data in improving student learning as well as expertise in the implementation of curriculum, especially Queensland Senior Secondary Queensland Certificate of Education (QCE) structures and processes.
- Leads the maintenance of high educational standards and compliance and requirements with external governing bodies registered training organisations in line with AC and QCAA.
- Leads the implementation and maintenance of effective curriculum programs and pedagogical practices.
- Leads the tracking, analysis and management of Secondary student data to inform College priorities, targets and teaching and learning programs.

Administration

- Exercise a significant role in effective communication within the College and lead the planning and organisation of Secondary meetings and assemblies.
- Lead as a member of the College Leadership Team at significant College events, eg. Award Ceremonies, Open Evening, Presentation Evenings and Parent Teacher interviews.
- Lead the development of the College Annual Improvement Plan and Professional Learning Plan.
- Supports the Principal in the efficient and effective management of the College within the Diocesan System in compliance with all funding bodies, Non-State School Accreditation Act, and other legislation applicable to Colleges.
- Implementation of Student Protection policies, processes, and compliance within the Secondary sector.



THINK IT THROUGH (inclusive of three capabilities: Logical Thinking, Creative Thinking and Conceptual Thinking)

- Have significant experience in a leadership position in a College setting or similar in a variety of areas, ie. curriculum development, timetabling, pedagogic practices, behaviour management and team development.
- Have a demonstrated ability to gather, process and analyse educational and other performance data to strategically inform College improvement and decision making.
- Works through problems in accordance with operational directions, guidelines, and procedures.
- Communicate expectations to staff and provide support and guidance when necessary.

WORK TOGETHER (inclusive of three capabilities: Communicating Clearly, Working Systematically and Building Relationships)

- Work collaboratively with leadership and staff to promote the College as a centre of quality learning and teaching and encourage a climate of excellence where students are engaged and empowered to develop their knowledge, skills, and capabilities and thus achieve their potential.
- Work collaboratively with leadership and staff to promote and enhance the Catholic identity and Josephite ethos of the College and ensures that all College practices and procedures reflect the Vision, Mission, and Values of the College.
- Supports the Assistant Principal – Students with the implementation and maintenance of effective Pastoral Care systems and practices, including College-wide positive behaviour processes which build a positive culture within the College community.
- Lead and support Secondary team to promote collective responsibility and accountability for student achievement and wellbeing.
- Oversee and mentor professional learning of staff through a responsive professional learning plan to build professional learning communities.
- Develop and maintain positive, professional relationships and communicate effectively to resolve issues in a positive manner.
- Develop partnerships with parents and ensure appropriate communication.
- Demonstrates the personal ability to be a highly capable person who makes productive contributions through talent, knowledge, skills, and excellent work habits:
 - A competent leader who organizes people and resources toward the effective and efficient pursuit of predetermined objectives;
 - A leader who is able to listen and to lead through a paradoxical blend of personal humility and professional will.
- Supports the Principal in the financial stewardship of resources including accountable administration of College funds, according to policy and procedures.
- Supports, co-operates, and collaborates with the Board of Governance (Education), Catholic Education Diocese of Cairns, School Board, Parents and Friends' Association, and members of the wider community.
- Leads and supports collaborative planning for learners' positive transition between the Primary sector and the Secondary sector.

FOCUS ON IMPROVEMENT (inclusive of three capabilities: Intellectual Versatility, Future Oriented and Taking Responsibility)

- Promote and support leadership and culture of continuous improvement to colleagues in the areas of faith development and wellbeing programs.
- Provide effective supervision of staff, with particular focus on sector-wide organisation and activities, innovation, and communications.
- Supports the development of College policies in collaboration with the School Board.
- Induct staff in Secondary curriculum, planning and assessment requirements, such as QCE and VET, as set out in the College Pedagogical Framework.
- Collaborate with the Assistant Principal – Administration to manage the College calendar, organisational and operational activities.



REFLECT AND GROW (which includes three capabilities: Developing Capacity, Faith Formation and Personal Mastery)

- Supports the standards of Religious Education in the College in accordance with Diocesan guidelines, Parish policies and the College's Mission Statement.
- Takes responsibility for one's own spiritual development.
- Is knowledgeable about current educational trends and issues, nationally and internationally.
- Models lifelong learning.
- Lead effective staff developmental learning and performance management, including monitoring, reviewing annual Professional Growth in Action Plans (PGiAP's), for Secondary staff.
- Grow their understanding of contemporary leadership principles and practices.
- Supports the Spiritual Formation and Professional Development of staff.
- Is committed to the support, development, implementation, and evaluation of College and Diocesan policies.
- Seeks guidance and authorisation as appropriate when undertaking tasks which are not routine to the role.
- Provides leadership for innovative and visionary development in the Secondary sector.

GENUINE OCCUPATIONAL REQUIREMENTS

- Facilitate the prevention of child harm by recognising and responding appropriately
- 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 and Google 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

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 use of telecommunication and electronic equipment



MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Participation in and commitment to the sacramental life of the Catholic Church
- Understanding and commitment to education in the Catholic tradition
- Postgraduate (Master level) qualifications in Education and/or Religion as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland
- Leadership experience:
 - Demonstrated ability in religious and education leadership
 - Demonstrated administrative ability
 - Demonstrated skills in interpersonal relationships
- Demonstrated 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 College community
- Skills for building community including facilitation, delegation, and consultation
- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Promote child safety at all times
- Current drivers' licence
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education

RELATED DOCUMENTS

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland
- Senior Leadership positions in Catholic Schools in Queensland (QCEC Policy)
- Leadership Framework in the Cairns Diocese

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.