

# POSITION DESCRIPTION



**ST MARY'S**  
Catholic College

<b>POSITION TITLE:</b>	<b>Deputy Principal</b>
<b>SECTION:</b>	<b>St Mary's Catholic College</b>
<b>REPORTS TO:</b>	<b>The Principal</b>
<b>CLASSIFICATION:</b>	<b>Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i></b>
<b>AUTHORISATION:</b>	<b>Executive Director</b>

## 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 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 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.

## Overview – St Mary's Catholic College

St Mary's is a dynamic and progressive family community providing quality Catholic education for the last 40 years in the tropical southern corridor of Cairns. Opportunities await for our young people to connect, grow and excel through a holistic St Mary's education. Academic excellence, vocational innovation, sporting prowess, arts expertise, and social justice commitments form the basis of these opportunities. The St Mary's package combines outstanding facilities, contemporary pedagogy, dedicated caring staff, supportive families, warm and engaging students, and a relentless pursuit of excellence. This makes St Mary's one of a kind.

## Purpose of the Role

The role of the Deputy Principal is to work alongside the Principal in the overall leadership of the College, and deputise for the Principal with delegated authority when dealing with staff, students, and parents. The Deputy Principal will provide leadership to support the Principal in:

- building a thriving College community, through the stewardship of people and culture, with transparency and accountability.
- shaping the organisational culture, fostering a positive collegial working environment and leading the management of staff.
- growing the engagement, progress, achievement and wellbeing of each student in the College.
- building the religious life of the College with a vibrant Catholic identity within the College community.

The reporting responsibility is directly to the Principal. The Deputy Principal 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 is directly responsible for overall operations, people, culture, and management of the College.

## 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)
- Give personal witness to Gospel values and promote the Catholic identity of our College in carrying out their duties.
  - Demonstrate active pastoral engagement, sacramental participation, and leadership in the life of the Church within the school community.
  - Nurture the spiritual, theological and religious growth of self, staff and students.
  - Promote preferential options for the poor and marginalised.
  - Witness to and be active in a parish.
  - Support and promote a contemporary Catholic educational vision with focus on the student as a learner and person.
  - Articulate a clear instructional vision alongside the Principal with a College-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.
  - Lead a culture of high expectations and commitment to growth.
  - Lead, enhance and support a culture of feedback, reflection, self-review, and improvement.
  - Exercise a significant role in effective communication within the College.
  - Lead members of the College Leadership Team with the College's significant events, e.g. award ceremonies, Open Evening, Presentation Evening.
  - Maintain a presence at College events and functions.
  - lead the development of the School Annual Improvement Plan and the Professional Learning Plan.
  - Embed a culture of high expectations and performance.
  - Maintains appropriate behaviours when engaging with children

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

- Communicate expectations to staff and provide support and guidance when necessary.
- Lead staff consultation activities, e.g. Local Consultative Committee.

- Organise the day to day running of the College, ensuring effective resource management that brings about minimal disruption to learning and promote the success of students and staff.
- Ensure compliance with relevant policy and legislative requirements.
- Facilitate the alignment of policies, processes, and activities within.
- Coordinate efficient systems of data and records management and retention

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

- Contribute to a spirit of welcome, hospitality and dialogue in the College.
- Support and promote collective responsibility and accountability for student achievement and wellbeing.
- Provide effective supervision of staff, with particular focus on College-wide organisation and activities, innovation, Human Resources, and communications.
- Develop and maintain positive, professional relationships.
- Oversee the professional learning of staff through a responsive professional learning plan to build professional learning communities.
- Provide pastoral support to students and staff.
- Be responsible for College reporting processes, including 'Parent Student Teacher Interview' processes
- Promote positive interpersonal relationships within the College, which reflect Gospel values.
- Engage in processes to build community.
- Develop partnerships with parents and ensure appropriate communication with parents.
- Communicate effectively and resolve issues in a positive manner.
- Support pastoral care and behaviour support programs which build a positive culture within the school community.

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

- Support the standards of Religious Education in the school in accordance with Diocesan guidelines, Parish policies and the College's Mission Statement.
- Support the Principal to lead the strategic purpose and Catholic identity.
- Lead effective change with a clear plan and goals.
- Support the development of a contemporary, holistic, high-quality curriculum.
- Support high expectations and standards and the systematic monitoring of student learning.
- Support appropriate assessment, reporting and evaluation processes.
- Work in close collaboration with members of the College Leadership Team to develop a sense of team, purpose, and vision for school improvement.
- Coordinate appraisal processes for Middle Leaders.
- Induct staff in the Code of Conduct, policy requirements and mandatory training procedures.
- Support the Principal to develop and maintain processes to manage physical, human and financial resources in order to deliver effective education programs within the College.
- Oversee the planning and coordination of whole school meetings.
- Oversee the preparation of the College calendar, organisational and operational activities.
- Solve day-to-day problems in accordance with operational directions, guidelines and procedures.
- Manage the change process with the Principal, including making tough decisions when necessary to move the College and students forward.

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

- Take responsibility for one's own spiritual development.
- Be knowledgeable about current educational trends and issues.
- Model lifelong learning.
- Lead effective staff developmental learning and performance management, including monitoring, review, and appraisal.
- Grow their understanding of contemporary leadership principles and practices.

## **Genuine Occupational Requirements**

- Facilitate the prevention of child harm by recognising and responding appropriately
- Accountable and responsible for ensuring professional behaviour
- Accreditation to teach Religious Education
- Exemplary educational leadership skills, experience and knowledge of contemporary leadership principles and practices.
- Excellent communication and interpersonal skills including team building, coaching, and mentoring.

- High level facilitation, mediation, and grievance management skills.
- Ability to regulate own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Demonstrated ability to work independently, as a part of a College Leadership Team and as a proactive and collaborative team leader.
- 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 accept responsibility for own work, prioritise workloads and manage multiple tasks with competing timelines
- Competent use of digital technologies with intermediate to advanced skills in Microsoft applications necessary to demonstrate the required range of skills and tasks

**Physical requirements of the position:**

- The work is normally performed in a typical interior office with maneuvering within the College 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 and the College.
- A strong demonstrated commitment to the objectives, vision, and ethos of Catholic Education.
- Professional qualifications in Education and Religion as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland. Appointees who do not hold the required postgraduate qualifications in Religious Education, Theology or Christian Leadership at time of appointment will be required to complete the appropriate study, within a designated timeframe, as set out in their contract of employment.
- Registered or eligible to register with Queensland College of Teachers.
- Successful teaching experience, including religious education.
- Leadership experience with demonstrated ability in educational leadership, administrative excellence, and interpersonal relationships.
- Written and verbal communication skills of a high standard.
- Capacity to understand and implement Duty of Care and Workplace Health and Safety and other compliance requirements.
- Current driver licence.

## **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.