

## POSITION DESCRIPTION



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| <b>POSITION TITLE:</b> | Assistant Principal STAFF [Prep - Year 12]  |
| <b>SECTION:</b>        | St Andrew's Catholic College  |
| <b>REPORTS TO:</b>     | The Principal   |
| <b>CLASSIFICATION:</b> | Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement - Diocesan Schools of Queensland</i> |
| <b>AUTHORISATION:</b>  | Executive Director  |

### 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, Waiben 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.

## Purpose of the Role

The Principal provides leadership and exercises prudential stewardship of the Catholic School.

*The Assistant Principal - Staff P - 12 has responsibility for the day to day operation of the College ensuring that Learning and Teaching and the Wellbeing of all who access the College site is prioritised and communicated effectively in a safe and well organised manner of working.*

## 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)

The daily operations of the College include:

- Being responsible for the day to day running and organisation of the College (Prep - Year 12) including:
  - Staffing logistics for all staff including teaching and non teaching (over 260 staff)
  - Communication to all staff on procedures, updates, events, expectations
  - Timetables for teachers including allocation of Playground Duties
  - Daily arrangement of relief staff
  - Induction of new staff
  - Coordinate staffing for onsite activities, excursions, camps, retreats and replacement staff as required
  - Coordinate exam timetables
  - Coordinate College events, including Presentation Evening. Lockdowns, Fire Drills
  - Monitor the wellbeing of all staff, providing support as required
  - Monitor the arrangements of Professional Development of staff at the College including record keeping of PD on QCT and iLearn
  - Assisting Provisional teachers move to Full Registration
  - Tracking of all staff leave via WSS
  - Monitoring and approval of Timesheets for relief staffing
  - Manage the whole of College Calendar, including scheduling of events
  - Management of Bus and Theatre timetable and movement
  - Coordination of PAT Testing – OARS updated
  - Management and coordination of College photographs (both staff and students)
  - Line management of Administration staff - communicate leave replacement, job allocation, complaints, etc
  - Line management of staff including Head of Sport, Nurse, Bus Driver, Library staff and others as delegated
  - College security - on call all hours for emergencies as raised by the College Security system
- Fosters the Catholic ethos and identity of the school community, integrating beliefs and values into all

facets of college life and learning, communicating an inspiring and positive future:

- Supports and promotes collective responsibility and accountability for student achievement and wellbeing
- Supports high expectations and standards and the systematic monitoring of student learning
- Works in close collaboration with other leadership team members to form an effective team, with a capacity to “read the room” and be armed with the latest information, data and pulse of the community
- Engages in effective staff developmental learning and performance management, including monitoring, review and appraisal, providing role clarity
- Establishes effective and efficient routines which allow staff to engage in their daily work with clear organisational requirements and supports
- Contributes to the Strategic Planning process and annual Improvement Plan with a particular focus on implications for the day to day operation of the College
- 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
- Coordinates rosters, meeting schedules and the organisational elements of College assemblies
- Provides organisational guidelines and routines for School Photo day
- Coordinates the College Supervision rosters
- Coordinates the College Calendar and negotiates with other relevant stake holders for planning and date claiming
- Supports staff induction programmes for new and beginning teachers, and volunteers at our school
- Maintains appropriate behaviours when engaging with children and young people
- Is a Student Protection Contact and articulates School Safe practices

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

- Assists the Principal to develop and maintain processes to manage physical, human and financial resources in order to deliver effective education programs within the school
- Facilitates the alignment of policies, processes and activities with the SAIP
- Provides clarity of purpose and direction for staff pursuant to any physical, personnel or environmental factors which may impact on the daily operation of the college
- Communicates in a clear and timely manner any variations to daily routine
- Has the practical advice for the college to respond to emergencies, evacuations, lockdowns or Critical incidents
- Assists with the compliance to relevant policy and legislative requirements
- Provides appropriate risk management for major college events
- Coordinates efficient systems of data and records management which may inform organisational practice
- Advocates for effective human, financial and material resourcing within the relevant component of the school budget
- Provides support to staff when it comes to student behaviour and student well-being



**WORK TOGETHER** (inclusive of three capabilities: Communicating clearly, working systematically and Building relationships)

- Develops and implements procedures to ensure regular feedback and communication is undertaken with staff, parents and students in relation to organisational matters
- Exercises a significant role in effective communication within the school around organisation and workplace changes likely to affect daily routine
- Supports and implements the school's Positive Behaviour Support Program in consultation with parents when required
- Uniform compliance
- Oversight of Staff attendance
- Maintains a relief teacher list and arranges necessary relief of teachers for the whole college
- Manages PPCT time
- Assists in the general administration of the school, providing advice and solutions to organisational requirements for planned events, emergencies and logistics
- Supports the communication, training, and supervision of staff
- Supports the preparation and update of the school's handbooks, website and associated communications in relation to organisational matters and routines
- Maintains a presence at school occasions and functions
- Engages in processes to build community
- Develops partnerships and ensure appropriate communication with parents
- Attends P&F and School Board meetings as required for organisational matters
- Provides organisational and logistics support for Parent Information sessions, Expo, Orientation Days and Celebrations of Learning

**FOCUS ON IMPROVEMENT** (inclusive of three capabilities: Future oriented, taking responsibility and intellectual versatility)

- Works with the Principal and Leadership Team in establishing, implementing and reviewing the school's Self Assessment IP
- Is part of the Whole College Review Implementation Plan of July 2022, leading those actions which are of particular focus for Staff
- Supports quality change processes
- Is an effective leader of change and improvement
- Uses relevant data to review and renew systems within the school in response to changing needs and contexts
- Accepts responsibility for specific tasks associated the role stemming from the Annual school review and improvement processes
- Provides opportunities for Student Voice in relation to organisational matters and routines

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

- Articulates the Vision, Mission and Values of the College for staff, students and parents of Yrs 7 - 12
- Communicates effectively and resolves issues in a positive manner
- Contributes to a culture of reflection, self-review and improvement



- Develops a Professional Growth in Action Plan annually, critically reflects on personal performance and shows a commitment to own ongoing learning in order to improve performance
- Uses relevant data to review and renew systems within the school in response to changing needs and contexts
- Supports the initiatives and opportunities for student leadership Yrs 7 - 12, with particular focus on providing opportunities for Student Voice
- Witness to personal faith in the Northern Beaches Parish community

## Genuine Occupational Requirements

In addition to the specific duties and responsibilities required for the position, all employees within the Diocese will demonstrate the following personal and interpersonal skills in the course of their duties:

- 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
- Excellent interpersonal skills with the capacity to deal with individuals on all levels
- Intermediate to advanced skills in Microsoft 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
- Knowledge about wellbeing principles for young children and young adults
- Strong initiative and the ability to organise their own work, set priorities, meet deadlines, and be able to work independently and within team environments
- 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 occasionally 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 use of telecommunication and electronic 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
- 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 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
- 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
- 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 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

## 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:

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Signature:

Date:

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