

# LIVE | WORK | PLAY

## COOTAMUNDRA NSW



*Seeking an instructional leader to inspire young people to grow to their potential*

## *Principal Opportunity*

**Just a leisurely drive 2 hours from Canberra!**

Cootamundra is a prosperous rural service centre whose fortunes have historically depended on its location at a major junction on the Sydney-Melbourne railway line. It has become an evocative town with Cootamundra Wattle (*Acacia baileyana*) evoking images of the Australian bush. The connection with Donald Bradman (it was his birthplace) gives the town a link with Australia's most famous sportsman.

With an array of activities, events, shopping and local attractions, Cootamundra is a lively, family friendly, diverse town. If you are looking to relax, explore and enjoy a lifestyle amongst rich landscapes and multicultural history, then look no further...Cootamundra is where *you* need to be!

**Apply now to lead and work in a community filled with Hope, Joy and Wonder!**



Catholic Education  
Canberra & Goulburn  
(CECG)  
Who Are We?

Catholic Education, Canberra and Goulburn (CECG) is a leading education provider in the Canberra and southern NSW region.

CECG comprises 29 schools and 8 early learning centres in the ACT and 27 schools in NSW that educate around 21,000 students. The Catholic Education Office (CEO) serves and leads schools across the Archdiocese. The Archdiocese covers both the ACT and a large part of NSW, with our schools extending from Pambula on the south coast to Crookwell in the north through to Lake Cargelligo in the west.

CECG Purpose

To be faith filled Catholic learning communities of hope, joy and wonder where all are welcome and inspired to grow their potential.

CECG Vision

Jesus Christ, our greatest teacher, calls us to share and witness to our Catholic Faith and Tradition, build inclusive communities and deliver contemporary quality learning opportunities for every person.

Principal Support

CECG makes every effort to ensure that new Principals are supported and fully equipped to undertake the role for which they have been selected. In this way, we are unique in terms of the level of support and development provided through our comprehensive **Principal Support and Development Program (PSDP)**, **Induction process** and **mentoring program**.

Additionally, CE runs a number of **professional development courses** each year including the **annual Archdiocesan Principal's Retreat**, **System Days** and **Siloam**.

**Siloam** is a formal networking group of principals. They meet each term in small groups to share their spirituality and engage in processes to challenge and enrich their own leadership, via reflection and structured dialogue.

Eligibility

**Applicants must**

- Demonstrate an active faith commitment;
- Have the appropriate RE accreditation or make a commitment to undertake post graduate study in RE during the first contract period.
- Show evidence of performing successfully in leadership positions in Catholic schools.

How to Apply

**Applications must include**

- Covering letter including statements against the requirements in the Leadership Capability Framework (LCF).\*
- Curriculum Vitae.\*
- at least four (4) referees.
- External candidates must provide certified copies of academic qualifications.
- Applications should be submitted on-line.

\*Together should not exceed 15 pages.



# Accountabilities

Catholic Education challenges the Principals of Catholic schools to display a sense of responsibility, authenticity, presence, personal and professional growth across the five domains of leadership, as defined in the Leadership Capability Framework (LCF).

*The following specific responsibilities and delegations are fundamental to the role of System Principal.*

## Leading teaching and learning

- Ensure that legislative protocols and compliance requirements are adhered to with respect to Education Act 2004 (ACT) and other relevant ACT and Commonwealth legislation.
- Ensure that the school meets ACARA's relevant national requirements as specified in the Implementation Schedule for ACT Schools 2015.

## Catholic identity

- Ensure the effective teaching of the Archdiocesan Religious Education (RE) Curriculum;
- Ensure the facilitation of one staff faith formation/spirituality day per school year.
- Continually monitor RE accreditation to ensure currency in accordance with CECG Policy.

## Developing self and others

- In accordance with the Australian Education Act 2013, implement the Australian Teacher Performance and Development Framework and provide access to ongoing professional development, consistent with the Australian Charter for the Professional Learning of Teachers and School Leaders.
- Supervise, support and monitor the performance of all CE employees assigned to your school including those who may be directly employed by the CEO (e.g. ICT technicians, itinerant teachers, relief teachers).
- Work in collaboration with your Performance & Improvement Leader and the People & Culture team to address significant performance, child protection and workplace safety issues.
- Oversee and implement system policies and procedures so as to ensure student/staff welfare, safety, staff performance and development.

## Leading improvement innovation and change

- Develop, implement, publish and review an annual school improvement plan, a school Strategic Plan and undertake the formal process of Internal School Review.

## Employment

- Recruit in accordance with the CE Recruitment Handbook.
- Ensure all new staff prior to commencement have a current Working with Children Check (WwCC), all teaching staff have current NESA Accreditation and that volunteers meet WwCC requirements.
- To approve, as appropriate, applications for staff to engage in 'secondary employment' external to the school on an annual basis.

## Leading the management of the school people management

- Approve staff leave applications in accordance with the CE Leave Handbook.
- Ensure the fortnightly Payroll Acquittal Check has been confirmed and amended as appropriate.

## Financial management

- Invest any accumulated school funds with the Catholic Development Fund.
- Demonstrate leadership in and compliance with the principles of good financial stewardship in accordance with CE financial policies.
- Ensure the day-to-day management of the school finances are in accordance with the CE policy.
- Notify the Finance, Infrastructure & Strategy Leader immediately if any fraudulent activity is detected or suspected.



## Commercial contracts

- Ensure that the school has a Fees Remission Committee to assess remission applications in accordance with the CE School Fee Remissions Guideline.
- Forward to the CEO for signing, contracts naming the Trustees of the Catholic Church, Archdiocese of Canberra & Goulburn;
- Ensure that appropriate quotations are obtained for purchases and contracts as per CE finance policy.
- Disclose to the Finance, Infrastructure & Strategy Leader any actual, potential or perceived conflicts of interest that may arise when evaluating potential suppliers.

## Workplace safety

- Discharge as an Officer under the Work Health and Safety Act 2011 ACT all relevant obligations, reporting, risk management and related practices pursuant to the legislation, regulations and guidelines.
- Assume overall responsibility and reporting for critical incidents that may occur on any site over which the school exercises any measure of control according to the Critical Incident Policy.
- Ensure that your school's Emergency Contacts are kept up to date.

## Engaging and working with the community - child protection

- Comply with mandatory reporting obligations to Children and Youth Protection Services (CYPS) in accordance with the requirements of the Children and Young People Act 2008 ACT.
- In collaboration with School and Family Services, discharge all relevant reporting, investigation, risk management and related obligations pursuant in NSW to the Ombudsman Act 1974 (NSW);
- Inform the CEO of all Mandatory Reports made to CYPS.
- Comply with the Guidelines for Professional Conduct in the Protection of Children and Young People.

## Student enrolments

- Enrol students in partnership with the local Parish Priest or administrator in accordance with the enrolment policy and within the established enrolment capacity of the school.
- Develop appropriate pastoral care and student management processes, in line with CEO policies.
- Enrol students with special needs into a school in accordance with the CE Enrolment Policy, after appropriate consultation with the CEO Inclusion, Well-being & Diversity Team.

