

# CONDITIONS OF EMPLOYMENT LEADERSHIP POSITIONS OTHER THAN PRINCIPAL:

DEPUTY PRINCIPAL,  
ASSISTANT PRINCIPAL,  
ASSISTANT PRINCIPAL (RELIGIOUS EDUCATION),  
HEAD OF SCHOOL/CAMPUS AND  
RELIGIOUS EDUCATION CO-ORDINATOR

Released in: May 1998

Reviewed in: June 2015

Review due: June 2018

## **1 PREAMBLE**

- 1.1 Principals are encouraged to provide opportunities for teachers to develop and demonstrate their skills as prospective leaders in Northern Territory Catholic schools.
- 1.2 Teachers with an interest in and potential for Catholic school leadership need to be active in the regular worship of a Catholic Eucharistic community. They need to seek out opportunities to contribute to the wider ministry of Catholic mission in the church, and to engage proactively in their own personal and professional development.
- 1.3 There are five leadership positions (other than principal) in Northern Territory Catholic schools that are appointed by the Director of Catholic Education through an appointment process, and subject to the Bishop's approval.

Deputy Principal  
Assistant Principal  
Assistant Principal (Religious Education)  
Head of School/Campus  
Religious Education Coordinator (REC)

## **2 DEPUTY PRINCIPAL**

- 2.1 The Deputy Principal is a senior leadership position in a Catholic School. The Deputy Principal is challenged to be a person of faith and vision for

Catholic education, and possessing the capacity to communicate this vision to others in the school community.

2.2 The Deputy Principal is a key member of the school executive and is directly responsible to the Principal in the exercise of his / her duties.

2.3 Applicants for the position of Deputy Principal are encouraged to:

- gain a breadth and depth of teaching and administrative experience by working in a number of schools;
- keep up to date with changes and developments in curriculum and contemporary educational thinking;
- discuss their career aspirations and development with their Principal and appropriate Catholic Education Office Leadership;
- undertake executive development programs organised or sponsored by the Catholic Education Office;
- develop and deepen their personal spirituality and their ability to engage in critical reflection.

2.4 The Deputy Principal will be recognised as a teacher whose duties include those duties normally required of all teachers. The Deputy Principal is required to be both a role model for teachers, and also to provide liaison between staff and the Principal.

2.5 The Deputy Principal, in carrying out his or her specific responsibilities, will act in the following areas:

- acting for the Principal when required
- assisting the Principal;
  - in the development of the school as a faith community;
  - in the promotion of the school as a centre of quality teaching and learning;
  - in the nurturing of positive human relations in the school community;
  - in the effective administration of the school.

### **3 ASSISTANT PRINCIPAL**

3.1 The Assistant Principal is a leadership position in a Catholic School. The Assistant Principal is challenged to be a person of faith and vision for Catholic education, and possessing the capacity to communicate this vision to others in the school community.

3.2 The Assistant Principal is a member of the school executive and is directly responsible to the Principal and/or Deputy Principal in the exercise of his / her duties.

3.3 Applicants for the position of Assistant Principal are encouraged to:

- keep up to date with changes and developments in curriculum and contemporary educational thinking;
  - discuss their career aspirations and development with their Principal and appropriate Catholic Education Office Leadership;
  - undertake executive development programs organised or sponsored by the Catholic Education Office;
  - develop and deepen their personal spirituality and their ability to engage in critical reflection.
- 3.4 The Assistant Principal will be recognised as a teacher whose duties include those duties normally required of all teachers. The Assistant Principal is required to be both a role model for teachers, and also to provide liaison between staff, Deputy Principal and the Principal.
- 3.5 The Assistant Principal, in carrying out his or her specific responsibilities, will act in the following areas:
- deputising for the Principal or Deputy Principal when required
  - assisting the Deputy Principal and Principal
    - in the development of the school as a faith community;
    - in the promotion of the school as a centre of quality teaching and learning;
    - in the nurturing of positive human relations in the school community;
    - in the effective administration of the school.
- 3.6 Due to the special circumstances in some schools, the role and title of the Assistant Principal may be adapted to suit local requirements (for example, by using the title 'Head of School/Campus').

#### **4 ASSISTANT PRINCIPAL RELIGIOUS EDUCATION (APRE)**

- 4.1 The Assistant Principal (Religious Education) is a teacher with an approved tertiary qualification in religious education appointed to coordinate and supervise the school's religious education program. The APRE works in collaboration with the Principal, Deputy Principal, Assistant Principal, Head of School/Campus, parish priest/s, teachers, parents, students and others who contribute to the life of the Catholic school as members of the faith community.
- 4.2 The Principal has the final responsibility for the conduct of the school, including the development and implementation of the religious education program.
- 4.3 The APRE is a member of the school's executive and therefore has input into school policy formation and program evaluation.

- 4.4 The APRE will have the appropriate release time and will be recognised as a teacher whose duties include those duties normally required of all teachers. The APRE is required to be both a role model for teachers and also to provide liaison between staff and the principal.
- 4.5 In the exercise of their role, the APRE will be involved in the following areas of responsibility:
- a member of the school executive;
  - collaboration with all members of the school community to enhance the shared responsibility for religious education in the school;
  - coordination of programs and initiatives to ensure the quality of teaching and learning programs in religious education;
  - development of the school as a faith community;
  - involvement in the parish based sacramental programs in primary schools and retreat programs in secondary schools;
  - leadership of prayer and liturgy for the school community;
  - promotion and provision of appropriate professional development opportunities for staff to maintain their accreditation.

## **5 HEAD OF SCHOOL/CAMPUS**

- 5.1 The Head of School/Campus is a leadership position in a Catholic school. The Head of School/Campus will need to demonstrate a strong faith commitment and vision which they need to be able to communicate to the campus/school community.
- 5.2 The Head of School/Campus will be a member of the school executive and is responsible to the Principal, Deputy Principal and/or the Assistant Principal in the exercise of his/her duties.
- 5.3 Applicants for the position of Head of School/Campus will be encouraged to:
- keep up to date with ongoing development in curriculum, leadership and educational thinking;
  - discuss their career development with their Principal and the Catholic Education Office;
  - undertake appropriate professional development programs as organized and sponsored by the Catholic Education Office.
- 5.4 The Head of School/Campus will be recognized as a teacher whose duties include those normally required of all teachers. The Head of School/Campus is required to be both a role model for teachers and also to liaise between staff and principal.

## **6 RELIGIOUS EDUCATION COORDINATOR (REC)**

- 6.1 The REC is an experienced teacher with accredited qualifications in religious education and is appointed to coordinate the school's religious education program in collaboration with the Principal, Deputy Principal, Assistant Principal, Head of School/Campus, Parish Priest/s, teachers, parents and others who contribute to the life of the Catholic school as members of the faith community.
- 6.2 The Principal has final responsibility for the conduct of the school, ensuring the development and implementation of the religious education program.
- 6.3 The REC has input into school policy.
- 6.4 The REC will be recognised as a teacher whose duties include those duties normally required of all teachers but with additional responsibilities to the Principal for the coordination of religious education in the school.
- 6.5 In carrying out this role, it is expected that the REC will act in the following broad areas of responsibility:
- collaboration with all members of the school community to enhance the shared nature of religious education in the school;
  - coordination of programs and initiatives to ensure the quality of teaching and learning programs in religious education;
  - development of the school as a faith community;
  - involvement in parish based sacramental programs in primary schools and retreat programs in secondary schools;
  - leadership of prayer and liturgy on behalf of the school community;
  - promotion and provision of appropriate professional development opportunities for staff to maintain their accreditation.

## **7 APPOINTMENT**

- 7.1 Deputy Principals, Assistant Principals, Assistant Principal Religious Education, Heads of School/Campus and RECs are appointed by the Director of Catholic Education.
- 7.2 A Deputy Principal and/or Assistant Principal will be appointed to a school in the year following a Commonwealth Census in which the number of students is greater than 200. At the discretion of the Director, a Deputy Principal or an Assistant Principal may be appointed to a school with an enrolment of less than 200 students.
- 7.3 An APRE or an REC will be appointed in each school. In a school with an enrolment of less than 100 students, the appointment will be that of a Religious Education Coordinator.
- 7.4 An appointee to the position of Deputy Principal, Assistant Principal, APRE, Head of School/Campus or REC in a Catholic School will have a

minimum of four years training and a minimum of five years teaching experience. An appointee to the position of APRE will have recognised tertiary qualifications in religious education or the equivalent.

- 7.5 Teachers appointed to the positions of Deputy Principal, Assistant Principal, Head of School/Campus, APRE or REC will be active members of the Catholic Church. They should be able to demonstrate by deed and example a strong commitment to the work of the church.
- 7.6 If there is no suitable and appropriately qualified applicant for the position of APRE, the Director, after consultation with the Principal, will appoint an REC. The tenure and remuneration arrangements will differ.
- 7.7 Vacancies for continuing positions of Deputy Principal, Assistant Principal, APRE, Head of School/Campus and REC will normally be advertised both within the system and externally. If there are no staff vacancies in a particular school these positions will be filled internally and on a temporary basis. The Director will consult with the Principal to make interim arrangements.
- 7.8 A teacher appointed to the position of Deputy Principal, Assistant Principal, APRE, Head of School/Campus or REC will have completed Accreditation to Teach in the Diocese of Darwin, or the equivalent, or will be expected to complete Accreditation within the first term of the contract.
- 7.9 The selection process for Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs will be conducted by a panel chaired by the Director or his nominee. The panel will include the Principal, and also other members as agreed between the Principal and the Director. The panel will make a written recommendation to the Director. The Director will seek the Bishop's approval before offering and confirming the appointment.

## **8 INDUCTION AND FORMATION**

- 8.1 All Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs appointed in a particular year will attend initial orientation sessions organised by the Catholic Education Office.
- 8.2 A school-based induction program into the role of Deputy Principal, Assistant Principals, APREs, Heads of School/Campus and REC is organised by the Principal, supported by the Catholic Education Office during the first year of office.
- 8.3 The ongoing personal and professional development of Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs will be supported through formal programs.
- 8.4 Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs should seek opportunities to undertake personal / professional development involving on-going religious formation in spirituality, scripture and theology and appropriate development in instructional leadership and school administration.

## **9 TENURE**

- 9.1 All appointments as Deputy Principal, Assistant Principal, APRE, Head of School/Campus and REC are to specific schools. Appointments are not transferable. Should a school cease to exist or change its structure significantly, then the Director may exercise his right to change an existing appointment.
- 9.2 Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs will be appointed for an initial period of two years.
- 9.3 In urban schools, after the first two-year appointment, a Deputy Principal may be re-appointed for two further periods, each of four years, following a successful appraisal after the second four year appointment the position must be advertised. The incumbent would be eligible to apply.
- 9.4 In urban schools, after the first two-year appointment, an Assistant Principal or APRE may be re-appointed for two further periods, each of three years, following a successful appraisal, after the second three year appointment the position must be advertised. The incumbent Assistant Principal or APRE would be eligible to apply.
- 9.5 In urban schools, after the first two-year appointment, a Head of School/Campus may be re-appointed for two further periods, each of two years, following a successful appraisal, after the second two year appointment the position must be advertised. The incumbent Head of School/Campus would be eligible to apply.
- 9.6 The appointment of an REC will be for an initial period of two years, and they may be re-appointed for another two year period, following a successful appraisal, after the second two year appointment the position must be advertised. The incumbent REC would be eligible to apply.
- 9.7 In remote communities, Deputy Principals, Assistant Principals, APREs Heads of School/Campus and RECs shall be appointed for two-year terms only, with an option for renewal following a successful appraisal.
- 9.8 In the second year of a first period of appointment, the Deputy Principal, Assistant Principal, APRE, Head of School/Campus or REC will undergo a formative appraisal process as determined by the Director in consultation with the Principal. In the final year of any subsequent term of appointment the Director and the Principal will organise a summative appraisal process for the Deputy Principals, Assistant Principal, APRE, Head of School/Campus or REC.
- 9.9 Deputy Principals, Assistant Principals, APREs, Heads of School/Campus and RECs who after satisfactory service:
- resign from their position;
  - do not have an expired contract renewed;
  - have their contract finalised by mutual consent; or

- are unable to find an equivalent administrative position within Northern Territory Catholic Schools at the end of their full term of contract in a particular school;

shall normally be offered continuity of employment as a teacher in the Northern Territory Catholic system.