

School Principal

St Michael's Primary School Manilla

Expressions of interest close 21 May 2021.

[Click here](#) to register your interest or request a confidential discussion.

About St Michael's Manilla

St Michael's Manilla offers quality teaching and learning in a supportive and challenging environment to 93 students with teachers who go above and beyond to ensure that each child's light shines. Staff at St Michael's believe that their students are their best advertisement; confident, creative, capable and competitive.

St Michael's School is a small but extremely welcoming school, with the feel of an extended family. This strong family and community atmosphere is enhanced through close bonds with St. Michael's Parish and the wider community. St. Michael's motto is "Let Your Light Shine". This reflects the staff's commitment to encouraging each member of the school community to be prepared to use their God-given abilities for the benefit of the Manilla community as a whole.

St Michael's is located in Manilla, only a 40 minute drive from Tamworth. Manilla is a town of 2,500 people surrounded by rich countryside, local dams and national parks, which makes it an ideal place for those who enjoy boating and fishing, bushwalkers, and rock climbing enthusiasts. Manilla is internationally recognised as an exciting destination for sports flying including paragliding, hang gliding and sailplane gliding. Mount Borah hosts state and national paragliding competitions every year and in 2007 hosted the first Paragliding World Championship outside Europe. The town also hosts the Manilla campdraft in September and the VRA Antiques and Collectors fair in October. Manilla is only a 40 minute drive to Tamworth, home of the Country Music Festival held every January. St Michael's and Manilla may be small in number but there is nothing small about the school or town!

For further information on the school, please visit <https://stmichaelsmanilla.catholic.edu.au/about/>

Position Purpose

The Principal is the religious, educational and organisational leader of a Catholic School within the Diocese of Armidale. The Principal provides leadership and exercises prudential stewardship of the Catholic School. The Principal is ultimately responsible for the Catholic identity and ethos, curriculum and

effective management of the school.

The leadership and direction provided by the Principal will be consistent with:

- The message of Jesus and the Gospels;
- Catholic church teachings, principles and values;
- Diocesan policies and directives;
- Catholic Schools Office, Armidale Mission Statement;
- Catholic Schools Office, Armidale policies and practices; and
- Catholic Schools Office, Armidale Strategic Directions.

Commencement

The start date for this position is negotiable. It is anticipated that the new Principal will commence no later than the start of the 2022 school year (earlier by negotiation).

Key Responsibilities

Key area	Task
Leading mission and evangelisation	<ul style="list-style-type: none">● Promotes and articulates the Diocesan Vision and the Mission of Catholic Education● Promotes the faith and theological formation of staff● Facilitates pastoral care policies and programs● Promotes preferential options for the poor and marginalised● Witnesses to and is active in a parish● Promotes partnerships with the parish and diocesan communities● Facilitates the development and implementation of the school's Religion Program● Nurtures the Catholic life of the school and the integration of beliefs and values● Fosters the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning● Develops right relationships based on Christian values● Makes an appropriate contribution as a member of the wider Diocesan education community● Nurtures partnerships with Parish, Deanery, Diocesan communities and Church agencies

<p>Leading teaching and learning</p> <p>Leading teaching and learning (cont)</p>	<ul style="list-style-type: none"> ● Supports and articulates a contemporary Catholic educational vision to the community with a focus on the student as a learner and person ● Facilitates and promotes collective responsibility and accountability for student achievement and wellbeing ● Supports the development of a contemporary, holistic, high quality curriculum within Diocesan and legislative requirements ● Provides for diverse needs of students ● Facilitates and promotes appropriate assessment, reporting and evaluation processes ● Focuses on student learning achievements ● Develops a learning culture within the students and staff ● Promotes and facilitates effective pedagogy ● Promotes lifelong and life-wide learning ● Supports the creation of a safe learning environment
<p>Developing self and others</p>	<ul style="list-style-type: none"> ● Works in close collaboration with other Leadership Team members to form an effective team ● Engages in ongoing learning to keep abreast of contemporary educational issues ● Establishes processes to develop the well-being of staff and students ● Engages in succession planning and developing leadership potential ● Supports and mentors staff ● Assists Leadership Team members with annual Goal Setting and Performance Reviews ● Develops a culture of reflection, self-review and improvement within the school ● Supports and fosters effective employee relations ● Promotes and nurtures a collaborative culture of leadership within the school, with regular leadership team meetings ● Communicate expectations to staff and provide support and guidance when necessary
<p>Leading improvement, innovation and change</p>	<ul style="list-style-type: none"> ● Establishes, implements and reviews the School's strategic directions ● Promotes innovative ideas and practices ● Develops a culture of reflection, review and improvement ● Leads annual goal setting, implementation and review with teaching staff ● Leads the School Review and Improvement processes ● Coordinates the formulation and implementation of the School Development Plan ● Facilitates and encourages quality change processes

School Management

School Management (cont)

- Ensures compliance with Diocesan, legislative and Catholic Schools Office, Armidale policies and protocols including Child Protection, Code of Conduct and Workplace Health and Safety processes.
 - Manages staff and workplace practices effectively
 - Arranges for appropriate delegation of tasks and the monitoring of accountabilities
 - Complies with relevant legislative and system requirements
 - Engages staff, P&F and Student Advisory Council in processes to allocate resources
 - Ensures processes for the recruitment, selection and induction of staff comply with Diocesan and legislative guidelines
 - Ensures budget processes and outcomes that model appropriate and sound stewardship practices
 - Works with relevant Diocesan personnel to ensure the effective management of the school within systemic guidelines
 - Ensures effective financial management
 - Establishes effective communication and decision making practices
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- Provides a leadership presence for the school community in relation to standard of dress, behaviour and public speaking in order to promote and represent the school within the community
 - Establishes systems for data and record management and retrieval
 - Provides for appropriate risk management

Engaging and working with the community

- Develops and maintains positive relationships with all members of the school community
- Engages in processes to build community
- Promotes the development of good working relationships with the parish and wider community
- Meets frequently with key personnel within the community
- Promotes and represents the school within the community
- Promotes positive relationships between the school community and the Diocese through the Catholic Schools Office, Armidale
- Maintain an appropriate presence at school occasions and functions
- Communicates effectively and resolves issues in a positive manner
- Witnesses to community service and social justice

Selection criteria

We invite expressions of interest from candidates who align with the following:

- Commitment to and practice of the Catholic faith.
- A minimum of five years successful experience as a primary or secondary Principal or Assistant Principal or an equivalent role in school system leadership or the tertiary sector.
- A contemporary leader with the demonstrated capacity to inspire a team; collaboratively develop strategy and culture; and manage change.
- An innovative educational leader that can clearly articulate a vision of learning and teaching that integrates Catholic values and pastoral care into the daily life of the school.
- A leader with outstanding interpersonal skills to build a vibrant parish school community.
- An educational leader that will embrace the Diocese of Armidale vision and strategies for developing a Professional Learning Community in a Catholic context aligned to the CSO Strategic Plan.
- Hold professional qualifications:
 - An education degree and/or relevant post graduate qualification; and
 - Completion of or willingness to undertake appropriate post graduate courses in the areas of religious education or theology to meet accreditation requirements of Category E as per the [Catholic Schools framework for the accreditation of staff in Catholic schools](#)
- Be NESAs accredited or be eligible to be accredited by NESAs to teach in NSW.

Conditions of employment

- Salary and Conditions are negotiable and will be discussed as we progress through this recruitment project.
- The term of the initial contract is negotiable. Subsequent contract renewal is subject to a successful performance review.
- Applicants who are successful in gaining an interview will receive an interview travel allowance.
- Relocation expenses (if required) will be provided for the successful applicant.
- The successful applicant will possess a current, approved Working With Children Check.

Application

To make a confidential enquiry regarding this position, please contact Kate Kenny, Head of Employee Services, on 0427 712 441 or email kkenny@arm.catholic.edu.au

[Click here](#) to request a confidential discussion or to register an expression of interest.