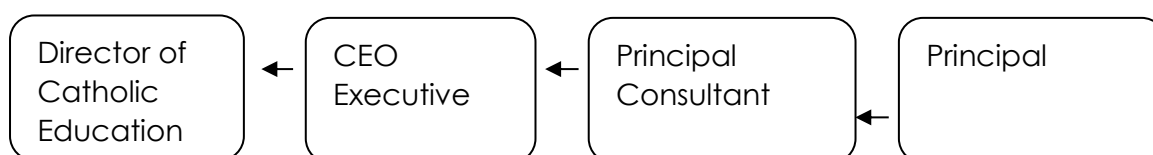


POSITION DESCRIPTION

Last reviewed	Version 2 PD May 2018
Position title Secondary	Principal of a Catholic School

Position reports to:



Position Summary:

The Principal of a Catholic school is committed to living and promoting a shared vision and mission for the school that is distinctly Catholic. The Principal models the values that Jesus lived, building capacity in the school through leading teaching and learning; developing self and others; leading improvement, innovation and change; providing sound management of the school; and engaging and working with and within the community. (SIRF, p31)

The following key responsibilities and selection criteria apply to all Principal positions in Catholic Education NT. Specific responsibilities and criteria may apply for the local school context.

Key responsibilities:

As Leader of a Faith Community, the Principal will:

- Share the Catholic faith and enrich the lives of students, staff and other members of the school community.
- Ensure the Catholic identity of the school is expressed through signs and symbols, prayer, liturgy, sacraments, celebrations, the integration of Catholic morals and values, curriculum, and witness and service to others.
- Provide educational opportunities to encounter, engage and grow in the Catholic faith.
- Collaboratively develop a shared school Vision and Mission.
- Actively support the work of colleagues within the school/College and Catholic education NT.
- Commitment to ongoing self and technical development.
- actively contribute to innovation and continuous improvement within school/College and Catholic education NT
- Develop school leadership practices which ensure accountability, collaboration and initiative.

- Be accountable for the learning outcomes and wellbeing of students and staff.
- Implement the NT CEO School Improvement and Renewal Framework including development and implementation of the School Strategic Plan and Annual School Improvement Plan.
- Lead and manage whole school monitoring and data gathering, including school self-assessment.
- Lead strategic change through engagement with the school community, teachers, parents/carers, students and the School Board/governance body, Catholic Education Office staff, government agencies and other key stakeholders.
- Work collaboratively with the Executive, Leadership and staff of the Catholic Education Office, in a shared commitment to sustainable school improvement and mutual accountability.
- Provide staff with time and opportunities to participate in the development and implementation of school improvement and renewal plans and targeted interventions.
- Ensure that all school staff meet the expected standards of service provision as outlined in *Sharers of the Vision* (school version), relevant legislation, regulations and organisational standards, and Catholic Education policies and guidelines; including the management of finances, facilities, assets and other resources.
- Ensure the school complies with relevant legislation, regulations and organisational standards, and Catholic Education policies and guidelines, including the management of finances, facilities, assets and other resources.
- Actively monitor student achievements at the classroom and whole school level and whole school performance in staff deployment and supervision, Formation Review, efficient use of resources, governance, community partnerships, workplace health, safety and security and other operational matters.
- Participate in Principals' network meetings, School Improvement meetings, Diocesan Assemblies and celebrations.
- Invite student input into school planning processes when appropriate.

WHS Responsibilities

The Principal will:

- Be proactive in all matters relating to work health and safety.
- Perform their own work at all times in a safe manner and comply with all workplace safety standards, policies and procedures.
- Take reasonable care to ensure their own safety and not place others at risk by any act or omission.
- Actively engage in the consultation process and take part in work health and safety risk management programs to improve safety.

Essential Selection Criteria:

Catholic Identity

- A Catholic person of integrity who is an active member of a Catholic Eucharistic Community, has a personal relationship with and commitment to Christ and a just engagement with the world.
- A focus on developing self and others, and on building collective leadership capacity to contribute to the development of a faith community.
- Is able to hold together the paradoxes encountered in the meeting place between faith, life and culture.
- Collaborates with the local parish

Teaching and Learning

- Demonstrated knowledge and experience in contemporary pedagogical leadership, curriculum and assessment evidenced by improved student outcomes.
- A history of exemplary teaching practice.
- Commitment to ongoing professional development.
- A minimum of eight (8) years' experience in teaching.

Leadership

- A sound understanding of trends and developments in the provision of schooling in the following areas: school management/leadership; curriculum; pedagogy; learning design, assessment and reporting; staff support and development.
- Capacity to lead improvement, innovation and change using evidence based decision making.
- Capacity to establish and maintain strong interpersonal relationships.
- High order organisational, administrative, written and verbal communication skills.
- Successful experience as in a senior leadership position in education or school principal.

Community and Culture

- Proven ability to engage the school in wider community events that celebrate multicultural Australia.
- Knowledge of contemporary issues facing Indigenous Australians, and a commitment to National reconciliation.
- Affirms, defends and celebrates the dignity of all human persons.

Finances, Resources and Facilities

- Capacity to develop and implement policies and procedures necessary for effective school management with prudent stewardship.
- Ability to establish, manage and maintain efficient and equitable resources that support the school's strategic intent.
- Awareness of Workplace Health and Safety legal and safety requirements.
- Compliance with legislative and regulatory requirements and system policies and procedures.

Pastoral Care and Wellbeing

- The ability to develop and implement strategies and programs that support the development of all aspects of Pastoral Care and Wellbeing relating to students, staff and families.
- Be familiar with and comply with school/College child safe policy and code of conduct, and any other policies or procedures relating to child safety.
- Capacity to lead staff development, pastoral care and wellbeing, including Formation Review processes.
- Demonstrates a healthy work/life balance
- Demonstrate a positive mental attitude and enthusiasm in fulfilling the role.
- Proactively monitor and support student wellbeing

Desirable Selection Criteria:

- A history of teaching competence and success across Preschool to Year 10, ideally in Catholic educational settings.
- Knowledge of the scope of operation of Catholic schooling in the NT.
- Well-developed coaching and mentoring skills.
- Experience in writing submissions and reports.
- Involvement in professional associations.
- Capacity to work cross-culturally.
- Knowledge of factors that affect Indigenous families in the NT context.
- A standard of health necessary to perform duties consistent with the role.
- Experience in living and working in a culturally diverse community.

Qualifications required:

The Principal will:

- Have completed a four (4) year degree in education and be eligible for registration with the Teacher Registration Board of the Northern Territory
- Be eligible to obtain or have a satisfactory Working with Children screening clearance in the Northern Territory. (i.e. NT Ochre Card)
- Have completed or be committed to pursuing post graduate academic qualifications additional to teacher training preferably in leadership, theology or

religious education that would allow them to attain accreditation to lead in a Catholic school.

- Successful participation in appropriate post-graduate professional development activities.
- Be eligible to apply for accreditation to teach religious education in a Catholic School.