

POSITION DESCRIPTION

POSITION TITLE:	Assistant Principal - Pastoral
SECTION:	School Leadership
REPORTS TO:	The Principal
CLASSIFICATION:	Positions of Leadership in Diocesan Schools
AWARD:	Catholic Employing Authorities Single Enterprise Collective Agreement - Diocesan Schools of Queensland 2015-2019
LOCATION:	Gilroy Santa Maria College, Ingham

OUR ORGANISATION

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region including urban and rural environments extending to Mount Isa to the west, Proserpine to the south and north to Ingham. The Catholic Diocese of Townsville provides a diverse range of education choices including primary, secondary and Prep-to-Year 12, as well as kindergarten and child care facilities. Each setting provides a high educational standard in a caring and a stimulating environment. The Diocese has a growing Indigenous education program and some of our schools offering both boarding and day-student facilities.

TCE employs in excess of 2,500 teaching, professional and ancillary/support employees to fulfil our mission of providing quality educational services through our Catholic school communities. A Catholic education involves much more than simply teaching the educational basics. It encourages students to embrace Catholic values and faith while providing them with an excellent education and diverse life experiences that will prepare them to be a contributing member of the community in their adult lives.

The proud reputation Catholic schools enjoy within the Diocese today is based on the strong tradition built by religious orders who found Catholic Education in the Townsville Diocese in 1872.

Please visit our website for additional information <https://www.tsv.catholic.edu.au/>

OUR SYSTEM VISION

“The promotion of the human person is the goal of the Catholic school”

THE CATHOLIC SCHOOL ON THE THRESHOLD OF THE THIRD MILLENNIUM, 1998

OUR VALUES JESUS TEACHES US:

<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">COMMUNITY <small>(John 20)</small></div> <div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">INCLUSION <small>(Luke 10:10)</small></div> <div style="background-color: #f4a460; padding: 5px;">JUSTICE <small>(Matthew 23:39-40)</small></div>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">LOVE <small>(John 4:7-10)</small></div> <div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">RECONCILIATION <small>(Luke 15:9-10)</small></div> <div style="background-color: #f4a460; padding: 5px;">LIBERATION <small>(Luke 4:18-19)</small></div>	<div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">PROMOTING LIFE IN ABUNDANCE <small>(John 10:10)</small></div> <div style="background-color: #f4a460; padding: 5px; margin-bottom: 5px;">HOPE <small>(Luke 24:15-35)</small></div> <div style="background-color: #f4a460; padding: 5px;">COMPASSION <small>(Luke 10:30-37)</small></div>
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ABOUT THE ROLE

The purpose of the Assistant Principal - Pastoral (APP) position is to exercise leadership and assist with management of the school in accordance with Catholic Education policy and in consultation with other personnel as appropriate and with due reference to Catholic Education structures, processes and practices.

In collaboration with other members of the Administration Team, the DPP will seek to ensure that the Catholic ethos and religious life of the school is evident in school policies and practices, in the various areas of the curriculum and in the pastoral relationships of all in the school community.

All members of the Gilroy Santa Maria College community are encouraged to live the values of the Mission Statement to uphold the dignity and the rights of each person within the College environment.

Central to the Gilroy Santa Maria community is the belief that maintaining positive relationships underpin acceptable behaviour. The key element of positive good relationships leads us to recognise the dignity of students and teachers.

Pastoral Care at Gilroy Santa Maria College is a program of planned strategies and informal experiences that has a holistic approach to the education of young women and men through the involvement and care of all its shareholders. It places the student at the centre of its activities and aims to assist all members of the Gilroy Santa Maria College Community reach their full potential.

Leadership Success for those in positions of Senior Leadership in Catholic Schools in the Diocese of Townsville

Catholic School Leadership is to be undertaken in a spirit of Christ-centred values and ethics. Christian leadership embodies a presence that is communal, transformational and serving. The six dimensions of leadership are bound by this context.

Faith and Mission Leadership - context of the community of the people of God.

Educational Leadership - leadership and management of the achievement of the school's educational objectives.

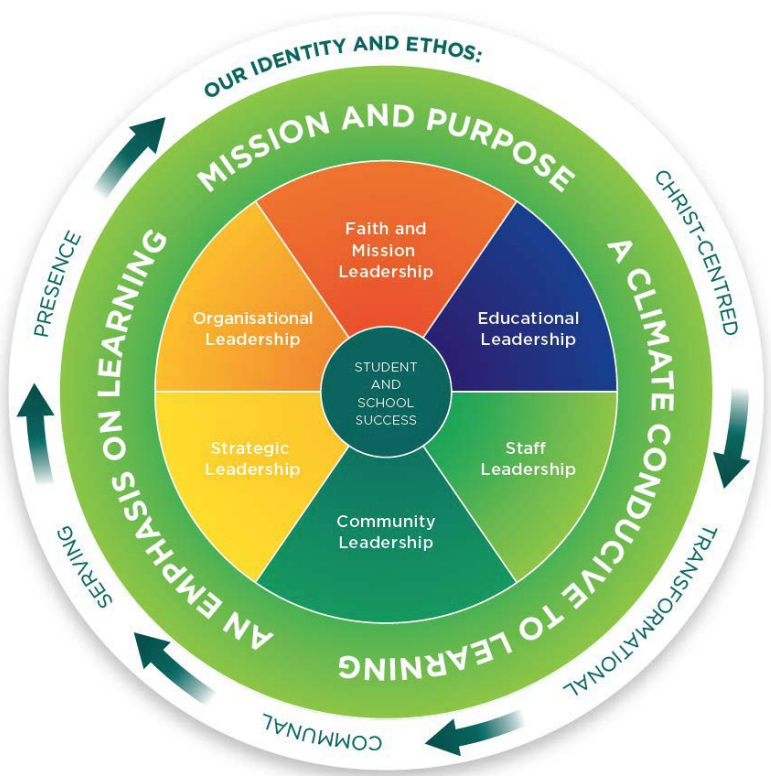
Staff Leadership - work with teachers who identify with, and are committed to, these objectives.

Community Leadership - as part of a community of students, parents, teachers, other administrators, support staff and system wide personnel.

Strategic Leadership - who are committed to the school's broad philosophy and mission for improvement, innovation and change.

Organisational Leadership - within a school structure and climate that efficiently and effectively supports and facilitates the work and vision of the school and its role in contributing to the common good.

(Refer to the TCE [School Leadership Framework Brochure](#) for further details)



KEY ACCOUNTABILITIES

The purpose of Pastoral Care at Gilroy Santa Maria College is to promote the building of a Christian community through cooperative learning, and using consistent management practices when supporting students.

The purpose of the Assistant Principal - Pastoral is to exercise leadership and assist with management of the school in accordance with Catholic Education policy and in consultation with other personnel as appropriate and with due reference to Catholic Education structures, processes and practices.

The Assistant Principal – Pastoral has delegated responsibility for the leadership, development and administration of excellence in pastoral care within the college and works closely with the leadership team on school wide pastoral care matters.

The Assistant Principal – Pastoral assumes responsibility for contributing to the education of the students within the College and for participating in leading, developing and maintaining the ethos and character of the College.

DIMENSION 1 FAITH & MISSION LEADERSHIP

Acknowledging the centrality of Jesus Christ to the Mission of the Church and act as leader within the school faith community (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Develops, nurtures, maintains, and celebrates the school's Catholic Identity
- ii. Works to share in the Mission of the Church and the centrality of Jesus Christ as partners with the representatives of the Diocesan and local Church
- iii. Acts in a spirit of co-responsibility as part of the Church
- iv. Is conscious of and embraces Diocesan initiatives
- v. Nurtures and shares commitment to the vision and mission of the school
- vi. Promotes Catholic identity through culture, gospel values, evangelisation, faith education, liturgy and prayer
- vii. Demonstrates active pastoral engagement, authentic witness, sacramental participation and leadership in the life of the Church and school community
- viii. Maintains the standards of Religious Education in the school, in accordance with Diocesan guidelines and policies
- ix. Facilitates Christian community service and social justice
- x. Seeks opportunities for personal faith development and to nurture personal spirituality
- xi. Acknowledges and promotes ecumenical opportunities.

DIMENSION 2 EDUCATIONAL LEADERSHIP

Leading learning and teaching (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Ensures Learning and Teaching is the focus of the school's endeavour
- ii. Ensures effective pedagogy is implemented to support successful student learning
- iii. Implements a plan for a coherent and sequential curriculum
- iv. Develops and promotes a Catholic educational vision for life
- v. Ensures opportunities for students to achieve to the best of their ability
- vi. Provides for uninterrupted learning
- vii. Nurtures relationships as a basis for learning and teaching
- viii. Builds teacher capability at the school level
- ix. Provides for diverse student needs
- x. Ensures educational accountability practices are in place
- xi. Builds and maintains high educational standards and levels of engagement

- xii. Is knowledgeable about current educational trends and issues
- xiii. Affirms and promotes best practice
- xiv. Ensures there is a coaching culture of honest feedback for students and staff
- xv. Sets high standards for students around behaviour and attendance.

DIMENSION 3 STAFF LEADERSHIP

Developing self and others (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Ensures there is a Professional Teaching Community of highly capable teachers
- ii. Oversees the spiritual formation and professional development of staff
- iii. Cares about staff and their health and well-being
- iv. Practises life-long learning through a personal commitment to the Professional Learning Plans
- v. Manages effective staff performance and review processes
- vi. Is committed to the support, development, implementation and evaluation of school and Diocesan policies
- vii. Leads and manages staff and workplace practices efficiently and effectively
- viii. Ensures effective staff selection, recruitment, induction and developmental learning
- ix. Develops leadership in others to support succession management
- x. Builds a continuous improvement culture focused on teaching and learning
- xi. Demonstrates the personal ability to develop self, others and team
- xii. Contributes to the successful functioning of the Leadership Team
- xiii. Develops and maintains positive, trusting, professional relationships
- xiv. Encourages and promotes leadership capability in all staff.

DIMENSION 4 COMMUNITY LEADERSHIP

Engaging and working with the community (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Engages and promotes the growth of the school, staff, parents, Church and community partnerships
- ii. Ensures schools are places of welcome
- iii. Participates fully in the life of the Church within the Diocese
- iv. Liaises with the parish priest in accordance with Diocesan policy and practice
- v. Witnesses and challenges the community in the mission of the church – charity, service, solidarity, and action for justice
- vi. Engages parents and carers in the life of the school with a view to supporting student success
- vii. Creates an ethos of respect taking account of the spiritual, moral, social, health and well-being of all
- viii. Leads and promotes understanding and reconciliation with Indigenous people especially elders and community leaders
- ix. Promotes understanding and participation in our multi-cultural community
- x. Creates opportunities for students to be active participants in their school community
- xi. Supports, co-operates and collaborates with the Diocesan Education Council, Townsville Catholic Education Office (TCEO), Parish, School Board, Parents and Friends Association, and members of the wider community
- xii. Establishes and maintains parent support groups (e.g. School Board; Parents and Friends Association) to ensure parental engagement is sought and considered
- xiii. Promotes a spirit of co-responsibility at an intra and inter school level
- xiv. Actively participates in the collegial and co-responsible approach to leadership in the Diocese
- xv. Ensures effective pastoral care of all students is practised.

DIMENSION 5 STRATEGIC LEADERSHIP

Leading improvement, innovation and change (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Leads The School Improvement Agenda
- ii. Develops a learning culture which promotes success
- iii. Ensures the use of data informed practices
- iv. Develops, leads and implements clear, evidence based School Improvement Plans
- v. Engages and inspires evidence-based improvement, change and innovation to foster
- vi. successful student learning
- vii. Works in the spirit of co-responsibility according to Diocesan policy and procedures
- viii. Encourages a culture of continuous school renewal and improvement
- ix. Ensures effective financial management
- x. Is an effective change manager
- xi. Develops a climate that facilitates the effective engagement of the school community
- xii. Leads and manages innovation and change so goals are realised
- xiii. Communicates the need for change in an inspirational and logical way
- xiv. Acts as a gatekeeper when necessary.

DIMENSION 6 ORGANISATIONAL LEADERSHIP

Leading the management of the school (AITSL Standard)

The Assistant Principal - Pastoral will be required to:

- i. Targets the Strategic Resourcing of the school
- ii. Contributes to the efficient and effective management of the school, in compliance with funding bodies, diocesan policy and regulations, and legislation applicable to schools
- iii. Establishes effective communication and decision-making processes
- iv. Builds a successful school through effective collaboration with TCEO, school boards, parents and others
- v. Uses a range of data management methods to ensure an effective and safe learning environment
- vi. Leads the development of school policies in collaboration with the school community
- vii. Promotes and manages enrolment within policy and resources
- viii. Contributes to the stewardship of resources, including accountability for administration of the school funds and maintenance and development of facilities
- ix. Ensures duty of care is carried out for students and staff, in accordance with legislative, compliance and policy requirements
- x. Ensures employment processes are in accordance with Diocesan policies
- xi. Celebrates success and acknowledges the contributions of others
- xii. Develops and manages effectively the plant and equipment in accordance with diocesan, parish and legislative requirements
- xiii. Maintains effective administration practices, including reporting and evaluation
- xiv. Clarifies the connection between the school's vision and values and the operational tasks which support them.

HOW YOU WILL BE ASSESSED

As a Senior Leader your leadership success will be assessed on your ability to use your vision and values, experience, knowledge, skills and competencies, confidentially with good judgement and wisdom. You will be assessed on your ability to demonstrate the following four capabilities within context to the six dimensions of leadership detailed above and signified in the Leadership Success Model.

THE LEADER'S CAPABILITIES

The four sets of Leader's Capabilities indicated below incorporate the qualities, attitudes, dispositions and observed behaviours that serve to inspire and motivate others across the 6 core dimensions of the Leadership Model. They have been grouped against the capability areas developed by the Australian Institute of Teaching and School Leadership (AITSL).

Capabilities	
Vision and Values	Knowledge and Understanding - Professional
Establishes regular patterns of prayer, worship and service	Models life-long learning
Articulates a personal faith	Makes decisions collaboratively and equitably
Takes time to reflect on personal motivations, beliefs, values and behaviours	Is knowledgeable about contemporary directions and specific issues in education
Values and encourages the views and input of others	Displays accountability for work and focuses on intended results
Situates work within the faith community of the Church	Builds organisational capability and responsiveness through others
Applies ethical standards to complex and value-sensitive situations	Nurtures effective learning environments for a diverse range of students
Embodies the Catholic vision in the school's goals, policies, programs, structures and operations.	Values staff input and views
	Is an effective coach and is able to respond clearly
	Is able to give and receive feedback.
Personal	Interpersonal
Listens actively and objectively articulates what has been heard	Treats staff as professionals, trusting them implicitly to perform their roles
Engages in personal theological reflection	Shares personal faith experiences
Exemplifies honesty and integrity	Is an example of faith, hope and love
Responds to staff and community issues and concerns	Displays confidence, curiosity, enthusiasm, optimism and resilience
Is present to and visible in the school community	Displays emotional intelligence in working with individuals and groups
Acts as a genuine, thoughtful, caring and compassionate person	Affirms the work of others and demonstrates a genuine interest in and concern for people
Effectively integrates work and personal life – caring for personal well-being	Builds an inclusive, trusting community by forging personal and professional bonds with others
Understands the need for the health and well-being of others	Cultivates productive working relationships
Is consistent, trustworthy and level-headed.	Deals openly with difference and successfully negotiates solutions.

Attention is drawn to the TCEO documents: "TCEO School Leadership Framework"; "Process for Review and Professional Appraisal of Senior Administrators" and "A Guide to Assist the Writing of the Self- Review for Professional Appraisal – Assistant Principal and Assistant to the Principal – Religious Education".

As part of annual and cyclical performance reviews the role holder should refer to this position description and associated duty statement when reflecting on performance and formulation of professional learning plans.

STATEMENT OF RESPONSIBILITY

The carriage of the role will always presume the role-holder's responsibility to act cognisant of, and in harmony with, the Mission and Purpose of Catholic Education and Catholic Education policies.

The employee will be expected to abide by the *Statement of Principles for Employment in Catholic schools*, the *Staff Code of Conduct* and other Diocesan guidelines.

Employees will maintain appropriate confidentiality, sensitivity and empathy in the execution and management of all matters.

Employees will demonstrate a willingness and acceptance to initiate and participate in relevant training and professional development opportunities.

Each employee is responsible for ensuring his/her health, safety and well-being and is expected to not willingly place at risk the health and safety of one's self or others.

Employees will:

- Adhere to Work Health and Safety instructions
- Promote a commitment to safe work practices
- Be familiar with workplace incident, hazard and accident reporting and emergency procedures
- Take reasonable action to avoid, eliminate or minimise risk and hazards
- Utilise personal protective equipment
- Participate in the development of a safe and healthy workplace
- Seek information and advice as necessary and comply with instructions.

Authority, to carry out the responsibilities of this position, is delegated by the Executive Director of the Townsville Catholic Education Office as represented by the Principal who delegates responsibilities to the Assistant Principal - Pastoral.

ABOUT YOU

Experience

- Demonstrated ability to work with staff cohorts to establish and maintain a collaborative learning culture that infuses the religious dimension across the curriculum
- Proven track record of successfully engaging with others in a diverse School community, building positive and productive working relationships
- A strong understanding of key issues and current practices covering teaching and learning, pastoral care and accountability
- Propensity to recognise the value and uniqueness of each student within the school community.

Knowledge

- Demonstrated knowledge of latest research and developments in faith development, curriculum, and student well-being
- Well-developed knowledge of school leadership roles and the challenges and opportunities they provide in adding value to the learning journeys of students in the Catholic Education context
- Deep knowledge of contemporary curriculum (including State and Federal curriculum directions), and professional learning practice
- A full understanding and commitment to current child protection procedures
- Knowledge of Diocesan policy and procedures.

Skills

- A proven ability to effectively communicate with a range of staff across primary and secondary school settings
- Demonstrates creativity and visionary in calling for a fuller response and participation in the way of faith, celebration and witness

- Outstanding interpersonal skills, including an ability to build and maintain productive relationships with a broad stakeholder group
- Ability to work in a matrix structure and effectively manage time commitments and relationships to achieve shared outcomes
- The ability to have a clear awareness of strengths and development needs with the capacity to learn by leading, reflecting on one’s own practice and inviting feedback from others
- Highly developed analytical skills necessary to provide advice and understand relevant data and information to inform future plans for improvement
- Ability to work with colleagues in a professional, informed, flexible and caring manner
- Well-developed capacity for creative and strategic thinking in the areas of problem-solving and future directions.

Mandatory Criteria/Professional Registration/Other

- Ability to perform the physical requirements of the role in a safe manner
- Appropriate Tertiary qualification with registration or eligibility for registration with Queensland College of Teachers
- Full accreditation to teach in a Catholic school
- Is committed to the Catholic faith, an active member of a Catholic Eucharistic community and is free from any impediment to full acceptance by the church and the college community
- Current Driver’s Licence
- Ability to travel from time to time within the Townsville Diocese.

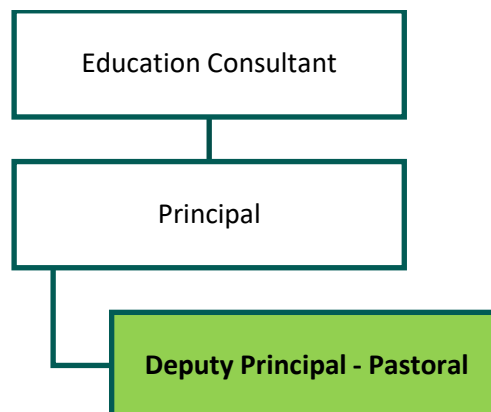
Desirable Criteria

- Masters or other post graduate qualification in Theology, Religious Education or Educational Leadership
- Recent leadership experience in a Catholic School with the ability to lead the drive for educational excellence
- Can show evidence of educational, pastoral, theological and managerial aspects of school leadership.

Some employees may be subject to pre-employment medical assessments during the selection process. Depending on the nature of the role, it may be necessary for successful applicants to be immunised against certain preventable diseases in order to minimise the risk of transmission.

REPORTING & OTHER RELATIONSHIPS

The Assistant Principal Pastoral is accountable in the first instance to The Principal. The Assistant Principal Pastoral role holder consults and liaises with other TCEO personnel, Principals in schools, and other Diocesan staff/committees, where appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledged the scope and responsibility of the position outlined in this Position Description.

Employee Name: _____

Signature: _____ **Date:** _____