

POSITION DESCRIPTION

POSITION TITLE:	Deputy Principal – Curriculum & Administration
SECTION:	
REPORTS TO:	The Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i>
AUTHORISATION:	Executive Director

Catholic Education – Diocese of Cairns

Catholic Education - Diocese of Cairns (CEDC) is a dynamic and growing organisation that is actively inviting schools to co-create with us, schools that are places of rich learning for now and into the 22nd Century.

Our vision is to offer every student in every school a world class education enriched by their lived encounter with the Catholic Faith.

CEDC is committed to this vision through Co-Leadership with schools to build communities of learning that provide a safe, nurturing and academically challenging environment. Our schools are places where we create opportunities for every student and every staff member so that they are inspired to contribute to our society, innovate, explore possibilities, and achieve excellence.

CEDC embraces thirty (30) schools including twenty (20) primary schools, two (2) Prep to Year 12 colleges and eight (8) secondary colleges. One of these colleges is a Special Assistance College with campuses in Cairns, Cooktown, and Edmonton. This community also includes Catholic Education Services located in Cairns itself. Over the next five years there are two new schools planned.

All schools and colleges, except three, are within a two-hour drive of Cairns. Cooktown, Waibeni Island (Thursday Island) and Weipa are accessed by daily flights and located in some of the most beautiful parts of the country. In total, there are 11 500 students and 1500 staff.

Leadership and strategic management is the responsibility of the Executive Director of CEDC. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates a number of significant delegations which include:

- Support of the mission of the Church as delivered through Catholic Education
- Support of schools by providing services that strengthen school capacity
- Provision of leadership and forward planning to develop organisational capability
- Distribution to schools of government allocated funds and their accountability
- Monitoring quality of schools and compliance/accountability with requirements of governments, Church, and parents
- Within limits, provision of some centralised, specialised student services, where this is the most effective and efficient approach

Our staff are supported to experience success and satisfaction in their vital role.

Cairns also offers many lifestyle opportunities that can be found in few other places and is surrounded by World Heritage listed areas including the Great Barrier Reef and the Daintree Rainforest, all within an hour's journey from the growing City of Cairns. It is the gateway to our Asian neighbours with direct flights to China, Japan and Singapore as well as having direct flights to all the east coast capital cities, Darwin, and Queensland's Sunshine and Gold Coasts.

Purpose of the Role

The Deputy Principal – Curriculum and Administration is a key member of the College Executive Team and is called upon to share and give direction to the educational and faith life of the College.

The Deputy Principal – Curriculum and Administration implements a vision of excellence in curriculum, pedagogy, assessment and reporting for teachers and students across the College 7-12, in alignment with the school's policies and procedures and the Strategic Plan. There is also the need to work in partnership with the Deputy Principal - Student Wellbeing, Deputy Principal - Residential and Assistant Principal - Mission to ensure a strong team-based approach is utilised when working on the college's improvement agenda.

The role includes oversight of the school's educational framework and teaching and learning programs for students in 7 – 12, including development of subject selection processes into QCE, Applied Learning and VET programs. Innovation, inclusion, engagement and excellence is promoted through the development of the College's timetable, including special events and the building of staff and leader capacity through promotion and leadership of professional learning activities. The Deputy Principal- Curriculum and Administration ensures students achieve improved outcomes through rigorous, inclusive, engaging and inspiring academic curricular and extra-curricular programs.

Essential Duties and Responsibilities

The essential duties and responsibilities for the position are derived from the CES Leadership Framework. The Leadership Framework describes five separate domains of Leadership each with three capabilities which assists leaders understand and focus on the type of leadership that best meets the needs of our local context. Typical duties performed may include, but are not limited to:

TAKE THE LEAD

(inclusive of three capabilities: Setting the Vision and Direction, In the Know and Leading Authentically)

- Collaborates with the Executive Team, staff, parents and students in the development of Strategic Goals and development of the Annual Improvement Plan according to Diocesan policy and procedures and reflective of the College's Mission and Vision
- Encourages a culture of continuous renewal
- Is an effective leader of school improvement
- Promotes high educational standards
- Leads the Middle Leader Curriculum Team, Teachers and Learning Support Officers in the implementation and maintenance of effective pedagogical practices, including the implementation of High Impact Teaching Strategies, High Impact Engagement Strategies and the Essential Skills of Classroom Management. Supports the implementation and maintenance of effective Pastoral Care systems and practices
- Supports an inclusive curriculum which caters for the diverse needs of all students
- Supports the implementation and maintenance of effective educational accountability practices
- Is knowledgeable about current educational trends and issues and promotes data informed and evidenced based teaching and learning strategies
- Reflects on data and uses it to improve curriculum, pedagogy, assessment and reporting practices in the College
- Leads the use of technology in the College, including preparing for the use of AI and staff and student completion of the QCAA authenticating Certificate
- Maintains appropriate behaviours when engaging with children

THINK IT THROUGH

(inclusive of three capabilities: Logical Thinking, Creative Thinking and Conceptual Thinking)

- Supports the Principal in the financial stewardship of resources including accountable administration of the school funds, according to policy and procedures
- Supports effective duty-of-care for students and staff in accordance with legislative and policy requirements
- Supports the employment process in accordance with Diocesan policies
- Is committed to the support, development, implementation and evaluation of School and Diocesan policies
- Manages all requirements of the Compliance Audit

- Manages effective system administration practices, including: Timetabler, Daily Organiser including oversight of organisation of class covers for teacher absences, the reporting system and College curriculum platforms
- Constructs the Colleges Timetable including the timetabling of special events
- Leads the subject selection process to ensure clear pathways options for students from Years 7 – 12, including the development and promotion of subject selection material, student selection of subject choices, development of and staffing of the College timetable

WORK TOGETHER

(inclusive of three capabilities: Communicating Clearly, Working Systematically and Building Relationships)

- Promotes the growth of the student community, staff community and wider community
- Supports the Principal in the efficient and effective management of the school within the Diocesan System in compliance with all funding bodies, Non-State School Accreditation Act and other legislation applicable to schools
- Liaises with the Parish Priest in accordance with Diocesan policy and practice
- Supports the school's co-operation and collaboration with the Board of Governance (Education), School Board, Parents and Friends' Association, Religious Orders and members of the wider community
- Liaise with parents to build a culture of striving for personal excellence in academic pursuits
- Builds partnerships with parents/carers both locally and in our remote communities, including participating in information evenings for our local community and through visits/zoom sessions to Cape York, Gulf of Carpentaria and Torres Strait Islands to promote curriculum opportunities that will impact and enhance student learning

FOCUS ON IMPROVEMENT

(inclusive of three capabilities: Intellectual Versatility, Future Oriented and Taking Responsibility)

- Demonstrates the personal ability to be:
 - a highly capable person who makes productive contributions through talent, knowledge, skills and good work habits.
 - a contributing team member who can work independently and in teams to drive an improvement agenda
 - a leader who organises people and resources to achieve strategic goals
 - an effective leader who supports the Principal and College Executive Team to articulate and build staff buy-in to the college's vision articulated in the school's Mission Statement
 - a leader who is able to listen and to lead through personal humility and professional will
- Leads the professional development of teaching staff to build their capacity and expertise in the Australian and QCCA curriculum
- Oversees formation of staff professionally, pastorally and spiritually through the leadership of the Staff Induction Process and Annual Appraisal process
- Supports the Professional Development of staff in curriculum, pedagogy, assessment and reporting
- Develops and maintain positive, professional relationships
- Maintain appropriate behaviours when engaging with children
- Affirms best practice and challenges practices that are not consistent with school philosophy and ethos
- Supports effective staff performance and review processes

REFLECT AND GROW (which includes three capabilities: Developing Capacity, Faith Formation and Personal Mastery)

- Promotes Catholic identity, culture, gospel values, evangelisation, faith education, liturgy and prayer
- Demonstrates active pastoral engagement, sacramental participation and leadership in the life of the Church within the school community
- Supports the standards of Religious Education in the school in accordance with Diocesan guidelines, Parish policies and the school's Mission Statement and supports the Assistant Principal - Mission to develop high quality religious Education Curriculum with the Religious Education teachers
- Supports and promotes the role of the Bishop as the prime leader of pastoral and educational vision in the Diocese
- Takes responsibility for one's own spiritual development

Genuine Occupational Requirements

- Facilitate the prevention of child harm by recognising and responding appropriately

- Accountable and responsible for ensuring professional behaviour
- Ability to cope with own emotions and behaviour effectively
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others
- Ability to maintain an appropriate level of confidentiality
- Ability to communicate in English both verbally and in writing to meet necessary standards with respect to clarity, accuracy and professionalism appropriate to the position
- Ability to locate appropriate and relevant information from multiple sources and convey, integrate and implement knowledge in practice
- Ability to prioritise workloads and manage multiple tasks with competing timelines
- Ability to accept responsibility for own work
- Intermediate to advanced skills in Microsoft and Google applications necessary to demonstrate the required range of skills and tasks
- Competent use of digital technologies necessary to demonstrate the required range of skills and tasks

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Maneuvering within the office/school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment

Mandatory Qualifications and Requirements

- Participation in and commitment to the sacramental life of the Catholic Church
- Understanding and commitment to education in the Catholic tradition
- Postgraduate (Master level) qualifications in Education and/or Religion as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland
- Leadership experience:
 - Demonstrated ability in religious and education leadership
 - Demonstrated administrative ability
 - Demonstrated skills in interpersonal relationships
- Demonstrated knowledge of contemporary educational issues at state and national levels with particular reference to Religious Education
- Written and verbal communication skills of a high order
- Demonstrated commitment to the Pastoral Care of members of the school community
- Skills for building community including facilitation, delegation and consultation
- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Promote child safety at all times
- Current drivers' license
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education

Related Documents

- Statement of Principles for Employment in Catholic Education
- Code of Conduct for Employees of Catholic Education
- Catholic Employing Authorities Single Enterprise Collective Agreement Diocesan Schools of Queensland
- Senior Leadership positions in Catholic Schools in Queensland (QCEC Policy)
- Leadership Framework in the Cairns Diocese

Additional Information

The incumbent will need:

- The appointee to this position will be required to complete a period of 6 months' probation, in accordance with The Fair Work Act 2009.
- An in-depth understanding of and commitment to the mission and objectives of Catholic Education in the Diocese of Cairns
- A sound working knowledge of the Catholic Education context and an appreciation for Catholic Education issues.

