



POSITION TITLE:	Deputy Principal – Identity and Outreach P - 12
SECTION:	MacKillop Catholic College, Mount Peter
REPORTS TO:	College Principal
CLASSIFICATION:	Remuneration in accordance with the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Diocesan Schools of Queensland</i> (Available at www.cns.catholic.edu.au)
AUTHORISATION:	Executive Director

CATHOLIC EDUCATION SERVICES – DIOCESE OF CAIRNS

Catholic Education Services in the Diocese of Cairns 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.

Catholic Education Services 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.

Catholic Education Services in the Diocese of Cairns 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 1,500 staff.

Leadership and strategic management of Catholic Education Services is the responsibility of the Executive Director of Catholic Education. Through a team of professionals, and in Co-Leadership with principals, the Executive Director manages and facilitates several 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.

MACKILLOP CATHOLIC COLLEGE, MOUNT PETER

MacKillop Catholic College (www.mackillopcatholiccollege.qld.edu.au), a master-planned Prep to Year 12 College, was established in 2016 with Prep-Year 3 classes. The College will progressively develop by year levels and the first Year 12 cohort graduating in 2025. Guided by the authentic discipleship of Saint Mary MacKillop of the Cross, and the Josephite tradition, our mission, to *inspire hearts, minds and spirits*, is grounded in the vision to provide quality 21st century education to the young people in our community.

Teachers play a crucial role at MacKillop Catholic College in the holistic education of the young person, and in promoting the mission and goals of the College, which are to:

- form confident and creative young people who value the ethic of love
- be a safe and welcoming community in which relationships are characterised by Gospel values

The young people in our care should develop skills in building positive relationships and lifelong learning based on those modelled by College staff. As a new College, MCC utilises Innovative Learning Environments (ILEs) to shape student learning experiences and cultivate a school-wide culture of learning that gives primacy to individualised learning through inquiry, meta-cognition, collaboration and integration.

Learning and teaching at MacKillop Catholic College is committed to ongoing teacher development and capacity building to facilitate the continual development and enrichment of the educational experiences and outcomes for all students. A teacher at MacKillop Catholic College should see themselves as a member of the MacKillop family, working in cooperative partnership with parents and the Catholic Community, and seek to support the Josephite mission.



PURPOSE OF THE ROLE

The Deputy Principal - Identity and Outreach will provide creative, dynamic leadership in all areas of the College to animate the *Encounter* Catholic Identity Framework and embed pedagogical principles of Catholic Dialogue Schools. In this context, the Deputy Principal - Identity and Outreach:

- Models and promote a strong commitment to the Catholic ethos and the mission and objectives of Catholic Education.
- ideates and facilitates, in collaboration with the College Senior and Middle Leadership teams, varied and life-giving formation and faith development experiences for students, staff and the MacKillop community that deepen understanding of the Church's mission and invites an encounter with the person of Jesus and the Catholic faith.
- engages students and staff in outreach and justice experiences through the lens of Catholic Social Teachings
- in collaboration with the Principal and other members of the Senior Leadership team, the role holder has a whole of College responsibility for enacting of the Gospel mission of the College, including evangelisation, spiritual development, religious literacy and promotion of justice.

The Deputy Principal - Identity and Outreach performs the role cognisant of and in harmony with the vision, mission and values of Catholic Education in the Cairns Diocese. The role holder is a senior staff member of MacKillop Catholic College and contributes to the culture and work in a spirit of collaboration and subsidiarity.

ESSENTIAL DUTIES AND RESPONSIBILITIES

The essential duties and responsibilities for the position are derived from the Encounter Catholic Identity Framework, CEDC Leadership Framework, CEDC Strategic Plan, and research in leadership and animation of faith formation and religious education in Catholic Dialogue School contexts. Typical duties performed may include, but are not limited to:

Inspiring and animating the Catholic Tradition through Formation

- Inspire and animate a deeper appreciation, shared awareness and understanding across the MacKillop Catholic College Community of the mission, vision and spirituality of the College and the role First Nations Knowings has in deepening members understanding of self and relationship with the community.
- Develop and facilitate formation experiences that invite members of MacKillop Catholic College, staff, students and families, into an experience of the *Encounter* Catholic Identity Framework.
- Respond to improving educational outcomes and engagement for students, through building recontextualised and dialogically appropriate Religious Education and Faith Formation resources through the dynamics of the *Encounter* Catholic Identity Framework: respect; connect; reflect; embrace.
- In partnership with the Senior leadership team, co-create and co-facilitate induction programmes for new staff; beginning teachers; and families.



Lead Faith Formation experiences and programs at MacKillop Catholic College

- With the Senior leadership team, co-create and develop a MacKillop Catholic College Formation Plan for adults which allows for the facilitation of systematic and sustained formation programs for all staff and families at the College.
- With the Middle leadership team, co-create and develop a MacKillop Catholic College Formation Plan for students which allows for the facilitation of systematic and sustained formation programs for all students at the College including: retreats; reflection days; leadership formation experiences;
 - Co-design and cofacilitate these formation programs with Senior and Middle leaders of MacKillop Catholic College
 - Facilitate and lead experiential outreach opportunities including social justice experiences pilgrimages and immersions for staff and students.

Engage, build capacity and develop resources for Formation and Religious Education

- In collaboration with Middle Leaders and the Catholic Identity team at MacKillop Catholic College, develop and facilitate key liturgies, experiences and events
- In collaboration with the Middle leaders of Religious Education prepare and co-facilitate and/or lead professional learning experiences pertaining to Religious Education P-12.
- In collaboration with the Middle leaders of Religious Education generate resources to support teachers in delivering recontextualised resources in the Religion Curriculum.

Animate MacKillop College vision, mission and values

- In conjunction with the Senior and Middle leadership teams, promote collective responsibility and accountability for student achievement and wellbeing through the animation and implementation of wellbeing and behaviour frameworks and processes at the College.
- Provide leadership for the College community in responding to recommendations stemming from the Enhancing Catholic School Identity (ECSI) survey data and recommendations.
- Fosters the Catholic ethos and identity of the MacKillop Catholic College community, integrating beliefs and values into all facets of college life and learning, communicating an inspiring and positive future.

Enhance relationships and partnerships within the MacKillop Catholic College community

- In conjunction with the Senior and Middle leadership teams, develop a whole school approach to Outreach and Social Justice which enables a systemic and coordinated approach to facilitating experiences that invite students to an encounter with the person of Jesus through action.
- Collaborate with Senior and Middle leadership teams to develop and deliver a whole College approach to student voice, leadership and agency activities.
- Provides leadership for the College community in responding to Truth-telling, Healing and Reconciliation initiatives at MacKillop Catholic College.
- Liaise and build relationships with Parish Priest, Catholic Education Services Identity and Outreach Directorate.
- Proactively support Diocesan initiatives.
- Other duties as delegated by the Principal.



Foster and embed Catholic Dialogue School principals in the MacKillop Catholic College community

- Support the Principal in the efficient and effective management of the school within the CEDC context ensuring compliance with all funding bodies, Non-State School Accreditation Act, and other legislation applicable to schools.
- Modelling principles of dialogue and encounter to ensure effective decision-making processes, independently and in consultation with the Principal as and when required advocating for action which is based on Gospel values and evidence for what is the common good of the community.
- Facilitate the alignment of College policies, processes and activities which help animate and uphold the Catholic Identity and Outreach of the College.
- Provides appropriate risk management for all Religious Education and faith formation activities and experiences.
- Actively present at school events and special functions including attendance at P&F and School Board meetings;
Parent Information sessions, Expo, Orientation Days and Celebrations of Learning.

GENUINE OCCUPATIONAL REQUIREMENTS

- Capacity to think strategically, implement effectively, see a project to successful conclusion and evaluate accordingly.
- Capacity to plan, coordinate and deliver professional learning.
- Self-motivated with the ability and commitment to work in a collaborative team environment.
- Demonstrated relational skills.
- Demonstrated high level of ability to communicate, consult and negotiate.
- Experienced and competent in the use of digital technologies.
- Ability to comply with legislation and professional regulations to reduce the risk of harm to self and others.
- Ability to maintain a high level of confidentiality.
- Ability to prioritise workloads and manage multiple tasks with competing timelines.
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace.
- Provides support to staff when it comes to student behaviour and student well-being
- Assists in the general administration of the school as required
- Supports the teachers of Religious Education in the Beginning Teacher Support Program
- Promotes and markets the school in the community.



MANDATORY QUALIFICATIONS AND REQUIREMENTS

- Participation in and commitment to the sacramental life of the Church
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education.
- Professional qualifications in Education
- Registered or eligible to register with Queensland College of Teachers
- Master's degree with subjects completed in Religious Education, Theology, Scripture or related discipline, or working toward completion of said Masters as per Queensland Catholic Education Commission Position Statement for Senior Leadership Positions in Catholic Schools in Queensland
- Middle and/or Senior Leadership experience and demonstrated effectiveness in Religious Education teaching in Catholic Education.
- A demonstrated knowledge and commitment to integrating contemporary learning principles within P-12 Religious Education Curriculum.
- Highly developed understanding and experience in and personal commitment to spiritual formation and Catholic Education.
- Promote child safety at all times
- Current driver's licence

RELATED DOCUMENTS

- *Encounter* Catholic Identity Framework (Cairns Catholic Education Services)
- 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 month' probation in accordance with The Fair Work Act 2010.
- 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.

Please note:

- A non-smoking policy is effective in Catholic Education Services buildings, offices and motor vehicles.



EMPLOYEE ACCEPTANCE

The employee's signature signifies an understanding and acceptance that the content contained herein and forms an integral part of their employment terms and conditions.

I have read and acknowledge receipt of this Position Description:

Employee Name: _____

Signature: _____ **Date:** _____