

Role Description

Role title	Principal Lead
Classification	Non-Agreement
Location	To be determined
Is responsible to	Director School Services
Key relationships	CET Executive Director and CET Leadership, Deputy Executive Director: Schools, Director School Services, Principals, Leadership Teams and Teachers

Main Purpose of Role

The Principal Lead will line manage Principals and those providing School-based Services within their designated region. The Principal Lead will provide educational leadership and support to Principals and Catholic school communities and promote authentic Catholic schools as centres of quality learning and teaching by coaching, mentoring and supporting the Principal and school leadership team.

The Principal Lead will be accountable for assisting and supporting the Deputy Executive Director: Schools and the Director: School Services in the implementation of the Catholic Education Tasmania (CET) Vision, Mission, Strategy and Directions for Catholic Schooling in the Archdiocese of Hobart.

Organisational Requirements

All employees of Catholic Education Tasmania are required to:

- Uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute.
- Be familiar with, have an understanding of, uphold and support the implementation of the Archbishop's Charter for Catholic Schools, the Archdiocesan Mission and priorities.
- Take reasonable care of their own health and safety and that of other people, including people working under their supervision or direction who may be affected by their acts or omissions at the workplace – in accordance with the current Tasmanian Work Health and Safety Act.

Specific Functions and Duties

- Support and Line manage Principals in their designated region.
- Line manages the school-based delivery of School Services - Student Support, Counselling, ATSI, EALD, Gifted, Allied Health, Speech Pathologists in their region.
- The first point of contact for Schools in their region on key strategic and operational matters.
- Building capacity and confidence of school leadership to have greater responsibility to address matters at school level.
- Assist the Principal and the school leadership team in all CET Strategic Goals in the area of specialisation, including the CET Insight into Learning Project.
- Principal and leadership team support.
- Policy/procedure implementation.
- Coaching and critical friend for Senior School Leadership with School Improvement.
- Government, CECT and TCEO compliance.
- Parent and Community engagement.
- Any other duties as assigned / directed by CET Executive Leadership.
- Please note Appendix A - Duties Statement for specific functions and duties of the role.

Required Skills, Experience and Attributes

- An in-depth understanding of and commitment to the mission and objectives of Catholic Church and Catholic Education Tasmania.
- A practicing Catholic whose faith is visible and inspiring in daily life and work. You shall observe the Precepts of the Catholic Church (Catechism of the Catholic Church (n. 2042-2043)). These precepts invite all Catholics to:
 - "attend Mass on Sundays and on Holy Days of obligation and rest from servile labor;"
 - "confess our sins at least once a year;"
 - "receive the sacrament of the Eucharist at least during the Easter season;"
 - "observe the days of fasting and abstinence established by the Church;"
 - "help to provide for the needs of the Church."
- Be an active member of your Catholic parish community, participating regularly in weekly liturgy.
- Successful educational leadership experience as a school Principal level or higher.
- Demonstrated effectiveness in school improvement processes that are designed to enhance student learning outcomes.
- Demonstrated proven Faith leadership within the Catholic Church.
- Demonstrated commitment to and involvement in Catholic Faith through school or parish activities.
- Higher order System level understanding.
- High level of emotional maturity/intelligence and the ability to lead from a range of positions/situations, including complex decision making and the ability to make sound judgements.
- Higher-order skills to relate, influence and communicate to a wide range of people and professions and the skills to resolve complex problems and matters of conflict.
- The ability to plan, think and act strategically and manage projects and deliver successful outcomes on time and within budget.
- Competent in the use of digital technologies necessary to carry out the required range of skills and tasks.
- Commitment to ongoing professional learning and development in line with the Science of Learning and Science of Reading.
- Ability to work in a focused intensive and collaborative manner with other Principal Leads.
- Competence facilitating professional development, demonstrating high level demonstrated interpersonal and communication skills.

Qualifications

Required

- Education degree with teaching experience.
- Accreditation C: To teach RE in a Catholic school or willingness to obtain.
- Registered to teach in Tasmanian Schools or able to gain registration.
- Registration to Work with Vulnerable People (RwVP)
- Post Graduate qualification in related discipline, e.g. Education, Leadership, Theology.
- Coaching Certification or ability to acquire within 12 months of employment.
- Current Driver's License.
- Satisfactory National Police History Check.
- Minimum Accomplished Principal Classification Status.

Desirable

- Post graduate study in area of specialisation or equivalent.

APPENDIX A - DUTIES STATEMENT

Key Result Areas

Leading Catholic Identity and Evangelisation

Influence and enrich the lives of Principal, staff and other members of the school community:

- Develop and maintain a Ministry of Presence in all schools across the delegated region.
- Liaise regularly with the Parish Priests in the designated region, fostering links between the School and CET.
- Represent CET at special school liturgies, award ceremonies and cultural celebrations.
- Support the Catholic Identity and Evangelisation Team in their work in schools.
- Have an overview of each school's Catholic Identity needs across the designated region and be able to articulate their specific contextual requirements on behalf of schools.

Leading Teaching and Learning

Ensure effective teaching and learning to ensure that all students receive quality education:

- Line Manage and support TCEO staff in their operation support of ATSI, EALD, School Support and Pastoral Care within their delegated region.
- Have an overview of each school's educational needs and be able to articulate their specific contextual requirements on behalf of schools.
- Facilitate opportunities with the Principal for staff professional learning in liaison with the TCEO learning and Teaching Teams.



Leading Improvement, Innovation and Change

Improve the school outcomes through effective coaching, mentoring and supporting of improvement innovation and change processes:

- Facilitate and support Principals in their school improvement processes.
- Monitor achievement of educational targets as discerned by the school.

Work with the Principal to support analysis of data and evidence to demonstrate impact of change and improvement.

Developing Self and Others

Enhance the technical capability, personal and team effectiveness of staff and self:

- Facilitate opportunities with the Principal and school Leadership Team in leadership formation and professional learning within their designated region.
- Work with Principals in their designated region on individual goal setting, formation opportunities and identify potential leaders, providing professional development as appropriate.
- Contribute to Catholic College of Educational Leaders (CCEL) meetings where appropriate.
- Facilitate coaching and accountability processes.
- Provide pastoral care/mentoring creating to School Principals in their designated region.
- Promote and implement CECT policies.
- Participate in Induction Programs as appropriate.
- Facilitate regular regional meetings with Principals.
- Support schools to manage compliance agenda and follow up non-compliance issues as they arise.
- Follow up/collect data from Principals as required for CET and National reporting purposes.

Leading the Management of Principals

Ensure effective support of Principals and resources to deliver sustainable outcomes:

- Lead and manage senior recruitment (Principal and Deputy Principal) in their designated region.
- Assist and articulate the specific school contextual requirements and needs to CET on school behalf where needed.
- Support the TCEO in their work in schools and act as a conduit between school and system needs including where appropriate facilitating working parties and committees.
- Support Principals in the area of Employee Relations and legal matters.
- Assist Principals in managing 'high order' parental complaints in their network, ensuring grievance processes are followed.
- Assist and support the principal and CET with the formation and development of Deputy Principals within their network of schools.
- Work with Principals in individual goal setting, formation opportunities and provide professional development where appropriate.
- Panel membership for school validation in their designated region.

Leading Governance, Leadership, Government, CECT and TCEO compliance

Ensure compliance across the strategic domains that affect schools

- Ensure the promotion and application of the Catholic Identity in all schools with particular reference to the Archbishop's Charter for Catholic Schools.
- Provide advice to the Executive Director, Deputy Executive Director Schools, Director School Services on key policy issues.
- Provide leadership and oversight of the operations of the Regional Office team.
- Critique and provide feedback on CECT/System Policies.
- Provide regional advocacy regarding issues/concerns.



Final Checklist for Applicants

Before submitting your application, use this checklist to ensure you have prepared all important documents. In particular, check that you have:

- Read the role description, which contains the key results areas.
- Supplied the contact details for three referees with your application and these referees are to be listed in your resume. The three referees required are listed below and need to be willing to comment on your recent work and your alignment to Catholic Mission and Identity:
 - Present Employer
 - Professional Referee
 - Parish Priest

Please ensure that your online application includes:

- A cover letter (no more than one page) stating the reasons why you are seeking a position with Catholic Education Tasmania and your preference of role/s, school, college or area.
- Supporting documentation addressing the Selection Criteria (no more than two pages).
- A current copy of your resume, which should include an employment history stating where you have worked, the length of service and description of the position(s) held, and duties undertaken.

Applications are to be addressed to John Wilson (Director: School Services) and can be submitted to Jason Young: Employee Experience and Engagement Advisor via email jason.young@catholic.tas.edu.au.

Please Note: Applications will close promptly on Monday 30 June 2025 at 11:00am and applications will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People Services on (03) 6210 8888 or via careers@catholic.tas.edu.au.



Catholic
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