

POSITION DESCRIPTION

POSITION TITLE:	Deputy Principal – Head of Campus
SECTION:	Holy Spirit College – Cooktown campus
REPORTS TO:	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.

Holy Spirit College

The College is an initiative of the Diocese of Cairns and Catholic Education Services and offers individualised and adaptable multiyear secondary education programs for young people disengaged from mainstream schooling. The College is a registered Special Assistance School that is co-educational and currently has an enrolment capacity of 40 young people in Cooktown, 60 in Manoora and 90 in Edmonton. The Cooktown campus is the main college campus with associate campuses situated in Cairns suburbs. The Cooktown campus includes 2 sixteen bed residential units while the Cairns campuses are both day-only facilities.

The college provides a variety of innovative teaching and learning practices that acknowledge the young people's complex education and social needs, empowering them to identify and pursue a transition towards adulthood, further education, employment and importantly a connection to the community. Staff at Holy Spirit College are multi-disciplinary in response to the diverse needs of young people and their families.

Young people who attend include Indigenous and non-indigenous young people who are disengaged from mainstream education for a range of reasons that may include those:

- with a history of complex trauma;
- who are highly transient;
- with a history of extended periods of unexplained absences;
- in the care of the Office of Children and Families;
- who have had contact with the juvenile justice system;
- with mental illness or at risk of engaging in self-harming behaviours or substance abuse;
- who have been excluded or repeatedly suspended from school;
- who are homeless;
- with a generational history of early school leaving;
- with a generational history of unemployment.

Underpinning all the work of the College are operating principles of right Right Relationships, Respect, Responsibility and Participation.

Purpose Of The Role

The Deputy Principal - Head of Campus is the delegated leader of their campus, overseeing the daily operations of their site, holding the delegated responsibility from the College Principal in the areas of Safeguarding, Learning and Pedagogy, Diversity and Inclusion, Risk, Compliance and HR.

Strategically, the Deputy Principal - Head of Campus, with the support of the College Principal, is also responsible for the promotion and implementation of the College's vision, purpose, philosophies, practices, policies and educational programs along with the provision of a pastoral environment for students and staff.

The Deputy Principal - Head of Campus is the direct line manager for onsite staff, and reports directly to the College Principal. The role receives significant support from the College Administrative Team, particularly in the area of Compliance, Learning and Pedagogy, Diversity and Inclusion, Finance, HR, Safeguarding and Risk.

In Cooktown, the Deputy Principal - Head of Campus role includes the operational oversight and responsibility for Boarding, with the delegated support of a Head of Boarding.

In this position the Head of Campus is expected to:

- Ensure that the College's Vision, Purpose, Values and Principles are fully embedded in the culture of the Campus
- Manage the daily administration of the Campus
- Provide professional and instructional leadership, ensuring the college curriculum is delivered in line with the NSSAB and CEDC requirements
- Work with the College Principal in the identification and delivery of professional development to meet the needs of staff
- Communicate with a wide range of audiences – students, staff, parents, and community stakeholders
- In association with the College Leadership Team plan and manage an Annual Campus Budget
- Manage target enrolment numbers to ensure the financial viability of the college
- Focus on enhanced achievement and engagement of all young people across the college
- Teach as required.

The College has a clear vision and our values of right Relationships, Respect, Responsibility and Participation are the heart of everything we do. Our culture is supportive and dynamic, and our success is enabled by an engaging, passionate team approach. The Head of Campus needs to be flexible within a dynamic and changing workplace environment along with being comfortable stepping away from traditional teaching practices, to embrace an innovative learning model. The role requires an energetic and enthusiastic Senior Leader, with a commitment to embedding the College's vision for learning and wellbeing.

Essential Duties and Responsibilities

Typical duties performed may include, but are not limited to:

FAITH LEADERSHIP

To share in the essential Mission of the Church as a leader within the school Faith community

The Head of Campus:

- Promotes Catholic identity, culture, gospel values, evangelization, 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 campus and College in accordance with Diocesan guidelines, Parish policies and the College's Mission Statement, with particular responsibility for:
 - Assisting staff in gaining and maintaining accreditation requirements
- 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

EDUCATIONAL LEADERSHIP

The Head of Campus:

- Collaborates with the College Principal and Assistant Principal – Learning to ensure learning opportunities are inclusive and respond to the social, cultural, spiritual, physical and academic needs of the young people
- Oversees the College learning framework through:

- Working with the AP – Learning to ensure the learning framework and its provision is appropriate to meet the needs of each young person and is culturally appropriate
- Working with the AP – Diversity to ensure the appropriateness of each young person's negotiated Individual Learning Plan and transition pathway
- Works collaboratively with staff to develop and maintain the learning timetable
- Ensures the wellbeing needs of young people are reflected in the learning environment
- Oversees and supports access to relevant programs/activities
- May undertake a program provision role within the campus

BOARDING LEADERSHIP:

The Head of Campus holds overarching responsibility for the leadership, management, and strategic direction of the campus's boarding school. This includes ensuring the wellbeing, safety, and academic support of boarding students, fostering a nurturing and inclusive residential environment, and overseeing boarding staff and operations by working alongside the Head of Boarding.

RELATIONAL LEADERSHIP

Young People

The Head of Campus:

- Maintains appropriate behaviours when engaging with children
- Maintains a visibility and presence amongst the young people and staff
- Engenders a culture of right Relationships, Respect, Responsibility and Participation within the campus
- Responds to the pastoral and wellbeing needs of each young person
- Ensures child protection procedures are maintained and implemented according to policy
- Maintains communication, rituals, the calendar and celebrations for the young people and staff

Staff

The Head of Campus:

- Provides effective day to day supervision of staff
- Leads a positive culture of professional sharing and supervision
- Work with staff to facilitate individual and College growth
- Develops and maintains positive, professional relationships
- Affirm excellent practice and challenges those that are not consistent with the college's mission, philosophy, and ethos
- Supports effective staff induction, performance, and review processes
- Leads staff in regular whole team reflective practice sessions including staff debriefs, staff meetings and staff collaborative planning opportunities
- Seeks staff input in the development, implementation, and review of the Annual Improvement Plan
- Supports staff in their professional development through informal and formal process (e.g. participating in regular supervision, performance development reviews and reflective practice)
- Ensures staff are familiar with and compliant with Catholic Education Services policy frameworks including the Code of Conduct.
- Participates in the daily routines and activities of the campus e.g. Circle-Up, morning briefings, meals, camps, staff debriefs

Guardians, Families and Community

- Establishes and maintains partnerships with parents/carers, families and the communities of the young people

- Works through a lens of right Relationships, Respect and Responsibility and Participation
- Ensures professional and respectful communications with others
- Communicates in a timely manner

External Support Networks

- Establishes and maintains partnerships with relevant Catholic Education Services staff
- Liaises with and develops service referral and provision with government and non-government agencies at appropriate levels to support health, mental health and wellbeing needs of young people
- Ensures young people are supported to access services e.g. counselling, health support, community activities
- Works collaboratively to support/develop cultural links, community and family connections which support the engagement and connection of young people to learning and the wider community.

IDENTITY LEADERSHIP

The Head of Campus:

- Leads the Campus in line with the cultural characteristics of Catholic Schools and within the Holy Spirit College's vision, purpose, principals, guidelines and procedures
- Ensures the relevancy and expression of the mission, and values are evident to staff in all practices
- Responsible for inner leadership and self-care, through personal formation and professional development
- Engages in professional supervision of campus staff

COMMUNITY LEADERSHIP

The Head of Campus:

- Promotes the college in a positive manner
- Engages with parents, carers and the community, keeping them involved and informed
- Develops partnerships with key agencies to support services being delivered where appropriate/possible;
- Works collaboratively with the staff to support/develop cultural links and community and family connections which will support the engagement and connection of young people to their learning and the wider community

ADMINISTRATION OF THE CAMPUS

The Head of Campus:

- Manages the day to day conduct, performance, and operations of the campus
- Solves day-to-day problems in accordance with operational directions, guidelines and procedures
- Maintains appropriate records and prepares reports as required by the College Principal
- Implements and maintains activity risk management plans and student support plans
- Administers enrolment procedures in alignment with the College's Enrolment Process
- Seeks guidance and authorisation from the Principal, as appropriate, when undertaking tasks which are not routine to the role.
- Monitors campus enrolments, expenditure and funding sources to manage Annual Budget.

Works in partnership with the Principal to:

- Ensure the consistency of 'Many Campuses: One College' is affirmed
- Compile statistical, census and other returns as required
- Ensure, in conjunction with the Assistant Principal – Diversity, young people are identified and NCCD evidence gathering processes are followed

- Participate in selection and recruitment processes for campus staffing
- Implement School Annual Improvement Plan and renewal framework and assists with the compliance of annual government reports
- Lead the implementation and development of appropriate local community partnerships
- Maintain up to date provision of data required systemically
- Monitor the Campus' funding and expenditure against budget targets, ensuring corrective action is taken when targets are not met
- Identify campus funding needs to enhance the delivery of wellbeing and academic programs

The Head of Campus may also carry out other duties and tasks that may be reasonably assigned by the Principal from time to time.

Genuine Occupational Requirements

Head of Campus will:

- Facilitate the prevention of child harm by recognising and responding appropriately
- Communicate effectively with young people and staff including using appropriate interpersonal skills
- Plan and apply strategies that contribute to the establishment and maintenance of a safe and supportive campus environment
- 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
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements;
- A strong demonstrated commitment to the objectives, vision and ethos of Catholic Education
- Intermediate to advanced skills in Microsoft 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
- Accountable and responsible for creating a positive workplace culture and reducing the risks to physical and mental health in the workplace

Physical requirements of the position:

- Work is normally performed in a typical interior office and/or classroom environment
- Work may be performed in an outdoors environment and may involve exposure to elements such as weather (sun/wind/rain), dust, dirt, fumes and/or loud noises
- Manoeuvring within the school environment appropriate to the position
- Frequent use of telecommunication and electronic equipment
- Frequent driving of vehicles including buses [MR licence or above]
- Work environment involves exposure to potentially dangerous materials and situations that requires following safety precautions and may involve the use of protective equipment

- Work environment involves the use of tools, machinery and other equipment that requires following safety precautions and may involve the use of protective equipment

Mandatory Qualifications And Requirements

- Professional qualifications in Education, as per Queensland Catholic Education Commission Position Statement for Senior Leadership Position in Catholic Schools in Queensland
- Registered or eligible to register with Queensland College of Teachers
- Leadership experience:
 - Demonstrated experience in education leadership of at least 5 years
 - Demonstrated administrative ability
 - Demonstrated skills in interpersonal relationships
- Written and verbal communication skills of a high order
- Demonstrated commitment to the pastoral care of members of the school community
- Promotes child safety at all times
- Capacity to understand and implement Duty of Care and Workplace Health and Safety requirements
- A current driver's licence at LR level or above or will gain within 3 months of employment

Essential Selection Criteria

- A demonstrated capacity to think and act strategically; to exercise sound judgement; and to support the Principal in leading the mission of the school through the College's working principals of Relationship, Respect and Responsibility
- High level interpersonal and communication skills with the capabilities to develop and sustain constructive, positive, and respectful relationships within and beyond the college community
- Demonstrated success in team building and leading quality professional learning through communication, collaboration and critical thinking, building the skills of teachers as leaders in learning
- Capacity to strengthen and integrate equity and diversity, work health and safety and performance management principles in the ongoing management and development of staff in an environment of continuous improvement which promotes creativity and innovation
- Ability to model and embed evidence-based pedagogical practices, cross-disciplinary and student-centred learning
- Applied knowledge of neurodiversity and trauma sensitive practices in working with disengaged young people

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

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.

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:
