

Position Description

POSITION TITLE:	Principal
SECTION:	School Leadership
REPORTS TO:	Education Consultant (Operational Support) / Executive Director (Employer Delegate)
CLASSIFICATION:	Principal in a Catholic Systemic School
AGREEMENT:	Townsville Catholic Education Principals' Agreement 2024-2028
LOCATION:	Townsville Catholic Education Diocese

ABOUT TOWNSVILLE CATHOLIC EDUCATION (TCE)

Townsville Catholic Education (TCE) supports 29 schools within the Diocese, located throughout a diverse region of North Queensland, extending west to Mount Isa, south to Proserpine, and north to Ingham. We employ over 2,900 dedicated professionals who contribute to our mission of delivering high-quality, values-based education within our Catholic school communities. Our schools include primary, secondary, and Prep–Year 12 offerings, located in both urban and rural settings. One of our schools also offer boarding alongside day-student options.

More than delivering academic excellence, a Catholic education at TCE nurtures personal growth, faith formation, and a strong sense of community. Our proud reputation is built on the tradition established by the religious orders who founded Catholic education in the Townsville Diocese in 1872.

The safety and wellbeing of students and vulnerable people is our top priority. We are fully committed to child safety and have zero tolerance to abuse of children or adults-at-risk. Every staff member shares the daily responsibility of creating a safe, supportive, and respectful learning environment by promoting positive relationships, responding to concerns, and meeting all child protection and reporting obligations.

OUR VALUES

JESUS TEACHES US:

Community (John 15) The greatest commandment Jesus teach us is to Love God, Love others.	Justice (Matthew 25:3-46) Jesus lives the virtue of justice rendering to all of us a message of living for others even unto death.
Inclusion (Luke 19:1-10) God invites all to live in God's love, including those that might be excluded by society.	Love (John 4:7-19) Love is the core value of the Gospels.
Reconciliation (Luke 15:11-32) Jesus' supreme act of love in dying on the cross reconciled humankind to God.	Liberation (Luke 4:16-21) God frees us from all evil if we trust in God and live our life in God.
Promoting Life in Abundance (John 10:10) God wants us to live life to the full.	Hope (Luke 24:13-35) We can all hope for the fullness of glory with God because God is faithful to His promises.
Compassion (Luke 10:30-37) In Jesus' life of love we witness the compassion of God - his acts of mercy towards others.	

ABOUT THE ROLE

The purpose of the Principal in Catholic education is, first and foremost, to serve as a faith-filled educational leader, called to lead the evangelising mission of the Church through Catholic schooling. Grounded in a context that is explicitly Christ-centred and embodying a leadership presence that is communal, transformational, and serving, the Principal acts as the chief educator, faith witness, and formation leader.

The role is structurally aligned with the Australian Professional Standard for Principals (AITSL) and the Townsville Catholic Education School Leadership Guidelines. Working in an often complex, challenging, and changing environment, the Principal is responsible for supervising, at the school level, the school's overall educational and spiritual functioning, ensuring that processes are in place for continuous curriculum excellence, instructional growth, and school renewal.

It is a function of the Principal to provide leadership to all employees – ‘managing the school of today, but conscious of the needs of tomorrow’, to guide the educational direction, theological development, and holistic human flourishing of the school community. The Principal will ensure effective leadership that facilitates sound planning, financial sustainability, support, and evaluation, and that defines clear delegation, rigorous budget management, and allocation of operational responsibilities.

KEY RESPONSIBILITIES

The Principal is the leading educational professional within the school, inspiring students, staff, and the community to enhance learning and encounter Jesus. The Principal's work is directly underpinned by the **Townsville Catholic Education School Leadership Guidelines**, which integrate the national **AITSL Professional Standards for Principals** into our Catholic context.

The Principal will exercise leadership across the following **six Leadership Dimensions**:

Faith and Mission Leadership (*Enhancing the Catholic Identity of the School*)

- Leads the school's Catholic identity by recontextualising tradition through dialogue, leading liturgy, and building a Christ-centred community.
- Models commitment to the Catholic ethos, actively participating in the spiritual, liturgical, and communal life of the school and system.
- Engages in professional learning and faith formation to continuously align capabilities with TCE's mission and values.

Educational Leadership (*Leading Teaching and Learning*)

- Places high-quality learning, evidence-informed pedagogy, and the Australian Curriculum at the centre of school decision-making.
- Promotes a culture of collective responsibility, personalisation, and high expectations to maximise achievement for all students.
- Fosters equity and excellence by implementing a coherent curriculum and incorporating student voice.

Strategic Leadership (*Leading Improvement, Innovation, and Change*)

- Drives whole-school improvement by leading a unified leadership team committed to continuous school renewal.
- Utilises data, research, and analysis to establish and realise strategic goals and annual school improvement plans.

Staff Leadership (*Developing Self and Others*)

- Cultivates professional learning communities and encourages distributive leadership to build staff capability.
- Promotes professional growth by maintaining a coaching culture of honest, constructive feedback.

Community Leadership (*Engaging and Working with the Community*)

- Builds productive partnerships with the home, parish, school board, P&F committees and wider community to meet expectations and system policy.
- Engenders co-responsibility and a welcoming environment that integrates First Nations perspectives and promotes reconciliation.

Organisational Leadership (*Leading the Management of the School*)

- Stewards school resources and operational practices in an accountable, just, sustainable, and legally compliant manner.
- Sets high expectations for statutory requirements, teacher registration, administrative excellence, and rigorous budgetary processes.
- Enforces all health and safety protocols and manages risks to protect the physical, psychological, and spiritual well-being of all.
- Fulfils a strict duty of care by meeting all mandatory student protection and reporting obligations.

As a valued member of the TCE team, you will:

- Demonstrate a strong commitment to the Catholic ethos, values, and mission of Townsville Catholic Education (TCE), actively contributing to the spiritual and communal life of the school and system.
- Participate in relevant professional learning, formation, and development opportunities to continuously enhance your capability and alignment with TCE's mission and values.
- Operate in accordance with all relevant TCE and Diocesan policies, codes of conduct, legislative requirements, and professional standards. Maintain confidentiality, empathy, and respect in all interactions.
- Foster a safe and healthy environment by adhering to health and safety protocols, reporting hazards and incidents, participating in risk mitigation efforts, using protective equipment as required, and supporting a culture of safety and care for all.
- Fulfil your legal and moral duty of care by ensuring the safety and wellbeing of all students. Comply with mandatory reporting obligations under the *Education (General Provisions) Act 2006* and the *Child Protection Act 1999* and follow TCE's Student Protection Processes and Guidelines.

ABOUT YOU

Experience & Skills

- **Integrating Faith & Curriculum:** Ability to lead staff teams in establishing a shared learning culture that integrates the school's faith life across the curriculum.

- **Directing School Operations:** Recent leadership experience in a Catholic school, focusing on educational, instructional, and pastoral practices.
- **Cultivating Relationships:** Proven track record of developing positive, trusting, and productive working relationships within a diverse school community.
- **Applying Educational Research:** Deep knowledge of current educational practices, teaching methods, and student well-being strategies, including State, Federal, and Diocesan requirements.
- **Managing Resources & Budgets:** Experience managing school budgets, integrating technology, and using data to support student learning, compliance, and school improvement.
- **Executing Strategic Plans:** Ability to translate strategic plans into clear, day-to-day operational tasks, manage time effectively, and balance diverse viewpoints across the school community.

Attributes

- **Modelling Witness & Values:** A professional personal presence with the capacity to lead and model their faith and values throughout the school community.
- **Serving the Common Good:** Committed to the fundamental purpose of Catholic education and the well-being of the whole school community.
- **Evaluating Leadership Impact:** Self-aware and committed to evaluating personal leadership practice, inviting constructive feedback, and pursuing continuous professional development.
- **Empowering Teams:** A management style that encourages staff participation, promotes innovation, and builds confidence across the school.
- **Navigating Challenges:** Determination and capability to address and resolve difficult issues, conflicts, and challenges to a logical conclusion.
- **Communicating with Clarity:** Strong interpersonal and organisational skills with the ability to articulate school goals and directions objectively to all stakeholders.

Mandatory Requirements

- Appropriate Tertiary qualification with registration or eligibility for registration with Queensland College of Teachers.
- Full accreditation to teach Religious Education 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 communion with the church.
- Current driver's licence.
- Willingness and capacity to travel within the Diocese, as required.
- Physically capable of performing the role safely.

The successful applicant will be required to undergo the following pre-employment checks:

- **National Police Check (NPC)** – A current (issued within the past three months) National Police Certificate, confirming no disclosable court outcomes.
- **Personal Insolvency Check (Bankruptcy Check)** – Confirmation that the applicant is not an undischarged bankrupt and has no history of insolvency that may affect suitability for the role.

Employment is conditional upon the satisfactory outcome of these checks.

Desirable

- Masters or other post graduate qualification in Theology, Religious Education or Educational Leadership
- Can show evidence of educational, pastoral, theological and managerial aspects of school leadership.

Note: Depending on the nature of the role, a pre-employment medical or vaccination may be required.

HOW YOUR PERFORMANCE WILL BE ASSESSED

In line with TCE's values, your ongoing performance will be assessed not just on what you do, but how you do it. We evaluate all candidates across core capability areas mapped explicitly to the **Townsville Catholic Education School Leadership Guidelines**. Principal performance is subject to periodic appraisals in accordance with the *School Senior Leadership Appraisal Guideline*.

Personal	Professional (Knowledge & Understanding)
Demonstrates integrity, resilience and optimism	Applies sound judgement and decision-making
Reflective and self-aware	Embraces change and continuous improvement
Models' personal faith and moral courage	Aligns work with Catholic values and vision
Balances logic with intuition	Focuses on outcomes and efficient systems
Committed to ongoing spiritual and personal growth	Pursues lifelong learning and professional development
	Committed to the safety and security of employees, students and vulnerable people
Relational (Social & Interpersonal)	Organisational
Builds trusting, inclusive relationships	Supports the mission of Catholic education
Communicates with clarity and confidence	Thinks strategically and adapts to future needs
Models Gospel values in interactions	Operates sustainably and ethically
Contributes to a positive workplace culture	Encourages collaboration and innovation

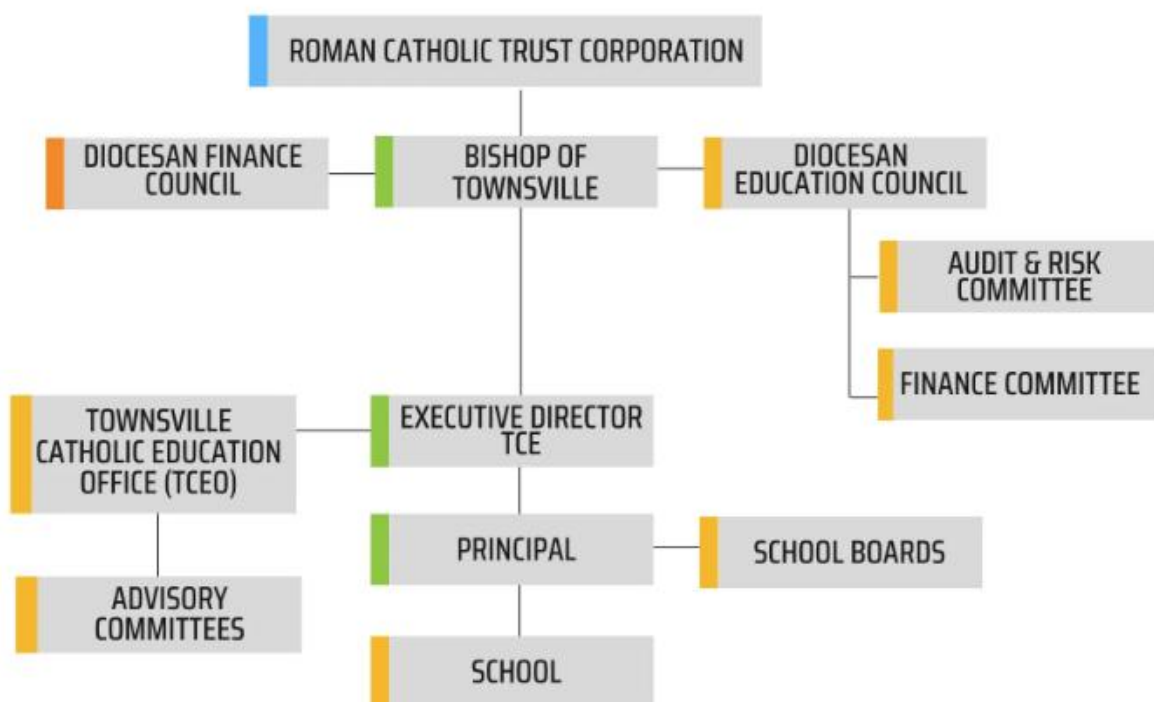
REPORTING & RELATIONSHIPS

In matters relating to the day-to-day performance, professional development, and appraisal of the role, this position reports directly to the **Education Consultant**, who acts as a primary support and professional growth partner. Under systemic and employer governance frameworks, the employer's ultimate delegate is the **Executive Director**.

Important consultative, collaborative, and directive relationships also exist with the local **Parish Priest**, and with the senior management personnel, school boards, and committees within Townsville Catholic Education.

The role also liaises with:

- TCEO leadership and operational support teams.
- School principals and staff cohorts across the Diocese.
- Diocesan committees, Parish Financial Councils, and partners as appropriate.



ACKNOWLEDGEMENT

I have read, understood and acknowledged the scope, leadership capabilities, and dimensions of responsibility of the position outlined in this position description and the underpinning TCE School Leadership Guidelines.

Employee

Name: _____

Signature: _____

Date: _____