Armidale
Catholic Schools

Position	**Principal**
Location	**St Philomena's School, Moree**
Closing date	**22 November 2026**
Reports to	Director of Schools
Enterprise Agreement	NSW and ACT Catholic Systemic Schools Principals 2025
Base salary range (Full-time)	$203,548 - $214,261 gross per annum Band 3 Principal (301-450 students)
Motor vehicle	A motor vehicle will be provided
Accomodation	Subsidised Accomodation
Employment type	Full-time (1.0 FTE)
Employment status	Negotiable 2-5-year Principal contract (renewal subject to performance)

About St Philomena's School Moree

Our mission is to provide students with a Catholic education in a caring, disciplined environment where striving for excellence and respect for others are promoted.

Located in the agricultural shire of Moree, St Philomena's School is a coeducational Catholic central school offering a K–10 educational experience. Featuring newly officially opened administration and secondary school facilities, the school brings forward a modern era of learning for its students. It is distinguished from other local schools by our focus on faith development and a commitment to values-based education.

St Philomena's is a systemic Catholic school, part of a system of twenty-four schools in the Armidale Diocese. Established in 1898, with the original site in East Moree, St Philomena's follows in the footsteps of Catherine McAuley, founder of the Sisters of Mercy, and Edmund Rice, founder of the Christian Brothers. Both founders believed in the life-giving power of education.

St Philomena's is a significant part of St Francis Xavier's Parish and exists within that community to support parental efforts in the development of the faith of their children. By enrolling your child at St Philomena's, you have openly, and at a personal cost, affirmed your belief in the basic value of a Catholic Education.

St Philomena's School recognises the importance and value of family. It invites parents to share an active involvement in the life of our school and offers a variety of opportunities for parent participation. We believe that this enhances each child's education through strong home-school relationships. Our school is a place of welcome, involvement and belonging, where a strong emphasis is placed upon pastoral care for all members of the community. St Philomena's School functions as one school, with primary and secondary sections working closely together to build the community's mission and goals. A policy of inclusion is promoted, assuring that the educational needs of the students are addressed by our dedicated staff. Within a caring learning environment, characterised by strong parental involvement, devoted and experienced staff create educational experiences which inspire a lifelong love of learning.

St Philomena's School reflects educational change. It is embracing innovative teaching practice and rethinking how it delivers education to be able to offer today's young people an education that is relevant to the way they live and will work in the 21st century. We value all Key Learning Areas and ensure our students are equipped with strong literacy and numeracy skills, coupled with critical thinking and an independent approach to learning, emphasised in our secondary year levels at St Philomena's. We strive for all students to be literate and numerate for a hope-filled future.

There is a strong sense of community at St Philomena's School. With a dedicated staff, an active Parents and Friends Association and a progressive School Advisory Council , the school is part of a vibrant and supportive parish.

For further information on the school, please visit
http://www.stphilomenasmoree.nsw.edu.au/index.php

Position Purpose

The Principal is the religious, educational and organisational leader of a Catholic School within the Diocese of Armidale. The Principal provides leadership and exercises prudential stewardship of the Catholic School. The Principal is ultimately responsible for the Catholic identity and ethos, curriculum and effective management of the school.

The leadership and direction provided by the Principal will be consistent with;

- The message of Jesus and the Gospels
- Catholic Church teachings, principles and values
- Armidale Catholic Schools policies and directives
- Armidale Catholic Schools Catholic Principles and Values
- Armidale Catholic Schools Mission and Vision Statement
- Armidale Catholic Schools Strategic Directions.
- Armidale Catholic Schools policies and practices including ACS Non-Negotiables of a Catholic Professional Learning Community, ACS Living Well Learning Well Student Support Framework and ACS Leading Well.

Commencement

It is anticipated that the new Principal will commence no later than the start of the 2027 school year.

Key Responsibilities

Duties related to the position would normally include but are not limited to the following:

Key area	Task
Leading mission and evangelisation	• Promotes and articulates the Armidale Catholic Schools Vision and the Mission of Catholic Education. • Promotes and articulates Armidale Catholic Schools Catholic Principles and Values • Promotes the faith and theological formation of staff. • Facilitates ACS Living Well Learning Well policies and procedures. • Promotes preferential options for the poor and marginalised. • Witnesses to and is active in a parish. • Promotes partnerships with the parish and diocesan communities. • Facilitates the development and implementation of the school's Religion Program. • Nurtures the Catholic life of the school and the integration of beliefs and values. • Fosters the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning. • Develops right relationships based on Christian values. • Makes an appropriate contribution as a member of the wider Armidale Catholic Schools education community. • Nurtures partnerships with Parish, Deanery, Diocesan communities and Church agencies
Leading teaching and learning	• Supports and articulates a contemporary Catholic educational vision to the community with a focus on the student as a learner and person. • Supports the creation of a safe learning environment. • Promotes and embeds the Armidale Catholic Schools Non-Negotiables of a Catholic Professional Learning Community • Facilitates and promotes collective responsibility and accountability for students' faith, learning and wellbeing outcomes. • Supports the development of a contemporary, holistic, high-quality curriculum within Armidale Catholic Schools and legislative requirements. • Provides for diverse needs of students.

	• Facilitates and promotes appropriate assessment, reporting and evaluation processes. • Focuses on student learning achievements. • Develops a learning culture within the students and staff. • Promotes and facilitates effective pedagogy. • Promotes lifelong and life-wide learning. • Leads data-informed decision making to ensure quality learning and teaching outcomes.
Developing self and others	• Works in close collaboration with other Leadership Team members to form an effective team. • Engages in ongoing learning to keep abreast of contemporary educational issues. • Establishes processes to develop the well-being of staff and students. • Engages in succession planning and developing leadership potential. • Supports and mentors staff. • Assists Leadership Team members with annual Goal Setting and Performance Reviews. • Develops a culture of reflection, self-review and improvement within the school. • Supports and fosters effective employee relations. • Promotes and nurtures a collaborative culture of leadership within the school, with regular leadership team meetings. • Communicates expectations to staff and provide support and guidance when necessary.
Leading improvement, innovation and change	• Establishes, implements and reviews the School's strategic directions aligned with the Armidale Catholic Schools strategic plan. • Promotes innovative ideas and practices. • Develops a culture of reflection, review and improvement. • Leads annual goal setting, implementation and review with teaching staff. • Leads the School Review and Improvement processes. • Coordinates the formulation and implementation of the School Annual Improvement Plan aligned with Armidale Catholic Schools Strategic Plan. • Facilitates and encourages quality change processes.
School Management	• Ensures compliance with legislative and Armidale Catholic Schools policies and procedures including Child Protection, Code of Conduct and Workplace Health and Safety processes. • Manages staff and workplace practices effectively. • Arranges for appropriate delegation of tasks and the monitoring of accountabilities. • Complies with relevant legislative and system requirements. • Engages with staff, P&F and School Advisory Council

	• Ensures processes for the recruitment, selection and induction of staff comply with Armidale Catholic Schools and legislative guidelines. • Ensures budget processes and outcomes that model appropriate and sound stewardship practices. • Works with relevant Armidale Catholic Schools Office personnel to ensure the effective management of the school within systemic guidelines. • Ensures effective financial management. • Establishes effective communication and decision making practices. • Provides a leadership presence for the school community to promote and represent the school within the community. • Establishes systems for data and record management and retrieval. • Provides for appropriate risk management.
Engaging and working with the community	• Develops and maintains positive relationships with all members of the school community. • Engages in processes to build community. • Promotes the development of good working relationships with the parish and wider community. • Meets frequently with key personnel within the community. • Promotes and represents the school within the community. • Promotes positive relationships between the school community and the Diocese through the Catholic Schools Office, Armidale. • Maintain an appropriate presence at school occasions and functions. • Communicates effectively and resolves issues in a positive manner. • Witnesses to community service and social justice.

Armidale Catholic Schools reserves the right to alter roles and responsibilities and requirements as required.

Selection criteria

We invite expressions of interest from candidates who align with the following:

- Commitment to and practice of the Catholic faith.
- A minimum of five years successful experience as a primary or secondary Principal or Assistant Principal or an equivalent role in school system leadership or the tertiary sector.
- A contemporary leader with the demonstrated capacity to inspire a team; collaboratively develop strategy and culture, and manage change.
- An innovative educational leader that can clearly articulate a vision of learning and teaching that integrates Catholic values and care into the daily life of the school.

- A leader with outstanding interpersonal skills to build a vibrant parish school community.
- An educational leader who will embrace the Armidale Catholic Schools vision and strategies for developing a Professional Learning Community in a Catholic context aligned with the Armidale Catholic Schools Strategic Plan.
- Hold professional qualifications:
    - An undergraduate education degree and relevant postgraduate degree qualifications in educational leadership, curriculum, theology or religious education or similar; and
    - Completion of or willingness to undertake appropriate post graduate courses in the areas of religious education or theology to meet accreditation requirements of Category E as per the Catholic Schools framework for the accreditation of staff in Catholic schools
- Be NESA accredited or be eligible to be accredited by NESA to teach in NSW

Further information

- Applicants who are successful in gaining an interview will receive an interview travel allowance.
- The successful applicant will possess a current Working With Children Check Clearance.

Application

For questions regarding the professional nature of this position, please contact Kate Kenny, Head of Employee Services on 0427 712 441 or Email: kkenny@arm.catholic.edu.au

Before submitting your application, please ensure the following:

- You have carefully read the position description and ensure you understand the role you are applying for and that it is suited to your skills, experience and qualifications.

- **Complete the relevant online application form** by **clicking here** and attach a cover letter (optional) and CV that clearly outlines your qualifications and career history.

Preferred applicants must have the right to work in Australia and will be subject to employment screening.