School Performance Leader
Armidale Catholic Schools

Position Description

Position Level	ACS Remuneration Framework Professional Officer Level 4
Reports to	Director of Schools
Team	System Performance Team
Location	Catholic Schools Office Armidale
Employment type	Full-time (1.0 FTE)
Employment status	Initial 5-year contract
Hours per fortnight	70 (Monday to Friday 8.30 am - 4.30 pm)

About the Diocese of Armidale

The Armidale Catholic Schools (ACS) serves 24 systemic schools: 19 primary, 2 central (K-10) and 3 secondary (7-12) across the New England and North West region of NSW. The Diocese of Armidale is the second-largest diocese geographically in NSW, and within our boundaries are the major centres of Armidale, Tamworth, Gunnedah, Moree, Narrabri, Inverell and 13 other towns including Uralla, Walcha, Guyra, Tenterfield, Glen Innes, Walgett, Manilla, Warialda, Barraba, Mungindi, Wee Waa, Boggabri and Quirindi. The ACS supports schools across the Diocese in building a Catholic Professional Learning Community for almost 1,000 employees in teaching and non-teaching roles and 6,000 students.

In 2025, Armidale Catholic School launched its strategic plan 'Our Hope-Filled Future' for 2026-2030. Our plan is framed around four core imperatives that will guide our collective efforts for the next five years:

- Our Catholic Identity
- Our People
- Our Learning and Teaching
- Sustainability and Stewardship

These four imperatives work together towards our vision:

A Christ-centred inclusive learning community that supports young people to realise a hope-filled future.

Staff at the ACS are responsible for providing educational, administrative, information and communication technology, industrial, financial, and employee services support to these schools. All ACS employees have a shared vision: to work together and with school teams to improve faith, learning and wellbeing and to do this work with a common purpose centred on a contemporary Catholic worldview of bringing all to the fullness of life.
For further information on the organisation, please visit www.arm.catholic.edu.au.

Position Purpose

To build the capacity of Catholic school principals and leadership teams to enable more effective and efficient leadership and management of our Catholic Professional Learning Community. To work collaboratively with the ACS Leadership Team, Schools and Office to improve the faith, learning and wellbeing outcomes for our students, staff and families.

The leadership and direction provided by the School Performance Leader will be consistent with:

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

Commencement

The commencement date for this position will be January 2027 or earlier, as per the negotiation with the successful applicant.

Key Responsibilities

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

Key area	Task

Support Catholic educational leadership of the Mission and Evangelisation services of the ACS to schools to support the mission of Catholic education.	The team of School Performance Leaders supports the Leader of Catholic Life, Mission and RE to:
	• Establish and model Mission and Values commensurate with Catholic culture and identity;
	• Provide direction in mission and evangelisation through policy development, implementation and coordination as it relates to the strategic intent and strategic directions of mission and evangelisation;
	• Support the strategic direction of Religious Education across the system of schools;
	• Support the strategic direction of spiritual formation of school staff and school communities across the system of schools;
	• Support the ongoing strategic development of a Catholic Professional Learning Community based on:
	  ○ Catholic Principles and Values and commitment to the mission of the Catholic Church in Australia
	  ○ Our commitment to providing high-quality learning and teaching to improve faith, learning and wellbeing outcomes underpinned by evidence-based

	approaches for school and system improvement including the 14 Parameters, ACS Non-Negotiables, Living Well, Learning Well Student Support Framework, Leading Well and the Armidale Catholic Schools Review and Improvement processes.

Ensuring that schools have strategic directions, plans and processes in place.	Annual Improvement Planning by each school:
	• Monitor, affirm and challenge progress regarding the implementation of schools' Annual Improvement Plan (AIP) across four core imperatives
	  ○ Our Catholic Identity
	  ○ Our People
	  ○ Our Learning and Teaching
	  ○ Sustainability and Stewardship
	• Ensure principals use data using Armidale Catholic Schools Data Ecosystem to inform decisions for strategic planning.
	• Supporting schools in the implementation of the system strategic directions:
	• Communicate and collaborate regularly with the Mission and Learning team and heads of other teams.

Development and capacity building of school leadership teams	• Guide and assist principals in clarifying and articulating roles and responsibilities within their schools to ensure effective learning and teaching for improved student faith, learning and wellbeing outcomes. • Coach principals, as required, on effective leadership team meetings through attending meetings and holding review meetings with principals. • Assist in the implementation of the growth and development of Principals and School Leadership Teams • Leadership of the Assistant Principal forum. • Coaching principals in developing their Professional Learning Plan. • Lead principals in a 'deep dive' into their school data to determine the next steps. • Provide feedback to principals regarding proposed strategic focus areas and associated actions.

Work as part of both the Mission and Learning Team and the SPL Team	• Collaborate with and support all other School Performance Leaders.
	• Through regularly scheduled school visits and formal system processes:
	  ○ Monitor and support principals' wellbeing;
	  ○ Provide support and challenge as appropriate to school leaders of assigned schools and other schools as appropriate and required;
	  ○ Implement and lead the growth and development of principals;

	○ In consultation with schools' Instructional Leadership Teams and in accordance with each school's AIP, lead learning and teaching across the system of schools; ○ Ensure all schools meet NSW Education Standards Authority (NESA) Registration and Accreditation Requirements. ○ To implement change, develop, publish and communicate to relevant stakeholders Work Packs that are aligned to the AIP and projects; ○ Line manages assigned teams and/or direct reports.
Monitor principals' wellbeing	• Implement appropriate strategies to support individuals and groups of principals. • Organise appropriate principal groupings. • Visit schools and provide support for each principal's wellbeing. • Provide support to principals in the management of complaints.
Ensure governance and system accountabilities are met	• Monitor staff deployment and development. • Ensure that school performance review and development processes are followed according to NESA guidelines. • Achieve NESA registration and compliance requirements in collaboration with the System Support Team.
Other Duties	• Lead and mentor specified schools. • Complete school compliance activities—including attendance and end-of-year compliance pressure tests. • Coordinate and undertake curriculum audits in collaboration with the EO: Curriculum and Policy.

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

Selection criteria

General expectations of staff at Armidale Catholic Schools

- Respect of and a commitment to the Catholic ethos and a willingness to foster it.
- Serve the employer faithfully, honestly, efficiently and diligently and exercise all due care and skill in the performance of your duties.
- Act as a team member, developing and supporting the philosophy and ethos of the team.
- Ensure appropriate behaviours when engaging with children.
- Willingness to undertake professional development.

- Maintain strict observance of school policies, rules and procedures including the reporting of improper or unethical conduct.
- Observe and comply with all WHS protocols.
- Ensure all colleagues, students and parents are provided with quality service in a timely, efficient and friendly manner.
- The ability to maintain strict confidentiality and to exercise discretion and sound judgment.
- Act in a professional and respectful manner at all times.
- Comply with the Framework for the Accreditation of Staff in Catholic Schools.
- Employment with the Catholic Schools Office Armidale is conditional upon successful applicants having or obtaining a valid and current NSW Working with Children Check Clearance.

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
- 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 pastoral care into the daily life of the school.
- A leader with outstanding interpersonal skills
- An educational leader that will embrace the Armidale Catholic School's vision to lead a coherent Catholic Professional Learning Community aligned to the ACS Strategic Plan.
- Hold professional qualifications:
  - An education degree and relevant post graduate qualification; and
  - 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.

The successful candidate will have the capacity to:

- demonstrate a commitment to the vision and mission of Catholic Education
- build leadership and school improvement capacity in schools by providing, brokering or commissioning high-quality advice on curriculum, pedagogy and leadership development
- communicate effectively dialogue with principals to support and challenge the development and implementation of school Annual Improvement Plans and strategies
- actively support principals to lead teaching and learning in their schools, address barriers to school improvement, and foster the development of a cohesive teaching and learning culture that is student-centred
- build on proven experience working in a senior leadership role in education
- drive improvement and innovation in schools in line with contemporary research

- share experience in leading strategic initiatives in teaching and learning (K-12) to enhance student experience and learning outcomes
- 'C' class driver's license.

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.