



St Ursula's College
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

8 October 2020

Dear Applicant

Re: Assistant Principal Mission & Identity

Thank you for your interest in St Ursula's College, Toowoomba

St Ursula's College, Toowoomba is an independent or stand-alone Catholic school for day girls and boarders from Years 7 to 12. Situated only one and a half hours from Brisbane, and within a 5 minute drive from Toowoomba's extensive CBD. St Ursula's College offers infinite possibilities to lead and transform learning and teaching in a vibrant and inclusive community.

St Ursula's College is looking to employ an exemplary leader and educator in the area of religious education, mission and identity.

To work at St Ursula's College is about belonging to an Ursuline tradition that is dedicated to the education and care of young women who, by growing in wisdom, justice and integrity contribute responsibly to their own transformation and that of society. Our motto *Serviam*, is Latin for 'I will Serve', and this forms the foundation of our ethos and praxis.

At St Ursula's College, all members of the College Leadership Team are charged with the shared responsibility of:

- the development of a personal faith and spirituality;
- promoting the participation and leadership of girls and young women in all facets of today's and tomorrow's world;
- modelling relationships that are founded on mutual respect, tolerance and acceptance, care for the individual and the environment, interdependence and collaboration with others and service to all.

We endeavour to grow in wisdom, justice and integrity to fulfil our mission that we are empowered to transform ourselves and others in society.

About the Role

The Assistant Principal Mission & Identity is a member of the College Leadership Team which consists of the Principal, Deputy Principal, Assistant Principal Pastoral Care and Business Manager.



The Assistant Principal Mission & Identity is an integral member of the College Leadership Team with delegated responsibility for religious and spiritual leadership across the College.

The Assistant Principal Mission & Identity is expected to work collaboratively to lead in the following areas:

- Religious Leadership;
- Educative Leadership;
- Staff and Community Leadership;
- Strategic Leadership, and
- Organisational Leadership.

The Assistant Principal Mission & Identity will report to the Principal through the Deputy Principal. Strategically the Assistant Principal Mission & Identity will work in partnership with all members of the College Leadership Team in supporting the Principal in all aspects of running the College strategically and operationally.

In addition to this, the Assistant Principal Mission & Identity may be required to complete other appropriate duties and responsibilities as requested by the Principal. This may also include deputising for the Deputy Principal or Principal from time to time.

It is also expected that the Assistant Principal Mission & Identity are will be an exemplary teacher with accreditation to teach religious education.

Relocation to Toowoomba

To support the relocation of staff, the College may be able to offer short-term housing at a modest cost to support either an individual, couple or family to relocate.

Starting Date

Term 1, 2021.

Remuneration

St Ursula's College remuneration is part of the *Catholic Employing Authority's Single Enterprise Collective Agreement for Religious Institute Schools of Queensland*.

Staff Discount on School Fees

The College offers 15% discount for children of staff who attend the College.



Wishing you well in your application

Mrs Tanya Appleby
Principal

Application Process

Applications Due:	5.00pm, Friday 30 October 2020
Applications shortlisted:	Tuesday 3 November 2020
Shortlisted Applicants contacted:	Thursday, 5 November 2020
Interviews conducted*:	Saturday, 7 November 2020
Referee Checks:	Monday, 9 November 2020
Offer made to successful applicant:	Tuesday, 10 November 2020

**Please note interviews will be held at the College, located at 38 Taylor Street, Toowoomba, Queensland 4350 or via Zoom.*