



St Ursula's College
TOOWOOMBA

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CRICOS No: 03033M

ABN: 27 122 661 858

ROLE DESCRIPTION

Position Title: Assistant Principal Mission & Identity

Classification	<p>The Assistant Principal Mission & Identity is a Senior Leadership position at the College.</p> <p>The successful Applicant's classification under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2015-2019 (Enterprise Agreement)</i> will be commensurate with the experience the applicant brings to the role.</p>
Reports To	<p>The Assistant Principal Mission & Identity will report to the Principal through the Deputy Principal.</p> <p>Strategically the Assistant Principal Mission & Identity will work in partnership with all members of the College Leadership Team in the effective management and leadership of the College.</p>
Employment Status	<p>Full-time.</p> <p>Please note, the nature of the Assistant Principal Mission & Identity position may require availability outside of 'normal' school hours, including nights, weekends and during holiday periods.</p>
Tenure	<p>The Assistant Principal Mission & Identity will be appointed for an initial period of <i>five (5) years</i> with a further five (5) year appointment subject to a satisfactory performance review at the conclusion of the first five (5) year appointment. After completing an appointment period of ten (10) years, the College may at its discretion advertise the position.</p>
Remuneration	<p>Commensurate with the successful Applicant's Classification under the Enterprise Agreement.</p>

College Culture Statement

St. Ursula's College, Toowoomba, a Catholic educational and residential community in the Ursuline Tradition, is dedicated to the education and care of young women.

We strive to create learning opportunities that will encourage students to take responsibility for their own thinking and learning, so that they may become more resourceful and empathetic young women who seek:

- the development of a personal faith and spirituality;
- participation and leadership in all facets of today's and tomorrow's world.

The challenge for all is to model relationships within and beyond our community based on:

- mutual respect;
- tolerance and acceptance;
- care for the individual and the environment;



- interdependence and collaboration;
- service

so that our students, growing in wisdom, justice and integrity will contribute responsibly to their own transformation and that of society.

Overall Role Purpose

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.

College Leadership

At St Ursula's College, all members of the College Leadership Team are charged with a number of responsibilities including:

- support, promote and evangelise Gospel values and teachings, which are at the heart of the Ursuline tradition and charism;
- demonstrate a lived faith through active involvement in a Catholic Eucharistic community;
- exercise leadership in an atmosphere of mutual trust, respect, co-operation, confidentiality and collaboration;
- engage the St Ursula's College Culture Statement that underpins all policies, practices and procedures;
- ensure effective delivery, adherence and/or maintenance of all legislative requirements pertaining to the operational and strategic success of the College;
- work in collaboration with the Principal to meet Key Performance Indicators and directives;
- serve the College community through dedicated work committed to building relationships, fostering community and enabling effective communication.

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

Religious Leadership

Assist the Principal and College Leadership Team in supporting, promoting and evangelising Gospel teachings through the Ursuline charism and tradition. The Assistant Principal Mission & Identity will provide Religious Leadership through personal example by exhibiting a strong commitment to the ethos of the College and by bearing witness through their lifestyle and commitment to the Catholic Faith.

Educative Leadership

Assist the Principal and College Leadership Team in providing Educative Leadership by leading, collaborating, implementing, maintaining, and evaluating the success of all religious curriculum and liturgical experiences at the College. The Assistant Principal Mission & Identity will demonstrate educative leadership from a strong theoretical understanding of the importance of leadership formation and academic growth to enable positive impact on formation, achievement and wellbeing, through engagement in learning and application of data to know students.

Staff and Community Leadership

Assist the Principal and College Leadership Team to provide Staff and Community Leadership by developing, promoting, fostering and leading positive relationships with staff, students, parents and the wider College community including the Past Students Association Committee and other affiliated community partnerships. The Assistant Principal Mission & Identity will lead, promote and engage in the development of spiritual formation to support



the transformation of girls to young women of confidence, courage and compassion. The Assistant Principal Mission & Identity will also lead, promote and advocate for the wellbeing of staff and students.

Strategic Leadership

Assist the Principal and College Leadership Team to provide Strategic Leadership by developing the vision, mission and strategic goals of the College in alignment with the College Strategic Plan and Annual Improvement Plans. This includes monitoring progress and achievement through evidence-based goals that are strategically timed, accountable and measurable.

Organisational Leadership

Assist the Principal and College Leadership Team to provide Organisational Leadership by facilitating clarity and effectiveness in staff practices, processes, procedures and policies to ensure regulatory compliance. The Assistant Principal Mission & Identity will lead and manage non-regulatory practices, processes, procedures and policies that pertain to matters including, but not limited to, the formation of staff and students, the liturgical and spiritual life of the College and the development and maintenance of St Ursula's College Reconciliation Action Plan. In addition, the Assistant Principal Mission & Identity will engage in collaboration, consultation, effective communication and respectful relationships to support the wellbeing of students and staff at the College.

SCOPE OF THE POSITION

The Assistant Principal Mission & Identity contributes to the effective operation of the College providing leadership within the following Key Accountability areas:

Religious Leadership

- Articulate, support and promote the College's Culture Statement, Vision Statement and Mission Statement.
- Support, promote and evangelise Gospel teachings through the Ursuline charism and tradition by bearing witness to a lived faith and lifestyle including active involvement in a Catholic Eucharistic community.
- Foster the Catholic ethos, Identity and Ursuline identity of the College community, integrating beliefs and values into all facets of College life, decision making processes and learning.
- Model Gospel values and teachings for effective relationships and building of community to promote positive communication in the pursuit of strategic and operational goals within the faith community of St Ursula's College.
- Model attentiveness to their own spiritual formation for leadership including involvement in social justice initiatives, programs, additional religious study and/or spiritual formation.
- Provide active leadership to the ritual and liturgical life of the College.
- Apply Gospel teaching to decision making processes and stewardship of resources.
- Lead in promoting the mission of the Church and Identity.
- Provide Religious Induction to new staff and faith formation to all staff.
- Lead others in gaining accreditation to teach religious education in a Catholic School.
- Maintain active involvement in local APRE network in Toowoomba and other religious organisations and groups that promote engagement with the College.
- Promote and prepare students for the RCIA Sacramental Program.
- Monitor, lead and coordinator the College's Social Justice Service, and Faith and Community Engagement (FACE) Program.
- Lead the Religious Immersion Program that promotes social justice and faith in action.
- Develop and lead a pilgrimage program to facilitate deeper understanding of the Ursuline way.



Educative Leadership

- Lead the College's Religious Education curriculum program, articulating a clear, strong vision for Identity and the Ursuline charism, academic excellence and actively facilitate and encourage educational innovation in learning and teaching programs.
- Further support the development of the College's Teaching and Learning Framework and Pedagogies of Practice to ensure the consistency of practice across the College.
- Lead, develop and implement opportunities for reflection, prayer and liturgical celebration within the College community and inform the wider community on the religious dimension of the College.
- Co-ordinate, organise and lead annual Staff Formation Days.
- Lead the College community of the Church's significant liturgical seasons and feasts.
- Provide strong and clear leadership to all staff in ensuring the ongoing professional development of the Religious Education faculty staff to ensure that staff are accredited to teach Religious Education in a Catholic School.
- Ensure that all learning and teaching programs are informed by the College's Identity and social justice teachings.
- Lead a culture of encounter.
- Promote inclusiveness of all people of varied faiths.
- Lead and monitor the effective implementation of relevant practices, procedures and policies relating to Religious Education Curriculum of students and staff.
- Disseminate and promote the use of quality resources to support staff and students in the delivery of effective religious programs. This includes collaborating with teams across the College to develop quality resources.
- Articulate and apply current theoretical understanding to Catholicism to promote effective and consistent understanding of the Catholic faith in the Ursuline context.
- Lead and initiate whole school improvement in the re-contextualisation of Identity.
- Lead, monitor and evaluate programs and procedures related to the care and wellbeing of students.
- Lead regularly scheduled meetings with staff which are goal oriented and support the care of students.
- Model effective collegial relationships with the College Leadership Team based on confidentiality and trust.

Staff and Community Leadership

- Promote the achievements of others and mentor professional growth in staff by applying the Australian Professional Standards for Teachers (AITSL, 2011).
- Lead a collaborative, supportive, dynamic professional environment that encourages positive, professional conversations and effective professional learning that supports care for all.
- Monitor and maintain the accountability of staff under your leadership as it relates to their roles and conduct.
- Monitor the behavioural and uniform expectations of students to the College community.
- Continually evaluate the working environment of the College by regularly visiting all areas of the College and building a culture of trust and positive relations that allows the development of strategies to address matters where necessary.
- Ensure matters that may arise between staff are managed in a professional, confidential, timely and just manner which recognises the intrinsic dignity of each individual.
- Forge meaningful partnerships with people and groups in the College community and beyond to promote the College in the best light and in the forefront of practice.
- Foster consistent collaboration with all members of the College Leadership Team.
- Ensure staff and students are familiar with Catholic traditions and culture.



- Encourage community involvement in College activities and the active participation of parents, students, ex-students and staff in College events.
- Promote and support the re-development of the Past Students Association, by being the College Liaison between this association and the College representative.
- Lead the engagement and promotion of Aboriginal and Torres Strait Islander people (including staff and students) and forge connections with the broader community.
- Lead the development of the FACE Program and engaged with external community groups to consolidate effective partnerships.
- Promote connection and collaboration with local schools, parishes, Priests and other religious and culture organisations.
- Promote student religious/spiritual leadership across the College.

Strategic Leadership

In collaboration with the College Leadership Team:

- Lead and manage change to allow the College to creatively and pragmatically manage emerging challenges and develop innovative practices.
- Report to the College Leadership Team on issues pertinent to this role.
- Lead Strategic Direction of the College with specific attention to whole school goals and initiatives.
- Contribute actively to the cyclical review, development and implementation of the College's Strategic Plan.
- Lead in the monitoring of Annual Improvement Plans.
- Lead and develop a culture of reflection, review and improvement across the College.
- Collaborate to develop processes which will enhance College leadership and management.
- Develop aspirational goals to meet the LEAD standard in The Australian Professional Standards for Teachers (AITSL, 2011) and emerging Principal Leadership (AITSL) Standards of Practice.
- Lead in the application of relevant data to evaluate and renew programs and initiatives related to this role.
- Engage in Professional Review for the purpose of professional growth (see below).
- Lead strategic direction by focussing on the mission of the Church, Identity and Ursuline Charism.

Organisational Leadership

In collaboration with the College Leadership Team:

- Lead and manage the implementation of whole school programs and initiatives related to this role.
- Lead and model adherence to legal/statutory requirements related to compliance.
- Lead in the understanding of Student Protection Procedures, Cyber Protection and Behaviour and Uniform Guidelines.
- Lead in the mentorship of students specifically those in religious faith based leadership roles.
- Promote a culture of collaboration when working with all members of the College Leadership Team.

Professional Review

- The Assistant Principal Mission & Identity will be required to undergo a process of Professional Review throughout their tenure. The Professional Review process will be led by the Principal.



- The methodology and implementation of the Professional Review process will be determined by the College and be based upon the principles outlined in Schedule 7 (Review/Appraisal Process Principles) of the Enterprise Agreement.
- The Assistant Principal Mission & Identity will be required to establish annual goals accountable and measurable against the Australian Professional Standards for Teachers (AITSL, 2011) and aspirational goals against the Principal Standards (AITSL) for emerging leaders and the Role Description.

Professional Learning

Involvement in appropriate Professional Learning ensures the leader in the position of Assistant Principal Mission & Identity maintains and develops their professional competence. Faith formation is integral to the Professional Learning of the Assistant Principal Mission & Identity.

Deputising

From time to time, the Assistant Principal Mission & Identity may be required to deputise for the Deputy Principal or Principal, or assume other responsibilities as directed by the Principal or Deputy Principal.

Teaching

The Assistant Principal Mission & Identity will be required to assume some teaching responsibilities at the College. The Principal, in consultation with the Deputy Principal, will allocate the Assistant Principal an appropriate teaching load, having regard to the successful Applicant's teaching experience and demands of the Assistant Principal role.

Reporting

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.

Other duties

In addition to the responsibilities outlines above, the Assistant Principal Mission & Identity may be directed to complete other appropriate duties and responsibilities from time to time, by the Principal.

Appointment

In accordance with the relevant Enterprise Agreement, the Assistant Principal Mission & Identity will be appointed for an initial period of five (5) years with a further five (5) year appointment subject to a satisfactory performance review at the conclusion of the first five (5) year appointment.

After completing an appointment period of ten (10) years, the College may at its discretion advertise the position.

Review

This Role Description will be reviewed annually. The College retains the right to alter this Role Description and the roles and responsibilities of the Assistant Principal Mission & Identity at any time.



Essential Selection Criteria

The successful applicant will demonstrate the following essential criteria:

Attributes

- demonstrated commitment to faith development and leading the Catholic tradition;
- excellent understanding of the education of girls;
- excellent interpersonal and communication skills reflecting confidence in writing and speaking publicly in a range of situations with all stakeholders and the wider community;
- demonstrated ability to lead in the area of religious, spiritual and liturgical formation;
- excellent management, communication, relational and operational skills necessary to build teams and community;
- demonstrated ability to build positive relationships with staff, students and parents;
- demonstrated ability to lead religious, liturgical and spiritual programs for staff and students.

Education

- Applicants must be registered with the Queensland College of Teachers or be willing to become registered in Queensland prior to commencing in role;
- accreditation to teach in a Catholic School in accordance with the requirements of the Catholic Schooling Authorities;
- Strong understanding and experience of leading secondary school Religious Education curriculum;
- Masters Degree in Education, Curriculum, Leadership or Education Research or Masters of Theology, or willing to undertake tertiary study within the second (2) year of tenure and complete this study by year five (5).