



St Ursula's College  
TOOWOOMBA

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## ROLE DESCRIPTION

### Position Title: Acting Assistant Principal Mission & Identity

<b>Classification</b>	<p>The Acting Assistant Principal Mission &amp; Identity is a Senior Leadership position.</p> <p>The successful Applicant's classification under the <i>Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019-2023 (Enterprise Agreement)</i> will be commensurate with the experience the applicant brings to the role.</p>
<b>Reports To</b>	<p>The Acting Assistant Principal Mission &amp; Identity will report to the Principal through the Deputy Principal.</p> <p>Strategically the Acting Assistant Principal Mission &amp; Identity will work in partnership with all members of the College Leadership Team in the effective management and leadership of the College.</p>
<b>Employment Status</b>	<p>Full-time.</p> <p>Please note, the nature of the Acting Assistant Principal Mission &amp; Identity position may require availability outside of 'normal' school hours, including nights, weekends and during holiday periods.</p>
<b>Tenure</b>	<p>The Acting Assistant Principal Mission &amp; Identity will be appointed until the end of Term 4, 2023.</p> <p>Please note: That in applying for this position you are aware that St Ursula's College Toowoomba is undergoing a process of governance transition. It is expected that this transition will take effect on 1 January 2024, pending NSSAB approval and legislative requirements being met.</p>
<b>Remuneration</b>	<p>Commensurate with the successful Applicant's Classification under the Enterprise Agreement or as negotiated (see above note regarding NSSAB approval and legislative requirements being met).</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 Acting Assistant Principal Mission & Identity is an integral member of the College Leadership Team with delegated responsibility for religious, liturgical, Religious Education Curriculum leadership across the College.

### College Leadership

At St Ursula's College, all members of the College Leadership Team are required to:

- support, promote and evangelise Gospel teachings and values, 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, loyalty, 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 strategic goals as demonstrated in the College Strategic Plan and Annual Improvement Plan;
- serve the College community through dedicated work committed to building relationships, fostering community and enabling effective communication.

The Acting 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 leading, promoting and evangelising Gospel teachings and values through the Ursuline charism and tradition. The Acting 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, liturgical and service experiences at the College. The Acting Assistant Principal Mission & Identity will demonstrate educative leadership from a strong theoretical understanding of learning and will work closely with the Deputy Principal and Assistant Principal Pastoral Care to align practice to pedagogy and academic care.



### **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 Acting Assistant Principal Mission & Identity will lead, promote and engage in the development of spiritual formation to support the transformation of students and staff.

### **Strategic Leadership**

Assist the Principal and College Leadership Team to provide Strategic Leadership by meeting strategic goals as expressed in 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 provide Organisational Leadership by facilitating clarity and effectiveness in practices, processes, procedures and policies to ensure regulatory compliance across the Religious Education Curriculum and Operationalisation of the College. The Acting Assistant Principal Mission & Identity will lead the spiritual, liturgical and service life of the College and the development and maintenance of St Ursula's College Reconciliation Action Plan.

## **SCOPE OF THE POSITION**

The Acting 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.
- Lead, 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.
- Lead the promotion of the Catholic ethos, Catholic 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.
- 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, including but not limited to retreats, spiritual formation, mass, liturgy, social justice initiatives and College Service Programs.
- Apply Gospel teachings to decision making processes and stewardship of resources by maintaining a budget and liaising with the Business Manager.
- Lead in promoting the Mission of the Church and Catholic 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 coordinate 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 narrative of St Angela Merici.

### **Educative Leadership**

- Support the College's Religious Education curriculum program with close attention to curriculum expectations, program writing and delivery of spiritual learning and teaching practice.
- Further support the development and alignment of the College's Teaching and Learning Framework, Wellbeing Framework and Pedagogical FLAIR Framework along with the Merici CARE Model 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 all learning and teaching programs are informed by the College's Catholic Identity and social justice teachings are consistent with the College's curriculum expectations.
- Lead a culture of encounter by overseeing the work of the Community Engagement Officer and College Chaplain.
- 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.
- 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 and members of the College Leadership team 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 Catholic Identity in the Ursuline Way.
- Lead Aboriginal and Torres Strait Islander initiatives and program development to support reconciliation and transition to secondary school life.
- 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, trust and loyalty.

### **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.
- 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.
- Oversight of the giving of gifts related to the service of staff (ie five year service gifts/awards).



- Participate in the orientation of Year 7 Students.
- Forge meaningful partnerships with people and groups within and beyond the College community.
- Foster consistent collaboration with all members of the College Leadership Team.
- Lead Catholic understanding for non-Catholic staff and students.
- Encourage community involvement in College activities and the active participation of parents, students, past students and staff in College events.
- 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 a whole school Service Learning Program (FACE) by working closely with the Assistant Principal Pastoral Care to support the needs of all cultures.
- Lead the development of Cultural Advisory Committee to support the needs of all cultures by collaborating with members of the College Leadership Team.
- Lead and coordinate an annual Cultural Expression Day and significant Aboriginal and Torres Strait Islander Days.
- 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, Catholic 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.



### **Probation Period**

- A probation period of three (3) months applies to this acting position.

### **Professional Learning**

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

### **Deputising**

Deputising is not applicable to this acting position.

### **Teaching**

The Acting 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 Acting Assistant Principal Mission & Identity will report to the Principal through the Deputy Principal. Strategically the Acting 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 Acting Assistant Principal Mission & Identity may be directed to complete other appropriate duties and responsibilities from time to time, by the Principal.

### **Appointment**

The appointment period will commence at the start of Term 3, 2023 and conclude at the end of Term 4, 2023.

### **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 Acting Assistant Principal Mission & Identity at any time.