

# Role Description



**Diocese of Toowoomba  
Catholic Schools**

## Position details

<b>Title</b>	Assistant Principal: Mission and Identity (APMI)
<b>Classification</b>	Assistant Principal
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Principal

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools (TCS) is a community of 32 schools and the Toowoomba Catholic Schools Office. Spread across Toowoomba, the Darling Downs and South-West Queensland we are united, connected, progressive and focussed on providing high quality education in a distinctively Catholic community.

Central to the commitment of all staff is our shared purpose of enabling full and flourishing lives.

Our values of dignity, potential and life underpin the culture, creating live-giving relationships where staff and students experience a strong sense of belonging, feel valued and succeed.

## About the role

As a key leader in faith, religious education, learning, community and school operation, the APMI collaborates, as a member of the school leadership team, with the school community to ensure excellent teaching and learning in a distinctively Catholic community.

The APMI's leadership reflects their deep and lived Catholic faith, nourished by the Catholic Sunday Eucharistic community to which the APMI belongs.

The APMI, in particular, uses effective religious and educational leadership capabilities to assist the school community to enliven and sustain a distinctive Catholic faith and learning culture.

The APMI has specific responsibility for the oversight of the Religious Education program, as well as activities and initiatives which enrich the religious life of the school.

## Key role responsibilities

The APMI is to fulfil the responsibilities of the role in accordance with TCS Leadership Framework, as outlined below.

### 1. Religious leadership

- enliven the religious life of the school and supervise the implementation of an exemplary Religious Education program
- display knowledge in matters of spirituality, faith, and Church life, or can confidently source appropriate knowledge when required
- connect the work of the parish and the school in ways which enrich the spirituality and life experiences of all community members
- empower teachers to work confidently as witnesses, moderators and specialists in the pedagogy of encounter and dialogue



## 2. Educative leadership

- contribute authoritatively to the teaching and learning agenda of the school
- lead and facilitate the faith and spiritual development of staff to enhance the teaching of Religion
- knowledge of and familiarity with exemplary classroom practice to support the delivery of a contemporary Religious Education program
- incorporate practical experiences of social justice and service learning into the life of the school community

## 3. Staff and community leadership

- foster and sustain productive relationships with staff, students, parents, the parish and the wider community
- lead and support staff in their understanding and knowledge of the rudiments of meaningful prayer and liturgical experiences
- present and communicate a contemporary understanding of faith, Church, and Spiritual life which facilitates dialogue and provides opportunities for professional formation

## 4. Organisational leadership

- manage staff allocation, resources and a budget to effectively deliver the priorities outlined in the School Strategic Plan and Annual Action Plan
- lead meaningful community celebrations that convey a Catholic position on and understanding of topical matters

## 5. Strategic leadership

- contribute to the vision, mission and strategic goals of the school and align them with the broader strategic directions of TCS
- lead and support the expression of the school's Catholic Identity in school policies and practices
- tell the foundation story of the school, including its charism, in all dimensions of school life
- deputise for the Principal as required

## Mandatory requirements

The mandatory requirements for the APMI role are listed below. The Executive Director: Catholic Schools may exercise discretion with regard to these requirements in exceptional circumstances.

- A Catholic who is an active member of a Catholic Sunday Eucharistic community.
- Registration (or eligibility for registration) as a teacher in Queensland.
- A willingness to work towards or have completed post graduate qualifications in Religious Education, Catholic Educational Leadership or Theology.

## Additional requirements for this role

- A willingness to work variable hours when needed.

## Responsibilities of all TCS staff

- Support the values and Catholic ethos of TCS.
- Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.

- Engage in relevant professional development opportunities to maintain appropriate knowledge and capability related to the role.
- Uphold the TCS Code of Conduct and all Work Health and Safety requirements in accordance with policies and procedures.
- Complete other duties that are directed as needs change or grow. All requested duties will be consistent with the purpose and classification of a position and any relevant legal and/or industrial obligations.

