

Role Description

Executive Director – Toowoomba Catholic Schools

1. Purpose of the position

The Executive Director serves as the religious, educational, and organisational leader of systemic Catholic Schools within the Diocese of Toowoomba. The role ensures that education services are of the highest quality and remain faithful to the educational mission of the Catholic Church.

2. Statement of responsibility

The Bishop delegates authority for the leadership, administration, and management of Catholic education and faith formation in Catholic schools to the Executive Director. This responsibility extends across all systemic Catholic schools, colleges, kindergartens, and outside school hours services.

The Executive Director

- provides strategic leadership and exercises prudent stewardship of Catholic Education within the Diocese
- is accountable to the Bishop, parishes, school communities, staff, and the wider Church
- is responsible for
 - Catholic identity and ethos
 - curriculum delivery
 - effective organisational management.

Leadership must be consistent with

- the message of Jesus and the Gospels
- teachings, principles, and values of the Catholic Church
- Diocesan policies and procedures
- Toowoomba Catholic Schools Charter
- Toowoomba Catholic Schools policies and procedures
- Toowoomba Catholic Schools Strategic Plan and directions.

3. Leadership requirements

3.1. Vision and virtues

The Executive Director develops and articulates a clear organisational vision grounded in moral purpose, supporting the learning and growth of young people and adults.

Leadership is guided by

- Theological virtues: Faith, Hope, Love
- Cardinal virtues: Prudence, Justice, Fortitude, Temperance

3.2. Knowledge and understanding

The Executive Director

- maintains current knowledge of research and developments in
 - pedagogy
 - curriculum and assessment
 - student pastoral care and wellbeing
- applies contemporary leadership and change theory and practice to system improvement.

3.3. Social and interpersonal skills

The Executive Director

- builds trust across school communities
- creates a positive learning culture
- evaluates and adapts leadership and management approaches as required.

4. Professional practices

4.1. Enhancing Catholic ethos and identity

The Executive Director provides leadership through Christian witness and active participation in Church life.

Key responsibilities include

- fostering Catholic identity across all school communities
- building relationships grounded in Gospel values promoting the Toowoomba Catholic Schools Vision and Mission
- supporting parish and diocesan partnerships
- leading implementation of Religious Education curriculum
- supporting faith and theological formation of staff
- providing guidance and direction to system-wide teaching and learning priorities
- implementing pastoral care policies and programs
- promoting social justice and the common good

4.2. Leading teaching and learning

The Executive Director ensures high-quality teaching and learning across the system by

- articulating a contemporary Catholic educational vision
- ensuring safe, orderly and disciplined learning environments
- promoting accountability for student achievement and wellbeing
- supporting a high-quality, compliant curriculum
- addressing diverse student needs
- overseeing assessment, reporting, and evaluation processes
- promoting effective pedagogy and a strong learning culture
- supporting lifelong learning.

4.3. Developing self and others

The role fosters leadership development and professional growth by

- building effective leadership teams
- promoting ongoing professional learning

- supporting staff wellbeing
- leading succession planning
- mentoring and coaching staff
- overseeing goal setting and performance reviews
- encouraging reflection and continuous improvement
- promoting collaborative leadership practices.

4.4. Leading improvement, innovation and change

The Executive Director

- aligns strategic planning with Diocesan priorities
- supports the Toowoomba Catholic Schools Council as Executive Officer
- leads development and implementation of strategic plans
- promotes innovation and continuous progress
- oversees school review and improvement processes
- guides system-wide change initiatives.

4.5. Leading the management of the organisation

The Executive Director ensures effective stewardship of resources and compliance by

- ensuring adherence to all legislative and Diocesan requirements
- promoting student protection and pastoral care
- managing workforce practices effectively
- overseeing recruitment, selection, and induction
- ensuring sound financial management and budgeting
- establishing accountability and reporting systems
- leading risk management practices
- ensuring effective communication and decision-making systems
- representing Toowoomba Catholic Schools publicly.

4.6. Engaging and working with the community

The Executive Director builds and maintains strong relationships with

- clergy, staff, and students
- parents and community groups
- parishes and diocesan agencies
- Catholic and non-Catholic education bodies
- government and broader community stakeholders.

Responsibilities include

- promoting Toowoomba Catholic Schools within the community
- strengthening parish-school partnerships
- maintaining a visible presence at school events
- communicating effectively and resolving issues
- supporting social justice initiatives
- developing collaborative and collegial networks.

5. Authority limits

Authority is delegated by the Bishop and includes

- expenditure of funds within approved financial limits
- entering agreements and employment contracts in line with Diocesan policy
- acting within Canon Law and Diocesan governance structures.

6. Reporting and key relationships

6.1. Reporting lines

The Executive Director reports directly to

- the Bishop of the Diocese of Toowoomba.

Functional reporting relationships include

- Toowoomba Catholic Schools Council (policy and operations)
- Diocesan Finance Council (financial management)
- Catholic Education Queensland Limited (funding accountability).

6.2. Key relationships

The Executive Director works closely with

- leadership team members
- school principals and staff
- clergy and parish leaders
- Diocesan agency directors
- Catholic education leaders across Queensland
- government and education sector representatives
- universities and other education providers.

The role also collaborates with senior Toowoomba Catholic Schools Office staff and delegates responsibilities as appropriate.