Role Description

Diocese of Toowoomba
Catholic Schools

Position details

Title	Principal
Employment status	Fixed Term Full time
Classification	Level 1 | Primary <85 enrolments
Agreement	Toowoomba Catholic Schools Principals' Agreement 2024 – 2028
Reports to	Senior Education Leader

About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and central office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

About the role

The Principals leadership is animated by a deep and reflective faith in Jesus Christ which is both expressed in, and nourished by, the Catholic Eucharistic community to which the Principal belongs. As a leader in faith, religious education, learning, community and school operation, the Principal works in collaboration with all members of the community to ensure excellent teaching and learning in a faith-centred environment. The Principal accepts responsibility for supporting and monitoring the personal wellbeing and professional growth of staff and setting high standards for students and staff performance.

Key duties and responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below.

1. **Religious leadership**
    - Leads and communicates a compelling Vision and Mission for the school that embodies its Catholic identity.
    - Articulates his/her own Catholic faith in genuine and accessible ways.
    - Leads the religious life of the school and ensures the implementation of an exemplary religious education program.
    - Creates a Catholic culture which nurtures and inspires the personal religious and faith formation of all staff and students.
    - Ensures that all students and staff grow in their knowledge and experience of the Catholic faith, liturgy, prayer, sacramental life and traditions in meaningful and authentic ways.
    - Promotes a productive and reciprocal parish/school relationship.

2. Educative leadership

- Leads and articulates a compelling educational vision which places teaching and learning at the centre of decision-making and continually seeks to improve the quality of teaching and the educational experiences of students.
- Inspires and influences a learning culture so that students become confident, successful learners and thriving people.
- Empowers all students and staff to excel in teaching and learning guided by the TCS Teaching and Learning Framework.
- Encourages independent, lifelong learners who are actively engaged and have a strong student voice.
- Determines priorities and resource allocation by utilising local and system information to inform decisions about teaching and learning, including appropriate assessment and reporting processes.
- Ensures that curriculum, pedagogy and the structures that support these ameliorate the effects of disadvantage on learning.
- Engages with other schools, networks and organisations to share and improve practice and encourage innovation.

3. Staff and community leadership

- Leads the culture and capacity building processes which engage and commit parents, staff and students to the vision and mission of the school.
- Fosters a united, professional and harmonious staff culture.
- Promotes the principles of inclusion by integrating the cultural, religious and social richness and diversity of the school community into rituals and celebrations.
- Recognises and responds appropriately to the needs of staff, students and families experiencing complex challenges and exceptional circumstances.
- Engages with external agencies and networks to promote the school's story and connect with services which enhance the educational experiences of students.

4. Organisational leadership

- Leads the development, support, monitoring and regular review of operational routines and processes that serve the school community.
- Ensures the school's resources and staff are efficiently organised and managed to provide an effective and safe learning environment.
- Commits to safeguarding children in ways consistent with the TCS Student Protection Processes and Guidelines.
- Ensures accountabilities by embedding a culture of reflection and renewal guided by research, innovation and creativity.
- Reviews the effectiveness of processes and programs in school strategic plan improvement.
- Shares best management practice and use of resources with other schools and education networks.
- Oversees implementation of TCS WHS policies and procedures to ensure that the school is a safe place for students to learn and staff to work.
- Ensures effective financial and risk management.

5. **Strategic leadership**

- Leads the collaborative development, alignment, attainment and review of the vision, mission and strategic goals as set out in the school's Strategic Plan.
- Works collaboratively to produce and implement clear and concise Annual Action plans and policies and procedures which direct and guide the development of the school.
- Leads strategic thinking and planning processes to ensure the schools strategic direction is contemporary, practical and visionary.
- Evaluates the personal and organisational impact of change and its impact on student learning outcomes through regular feedback from staff, students and parents.
- Operates as a system leader and contributes to system direction and priorities through participation in Leadership forums and consultative groups.

About you

To achieve in this role, you will be required to demonstrate the following.

Eligibility criteria

Essential

In order to be eligible for shortlisting and selection, an applicant is required to meet the essential criteria listed below. However, the Executive Director may exercise discretion with regard to eligibility criteria in exceptional circumstances.

Personal, professional leadership requirements

- be a Catholic who is an active member of a Catholic Sunday Eucharistic community
- current registration (or eligibility for registration) as a teacher in Queensland
- working towards/completion of post graduate qualifications in Religious Education, Educational Leadership or Theology
- a commitment to ongoing personal and professional learning
- experience in leading and motivating a team to deliver high quality education and service to a school community
- high-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context
- high-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to work and communicate effectively with people at all levels
- engagement with professional associations and networks

Additional requirements for this role

- a willingness to work flexible hours when needed
- travel
- a current Class C driver licence
- consent to TCS performing bankruptcy checks in accordance with the Federal Government's 'fit and proper person' criteria, via the Australian Financial Security Authority

- for regional and rural school leaders, a commitment to contribute to the vibrant, productive regional/rural school, parish and wider town community

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 appropriate 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 this position and any relevant legal and/or industrial obligations.