

POSITION OVERVIEW

Position Title: Principal, James Sheahan Catholic High School Orange

Reports to: The Executive Director of Schools through the Schools Consultant

OVERALL PURPOSE OF THE POSITION:

The Principal is responsible for the leadership and management of the school in order to provide for the effective education and care of the students through facilitation of their spiritual, social, academic and personal development within resource and funding constraints.

This leadership and direction will be consistent with traditions of the Catholic Church, current understanding of the processes of team building, delegation and development of personnel; knowledge of curriculum evaluation and assessment processes. In all these areas, the Principal is responsible to the Executive Director of Schools

KEY TASKS AND RESPONSIBILITIES:

- Provide effective leadership within the school community to ensure that students receive a quality education in accordance with Catholic faith and Christian principles, State Registration requirements and Diocesan policies by planning, directing and regularly evaluating curriculum development, teaching programs and extracurricular activities.
- Ensure the promotion of education in faith within the school, through personal example and through the primacy given to the development of and participation in a sound Religious Education program which includes a coordinated program of prayer and worship
- Facilitate a positive school climate amongst students and staff and promotes commitment to school goals by providing effective leadership, a clear sense of purpose and an articulation of the ethos of a Catholic school.
- Provide for the quality of teaching and learning, for faith development and pastoral care through appropriate selection and guidance of staff and by ensuring the on-going spiritual and professional development of staff.

- Provide for effective pastoral care of members of the school community by establishing and guiding the processes for identifying and responding to their respective needs.
- Ensure that the school operates as a part of the Catholic community by establishing appropriate consultation/communication with parents and the Parish Priest(s).
- Establish an optimum physical learning environment within funding constraints by carefully utilizing resources to maintain and develop school premises, equipment and facilities, consistent with Statutory Regulations.
- Provide appropriate financial leadership and management.
- Implement efficient and effective administration practices by establishing appropriate communications, resource management, and accounting/record-keeping procedures and fulfils the accountability requirements of the System and Government Grants.
- Maintain productive internal and external methods of communication with all groups associated with the school.

SELECTION CRITERIA

We anticipate that people interested in this role will be able to demonstrate:

- Personal commitment to the teachings and practice of the Catholic Faith and able to lead a school as a faith filled Catholic community;
- A career in secondary school education with significant leadership or previous Secondary Principal experience;
- Energy and genuine passion for education, students and student wellbeing;
- An understanding of contemporary educational issues and thinking and capable of driving teaching & learning that caters for the diverse range of students and student needs;
- Welcoming, visible and accessible to the school community, with the willingness to be also involved within the wider Parish and communities;
- Highly developed interpersonal, communication and presentation skills;
- Appropriate tertiary qualifications.
- Meet NESA teacher accreditation requirements.

CONDITIONS OF EMPLOYMENT

- Salary: Paid in accordance with the *NSW and ACT Catholic Systemic Schools Principals Multi-Enterprise Agreement 2017*. Salary rate effective January 2018:
 - Foundation Principal: \$170,610 pa/ft
 - Accomplished Principal: \$179,589 pa/ft
- Superannuation: 9.50% that is paid in addition to the salary.
- Salary packaging is available.
- Tenure: the initial appointment is for 3 years and, subject to a satisfactory performance review, appointment renewals for periods up to 4 years.
- Reasonable relocation assistance will be provided for the successful applicant.
- The successful candidate will be subject to mandatory child protection screening.

APPLICATIONS

Applications are to include a cover letter addressing the selection criteria, a completed CEDB application form available from www.bth.catholic.edu.au including supporting documentation and the names of three professional referees (including a Parish Priest).

Applications are required to address the selection criteria.

Referees must:

- support your application for this position;
- be informed they have been listed as a referee; and
- be informed they may be contacted by a representative from Catholic Education Diocese of Bathurst.

Applications are to be marked 'CONFIDENTIAL' and submitted to:

Mrs Jenny Cosgrove
HR Manager
Catholic Education
PO Box 308
BATHURST NSW 2795
Phone: (02) 6338 3000 Fax: (02) 6338 3001
Email: j.cosgrove@bth.catholic.edu.au

Applications close: Friday, 29 September 2017 at 3.00pm