Role of the Catholic School Principal In the Armidale Diocese

PURPOSE OF THE POSITION

The Principal is the religious, educational and organisational leader of a Catholic School within the Diocese of Armidale.

STATEMENT OF RESPONSIBILITY

The Principal provides leadership and exercises prudential stewardship of the Catholic School. The Principal is ultimately responsible for the Catholic identity and ethos, curriculum and effective management of the school.

The leadership and direction provided by the Principal will be consistent with:

- The message of Jesus and the Gospels;
- Catholic church teachings, principles and values;
- Diocesan policies and directives;
- Catholic Schools Office, Armidale Mission Statement;
- Catholic Schools Office, Armidale policies and practices; and
- Catholic Schools Office, Armidale Strategic Directions.

LEADERSHIP REQUIREMENTS[1]

VISION AND VIRTUES

The Principal develops a vision for the school which is based on a clear moral purpose and is committed to the learning and growth of young people and adults. Within the Catholic School, 'the theological virtues of Faith, Hope and Love provide the foundation and energising force of this moral purpose and give life to the cardinal virtues of Prudence, Justice, Fortitude and Temperance'[2] so necessary in Christian leadership.

KNOWLEDGE AND UNDERSTANDING

The Principal keeps abreast of the latest research and developments in pedagogy, curriculum, assessment and student wellbeing. They understand the practice and theory of contemporary Catholic leadership and apply that knowledge in school improvement.

SOCIAL AND INTERPERSONAL SKILLS

The Principal aims to build trust across the school community and create a positive learning atmosphere for students and staff. They regularly review their practice and implement change in their leadership and management approaches to suit the situation as is required.

1 Australian Professional Standard for Principals, AITSL as adapted for the Armidale Diocese November 2014
2 Compendium of the Catechism of the Catholic Church, 384

PROFESSIONAL PRACTICES[3]

Under each of the following areas is a range of possible activities in which the Principal might engage. The list is neither prescriptive nor exhaustive.

LEADING MISSION AND EVANGELISATION

Leadership in the area of Mission and Evangelisation is provided through Christian witness, active participation in a parish, fostering the religious life of the school, promotion of Gospel values and the provision of quality Religious Education.

- Promotes and articulates the Diocesan Vision and the Mission of Catholic Education
- Promotes the faith and theological formation of staff
- Facilitates pastoral care policies and programs
- Promotes preferential options for the poor and marginalised
- Witnesses to and is active in a parish
- Promotes partnerships with the parish and diocesan communities
- Facilitates the development and implementation of the school's Religion Program
- Nurtures the Catholic life of the school and the integration of beliefs and values
- Fosters the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning
- Develops right relationships based on Christian values
- Makes an appropriate contribution as a member of the wider Diocesan education community
- Nurtures partnerships with Parish, Deanery, Diocesan communities and Church agencies

LEADING TEACHING AND LEARNING

High quality teaching and learning is developed, implemented and monitored.

- Supports and articulates a contemporary Catholic educational vision to the community with a focus on the student as a learner and person
- Facilitates and promotes collective responsibility and accountability for student achievement and wellbeing
- Supports the development of a contemporary, holistic, high quality curriculum within Diocesan and legislative requirements
- Provides for diverse needs of students
- Facilitates and promotes appropriate assessment, reporting and evaluation processes
- Focuses on student learning achievements
- Develops a learning culture within the students and staff
- Promotes and facilitates effective pedagogy
- Promotes lifelong and life-wide learning
- Supports the creation of a safe learning environment

3 Australian Professional Standard for Principals, AITSL as adapted for the Armidale Diocese November 2014

DEVELOPING SELF AND OTHERS

Through supporting others and building capacity, a Catholic professional learning community is developed that is focused on continuous improvement of teaching and learning.

- Works in close collaboration with other Leadership Team members to form an effective team
- Engages in ongoing learning to keep abreast of contemporary educational issues
- Establishes processes to develop the well-being of staff and students
- Engages in succession planning and developing leadership potential
- Supports and mentors staff
- Assists Leadership Team members with annual Goal Setting and Performance Reviews
- Develops a culture of reflection, self-review and improvement within the school
- Supports and fosters effective employee relations
- Promotes and nurtures a collaborative culture of leadership within the school, with regular leadership team meetings.
- Communicate expectations to staff and provide support and guidance when necessary

LEADING IMPROVEMENT, INNOVATION AND CHANGE

The Vision, Mission and strategic goals of the school are developed, articulated and aligned with School Review and Improvement outcomes and Diocesan strategic goals and initiatives.

- Establishes, implements and reviews the School's strategic directions
- Promotes innovative ideas and practices
- Develops a culture of reflection, review and improvement
- Leads annual goal setting, implementation and review with teaching staff
- Leads the School Review and Improvement processes
- Coordinates the formulation and implementation of the School Development Plan
- Facilitates and encourages quality change processes

LEADING THE MANAGEMENT OF THE SCHOOL

Processes to manage the human, physical and financial resources are developed and maintained to support the effective delivery of educational programs.

- Ensures compliance with Diocesan, legislative and Catholic Schools Office, Armidale policies and protocols including Child Protection, Code of Conduct and Workplace Health and Safety processes.
- Manages staff and workplace practices effectively
- Arranges for appropriate delegation of tasks and the monitoring of accountabilities
- Complies with relevant legislative and system requirements
- Engages staff, P&F and Board in processes to allocate resources
- Ensures processes for the recruitment, selection and induction of staff comply with Diocesan and legislative guidelines

- Ensures budget processes and outcomes that model appropriate and sound stewardship practices
- Works with relevant Diocesan personnel to ensure the effective management of the school within systemic guidelines.
- Ensures effective financial management
- Establishes effective communication and decision making practices
- Provides a leadership presence for the school community in relation to standard of dress, behaviour and public speaking in order to promote and represent the school within the community
- Establishes systems for data and record management and retrieval
- Provides for appropriate risk management

ENGAGING AND WORKING WITH THE COMMUNITY

Appropriate relationships are fostered and developed with the school staff, students, Parents and Friends Association, School Advisory Board, Parents, Clergy, the Parish, the Catholic education community and the wider community.

- Develops and maintains positive relationships with all members of the school community
- Engages in processes to build community
- Promotes the development of good working relationships with the parish and wider community
- Meets frequently with key personnel within the community
- Promotes and represents the school within the community
- Promotes positive relationships between the school community and the Diocese through the Catholic Schools Office, Armidale
- Maintain an appropriate presence at school occasions and functions
- Communicates effectively and resolves issues in a positive manner
- Witnesses to community service and social justice

AUTHORITY LIMITS

The Principal shall have control of and be responsible for the efficient running of the school, the administration of school funds (within approved limits), the maintenance of academic standards and the supervision and direction of staff and students at the school in accord with Diocesan and Catholic Schools Office, Armidale approved processes, policies and guidelines. The Principal shall have no power or authority to increase staff for the school unless specifically authorised to do so. The appointment of staff paid by the Employing Authority (the Catholic Schools Office, Armidale) must be authorised by the Director.

REPORTING AND OTHER RELATIONSHIPS

The Principal is responsible to the Director of Catholic Schools, Diocese of Armidale. Significant relationships also exist with the Assistant Director and other senior staff in the Catholic Schools Office, Armidale to whom the Director may delegate various aspects of responsibility.