

# School Principal

## St Mary of the Angels, Guyra

**Expressions of interest close 2 May 2021.**

**[Click here](#) to register your interest.**

### **About St Mary of the Angels, Guyra**

As an integral part of the Parish Community consisting of Students, Teachers and Parents & Friends and Parish Priest, teaches and upholds gospel values.

These values are demonstrated by concern and love for each individual in the community according to the teachings of Jesus Christ.

St. Mary of the Angels strives to develop each child spiritually, morally, emotionally, academically and physically to the individual's full potential, instilling self-discipline and self-worth.

St Mary of the Angels Community works together to provide a Christian example and influence in the wider community, and to offer a choice of educational systems.

St Mary of the Angels School (previously called The Convent) was established in 1919 with the Ursuline Sisters in charge.

No premises existed and the opening was effective after some 10 years. The school provided education for primary schooling and lessons commenced in the old Convent. The original blue-brick building was in use by the end of 1919.

In 1960 the first lay teacher was appointed. In December 1969, the Ursuline Sisters departed Guyra and the late Cardinal Freeman, then Bishop of Armidale, invited the Sisters of Mercy from Monte St. Angelo, North Sydney to succeed them. The Sisters remained here teaching until December 1979. In 1980 the first lay Principal was appointed.

Located at 1330 metres above sea-level, Guyra is the highest town of the New England Tablelands and as such has a reputation for coldness and snow in the winter months. It is the coldest, northernmost town in the country. The town is primarily a service centre for the surrounding wool, beef, potato and fat lamb-producing properties and it celebrates this economic base with a sculpture which combines a sheep with

potatoes - it is located on the New England Highway - and an annual Guyra Lamb and Potato Festival. The town sits on the watershed of the Great Dividing Range with rivers and creeks to the east flowing down to the Pacific Ocean and rivers to the west heading towards the Murray-Darling basin and South Australia.

Guyra is located 509 km north of Sydney via Stroud and Walcha, 551 km via Muswellbrook and Tamworth, and 425 km south-west of Brisbane via Warwick and Glen Innes.

It is accepted that "Guyra" was the name given to an early property in the district and that the word came from the local Anaiwan Aborigines and meant either "fishing place" or "white cockatoo".

For further information on the school, please visit <https://stmarysguyra.catholic.edu.au/>

## **Position Purpose**

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

## **Commencement**

The start date for this position is negotiable. It is anticipated that the new Principal will commence no later than the start of the 2022 school year (earlier by negotiation).

## Key Responsibilities

Key area	Task
<b>Leading mission and evangelisation</b>	<ul style="list-style-type: none"> <li>● Promotes and articulates the Diocesan Vision and the Mission of Catholic Education</li> <li>● Promotes the faith and theological formation of staff</li> <li>● Facilitates pastoral care policies and programs</li> <li>● Promotes preferential options for the poor and marginalised</li> <li>● Witnesses to and is active in a parish</li> <li>● Promotes partnerships with the parish and diocesan communities</li> <li>● Facilitates the development and implementation of the school's Religion Program</li> <li>● Nurtures the Catholic life of the school and the integration of beliefs and values</li> <li>● Fosters the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning</li> <li>● Develops right relationships based on Christian values</li> <li>● Makes an appropriate contribution as a member of the wider Diocesan education community</li> <li>● Nurtures partnerships with Parish, Deanery, Diocesan communities and Church agencies</li> </ul>
<b>Leading teaching and learning</b>  <b>Leading teaching and learning (cont.)</b>	<ul style="list-style-type: none"> <li>● Supports and articulates a contemporary Catholic educational vision to the community with a focus on the student as a learner and person</li> <li>● Facilitates and promotes collective responsibility and accountability for student achievement and wellbeing</li> <li>● Supports the development of a contemporary, holistic, high quality curriculum within Diocesan and legislative requirements</li> <li>● Provides for diverse needs of students</li> <li>● Facilitates and promotes appropriate assessment, reporting and evaluation processes</li> <li>● Focuses on student learning achievements</li> <li>● Develops a learning culture within the students and staff</li> <li>● Promotes and facilitates effective pedagogy</li> <li>● Promotes lifelong and life-wide learning</li> <li>● Supports the creation of a safe learning environment</li> </ul>
<b>Developing self and others</b>	<ul style="list-style-type: none"> <li>● Works in close collaboration with other Leadership Team members to form an effective team</li> <li>● Engages in ongoing learning to keep abreast of contemporary educational issues</li> </ul>

	<ul style="list-style-type: none"> <li>● Establishes processes to develop the well-being of staff and students</li> <li>● Engages in succession planning and developing leadership potential</li> <li>● Supports and mentors staff</li> <li>● Assists Leadership Team members with annual Goal Setting and Performance Reviews</li> <li>● Develops a culture of reflection, self-review and improvement within the school</li> <li>● Supports and fosters effective employee relations</li> <li>● Promotes and nurtures a collaborative culture of leadership within the school, with regular leadership team meetings</li> <li>● Communicate expectations to staff and provide support and guidance when necessary</li> </ul>
<p><b>Leading improvement, innovation and change</b></p>	<ul style="list-style-type: none"> <li>● Establishes, implements and reviews the School’s strategic directions</li> <li>● Promotes innovative ideas and practices</li> <li>● Develops a culture of reflection, review and improvement</li> <li>● Leads annual goal setting, implementation and review with teaching staff</li> <li>● Leads the School Review and Improvement processes</li> <li>● Coordinates the formulation and implementation of the School Development Plan</li> <li>● Facilitates and encourages quality change processes</li> </ul>
<p><b>Leading the management of the school</b></p> <p><b>Leading the management of the school (cont.)</b></p>	<ul style="list-style-type: none"> <li>● 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.</li> <li>● Manages staff and workplace practices effectively</li> <li>● Arranges for appropriate delegation of tasks and the monitoring of accountabilities</li> <li>● Complies with relevant legislative and system requirements</li> <li>● Engages staff, P&amp;F and Student Advisory Council in processes to allocate resources</li> <li>● Ensures processes for the recruitment, selection and induction of staff comply with Diocesan and legislative guidelines</li> <li>● Ensures budget processes and outcomes that model appropriate and sound stewardship practices</li> <li>● Works with relevant Diocesan personnel to ensure the effective management of the school within systemic guidelines</li> <li>● Ensures effective financial management</li> <li>● Establishes effective communication and decision making practices</li> <li>● Provides a leadership presence for the school community in relation to standard of dress, behaviour and public speaking in order to promote and</li> </ul>

	<ul style="list-style-type: none"> <li>represent the school within the community</li> <li>● Establishes systems for data and record management and retrieval</li> <li>● Provides for appropriate risk management</li> </ul>
<p><b>Engaging and working with the community</b></p>	<ul style="list-style-type: none"> <li>● Develops and maintains positive relationships with all members of the school community</li> <li>● Engages in processes to build community</li> <li>● Promotes the development of good working relationships with the parish and wider community</li> <li>● Meets frequently with key personnel within the community</li> <li>● Promotes and represents the school within the community</li> <li>● Promotes positive relationships between the school community and the Diocese through the Catholic Schools Office, Armidale</li> <li>● Maintain an appropriate presence at school occasions and functions</li> <li>● Communicates effectively and resolves issues in a positive manner</li> <li>● Witnesses to community service and social justice</li> </ul>

## Selection criteria

**We invite expressions of interest from candidates who align with the following:**

- Commitment to and practice of the Catholic faith.
- A minimum of five years successful experience as a primary or secondary Principal or Assistant Principal or an equivalent role in school system leadership or the tertiary sector.
- A contemporary leader with the demonstrated capacity to inspire a team; collaboratively develop strategy and culture; and manage change.
- An innovative educational leader that can clearly articulate a vision of learning and teaching that integrates Catholic values and pastoral care into the daily life of the school.
- A leader with outstanding interpersonal skills to build a vibrant parish school community.
- An educational leader that will embrace the Diocese of Armidale vision and strategies for developing a Professional Learning Community in a Catholic context aligned to the CSO Strategic Plan.
- Hold professional qualifications:
  - An education degree and/or relevant post graduate qualification; and
  - Completion of or willingness to undertake appropriate post graduate courses in the areas of religious education or theology to meet accreditation requirements of Category E as per the [Catholic Schools framework for the accreditation of staff in Catholic schools](#)
- Be NESA accredited or be eligible to be accredited by NESA to teach in NSW.

## **Conditions of employment**

- Salary and Conditions are negotiable and will be discussed as we progress through this recruitment project.
- The term of the initial contract is negotiable. Subsequent contract renewal is subject to a successful performance review.
- Under normal circumstances, at least 10 school term weeks' notice is required by either party to terminate employment.
- Applicants who are successful in gaining an interview will receive an interview travel allowance.
- Relocation expenses (if required) will be provided for the successful applicant.
- The successful applicant will possess a current, approved Working With Children Check.

## **Application**

To make a confidential enquiry regarding this position, please contact Kate Kenny, Head of Employee Services, on 0427 712 441 or email [kkenny@arm.catholic.edu.au](mailto:kkenny@arm.catholic.edu.au)

[Click here](#) to request a confidential discussion or to register an expression of interest.