

# Principal

## St Joseph's Primary School Mungindi

Expressions of interest close 7 November 2021.

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

<b>Position level</b>	NSW and ACT Catholic Systemic Schools Principals Enterprise Agreement (EA) 2020
<b>Base salary range (Full-time)</b>	\$147,244 - \$154,994 gross per annum (in accordance with the Enterprise Agreement)
<b>Employment type</b>	Full-time
<b>Employment status</b>	5-year Principal contract (renewal subject to successful performance)

### Commencement

The start date for this position is negotiable. To support the successful candidate and assist in the transition into the role of Principal at St Joseph's Mungindi, the current Principal will remain in the role of Co-Principal to the incumbent for 2022. It is anticipated that the new Co-Principal will commence in the 2022 school year and will continue in the Principal role as of the 2023 school year.

### About St Joseph's Mungindi

St Joseph's Primary School Mungindi is a unique Catholic school committed to teaching the core catholic principles and values.

At our school we incorporate a spirit of community, to recognise the qualities of each individual and encourage optimal learning with an ongoing appreciation of the environment.

On the 21st January 1924 four Sisters from the Gunnedah Congregation, Sisters of Mercy, were appointed to Mungindi. On the 24th January the Sisters opened a school, known as St. Brigid's until 1930 when a new school was built and given the name St. Joseph's. At the end of 1975 the Sisters of Mercy withdrew from the school but continued to administer the Boarding School until 1980. In 1981 The Little Company of Mary came to Mungindi where they conducted the Boarding School until 1983. In 1984 the Sisters of St. Joseph's came to Mungindi. We are very fortunate to have the presence of the Sisters who have a huge impact on both our school, parish and surrounding communities.

At St. Joseph's we have a great leadership team who thrives on change, diversity and progress. By using current theory and evidence to improve professional practice, the focus has continued to be on student growth and improvement. The opportunities being afforded to our students is of the highest quality and meets the diverse range of learning needs. St. Joseph's Annual Improvement Plan has been the catalyst to our success are:

- Embedding Catholic principles and values
- The development of collaborative teaching and learning practice
- The development of agreed literacy and numeracy practice
- Staff really knowing the students and their needs; using evidence based data
- Student ownership of learning
- Working in partnership with parents

At St Joseph's Primary, Mungindi we aim to provide our children with many opportunities to experience personal excellence as they grow and develop in our care.

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

## Key Responsibilities

Key area	Task
<p><b>Leading mission and evangelisation</b></p>	<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>

<p><b>Leading teaching and learning</b></p>	<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>
<p><b>Developing self and others</b></p>	<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> <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>School Management</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>● Establishes systems for data and record management and retrieval</li> <li>● Provides for appropriate risk management</li> <li>● Provides a leadership presence for the school community in relation to the standard of dress, behaviour and public speaking in order to promote and represent the school within the community</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.
- 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.
- Subsidised accommodation and a motor vehicle 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.