

# Appointment of Assistant Principal – Mission and Identity

## Information for Applicants



### **Our Organisation**

St Ursula's College, Yeppoon, was founded in 1918 by the Sisters of the Presentation of the Blessed Virgin Mary (PBVM) and is a Ministry of Mercy Partners. As an independent Girls Catholic Day and Boarding Secondary College, St Ursula's offers an education for young women of the future based on gospel values and Nano Nagle's vision.

At St Ursula's College, we offer girls in Years 7-12 a holistic, comprehensive, faith-filled Secondary education encompassing academic and vocational pathways to tertiary study and /or employment. We celebrate every student and their unique abilities; this dynamic culture produces strong, confident young women, capable of forging a positive path for themselves by embracing the College motto of "Perfice Gressus Meos" (Perfect My Steps).

Our vision for educational excellence sees an emphasis on an environment where the gospel values are experienced both in daily living and through authentic and engaging learning experiences, developing critical and future-focussed learners.

## **Our Vision**

St Ursula's College is a vibrant Faith community providing a holistic Catholic education and residential environment through which young women are encouraged to realise their potential; founded on the charisma of Nano Nagle and the values of the Presentation Sisters; yet responsive to the demands created by the social dynamics of the 21<sup>st</sup> Century.

## **Our Mission**

We declare that the mission of St Ursula's College is to continue the mission of Jesus, living and proclaiming the Gospel values to all people, especially in our school community, with fidelity, joy and enthusiasm.

Our mission demands that we create an environment where the Gospel values - both in daily living and in the learning situation - can be critically examined, clearly understood and responsibly acted upon.

This demands serious and courageous involvement in the field of education and in the practice of justice in our efforts to transform the world.

## **Our Values**

- Respect -** We believe in the dignity of each person and encourage all to treat others with consideration and courtesy, acknowledging the value of other viewpoints and life experiences. We strive to ensure that all members of the College community are treated with fairness and equity.
- Faith -** We seek to make students aware of our rich Catholic heritage, nurturing this as the source of Catholic identity and living. We strive to build upon the faith and commitment of the Presentation Sisters who founded the College by providing Religious Education and experiences of prayer, liturgy and social action that make the faith dimension of this College life-giving and relevant.
- Excellence -** We believe that each human being is endowed with individual gifts that deserve recognition and development. We strive to promote an environment where all are encouraged and enabled to develop their potential and experience success according to personal capabilities and circumstances.
- Compassion -** We believe we have a responsibility for the well-being of others in and beyond our community, particularly those who are suffering or vulnerable. We strive to develop a sense of concern for others and a spirit of service so that this concern is expressed and enacted.
- Hospitality -** We believe that a Christian community is inclusive. We strive to develop a sense of welcome and an acceptance of others such that all in the community are inspired to demonstrate a willingness to share their talents and cultures to enhance life for all. We promote and model reconciliation and strive to restore relationships when conflict or division occur.
- Simplicity -** We value all of creation and the interconnectedness of life. We strive to develop a sense of appreciation for our physical environment and personal resources. We promote good stewardship and social responsibility rather than a focus on material possessions.

## Position Overview

### PURPOSE OF POSITION

The Assistant Principal – Identity and Mission is a member of the College Leadership Team (CLT), with specific roles and responsibilities and provides specific leadership in those areas delegated by the Principal. As part of the CLT, the Assistant Principal – Identity and Mission works collaboratively with all members of the team to play an important role in the visioning and strategic planning to position the College as a transformational leader in Catholic girls' education.

The Assistant Principal – Identity and Mission will be a passionate and innovative educational leader who will be responsible for the provision of an educational environment that reflects the mission, values and goals of the College and the Strategic Plan.

As the Assistant Principal – Identity and Mission is a member of the College Leadership Team the incumbent contributes to the following leadership dimensions:

- **Strategic Leadership** – committed to the strategic priorities of the College that promotes continuous improvement of the College and its staff.
- **Spiritual Leadership** – to discern, foster and nurture the Catholic ethos of the Presentation Sisters and Mercy Partners Ministries as evidenced through a commitment to a Christian life both in the College context and the local community.
- **Educational Leadership** – ensures and fosters excellence in learning and teaching programs to nurture quality outcomes.
- **Staff and Community Leadership** – develop and promote quality respectful and positive relationships that are reflective of our Catholic and Presentation stories.
- **Organisational Leadership** – facilitates the alignment of College policies, processes and resources, modelling professionalism, effective communication and a commitment to excellence.

### RESPONSIBILITIES AND DUTIES

#### Strategic Leadership

- Inputs into the strategic direction of the College by focussing on the mission of the Church, the College's Catholic Identity and Presentation Charism
- Report to the College Board and the College Leadership Team on emerging issues and trends pertinent to this role
- Lead in monitoring Annual Improvement Plans
- Lead in the application of relevant data to evaluate and renew programs and initiatives related to this role

#### Community Leadership

- Cultivate engagement with prayer and religious life of the College
- Lead induction of new staff in relation to the College's history, traditions, Catholic Identity and Presentation charism

- Celebrate achievements of the College community, e.g. Leading the College and community in prayer at Graduation and Presentation Evening
- Coordination of religious/ liturgical events
- Lead Retreat/Reflection days for staff & students
- Lead the engagement and promotion of Aboriginal and Torres Strait Islander people (including staff and students) and forge connections with the broader community
- Provide supervision for the Community Engagement Officer
- Promote connection and collaboration with local schools, parishes, Priests and other religious and culture organisations
- Develop Social Justice and Service Groups Program
- Development of the Immersion Program

## **Religious Leadership**

- Leader of the spiritual life of the College, by bearing witness to a lived faith and lifestyle including active involvement in the parish community
- Nurture spiritual religious growth including the delivery of the Sacramental Program, promoting and preparing students for the RCIA Sacramental Program.
- Foster the Catholic ethos and Presentation identity of the College community, integrating beliefs and values into all facets of College life, decision making processes and learning.
- Model attentiveness to their own spiritual formation for leadership including involvement in social justice initiatives, programs, additional religious study and/or spiritual formation
- Emotional support and spiritual care to others
- Pastoral care of staff, students & the College community
- Celebrating the unique charism of the College
- Promote student religious/spiritual leadership across the College.
- Lead others in gaining accreditation to teach religious education in a Catholic School

## **Educational Leadership**

- Supports the Head of Department Religion with the Religious Education curriculum development
- Assist in the sourcing and delivery of Staff Professional Learning in areas of faith development
- Lead, develop and implement opportunities for reflection, prayer and liturgical celebration within the College community and inform the wider community on the religious dimension of the College
- Co-ordinate, organise and lead Staff Formation program
- Lead with the CLT a culture of encounter and whole school improvement in the re-contextualisation of Catholic identity

## **Organisational Leadership**

- Provide opportunities for teacher accreditation to Teach in Catholic School and Accreditation to Teach Religion in a Catholic School
- Lead and manage the implementation of whole school programs and initiatives related to this role
- Lead in the mentorship of students and staff specifically those in religious faith-based leadership roles such as the Faith in Action Captain

## **OTHER KEY ACCOUNTABILITIES**

## **Student Protection**

Student Protection is everyone's responsibility. At St Ursula's College all person's undertaking work for or on behalf of the College, have a shared responsibility for contributing to a child safe environment. All person's are to be familiar with the content of the College's Student Protection documents, including but not limited to Policies, Procedures, Codes of Conduct and Processes and their legal obligation to the reporting of child abuse. It is each individual's responsibility to be aware of key risk indicators of child abuse, to be vigilant and observant, and to raise any concerns they may have to the Student Protection Officers at the College. All individual's are required to participate fully in and understand the content of the training provided.

## **Shared Responsibilities**

- Be supportive of the goals, ethos and Mission of the College as a Catholic College in the Presentation tradition.
- Display high levels of professionalism ensuring that behaviours reflect the College Values and expectations.
- Take full responsibility for compliance with the Staff Code of Conduct.
- Have an awareness of and support for the policies, procedures and practices of the College.
- Take full responsibility for compliance with all school policies and procedures.
- Given the dynamic environment in which the College operates the Principal may alter the responsibilities of this position at her discretion, in order to most effectively serve the needs of the College.

## **Assistant Principal Essential Eligibility Criteria**

- A clear vision and support of Catholic education, St Ursula's College mission, values and ethos of the Presentation charism.
- Queensland College of Teachers Registration
- Excellent interpersonal, oral and written communication skills and a proven ability to professionally relate to and role model to other staff members.

## **Assistant Principal Desirable Eligibility Criteria**

- Experience at a leadership level in a secondary school
- Postgraduate qualifications in Education, Theology or Religious Education, or willingness to engage in further studies
- Previous experience in a similar role.

## **The Application Process**

We are seeking an energetic, passionate and knowledgeable educational leader, with a commitment to all girls Catholic education, and the College's vision of personal excellence in education.

We welcome applications from suitably qualified and experienced professionals for the position of Assistant Principal – Student Outcomes, commencing Term 1, 2024.

Application should be submitted to the Principal, Deborah Ryan, no later than 4 pm Monday 14 August 2023 via [recruitment@stursulas.qld.edu.au](mailto:recruitment@stursulas.qld.edu.au) and should include the following:

1. A covering letter
2. Curriculum Vitae
3. A written statement of **no more than** 1000 words addressing the leadership dimensions outlined in the responsibilities and duties
4. The contact details of three (3) professional referees

Receipt of your application will be acknowledged by email.