

PURPOSE OF THE POSITION

The position of APA acknowledges the importance of organisation of systems and the management of daily operations within Catholic schools. It is to assist with this particular aspect of the Principal's leadership role that the role of APA has been created. The APA focuses on providing leadership in the overall organisation of school systems, according to CEDR¹ policies and practices.

STATEMENT OF RESPONSIBILITY

The Principal provides leadership and exercises prudential stewardship of the Catholic School. The APA, as a member of the Leadership Team, has a leadership role within the school community.

The APA provides general leadership in support of the Principal in the achievement of the acknowledged mission and goals of the school community. Additionally, the APA provides specific leadership in those areas delegated by the Principal as designated in the APA's duty statement.

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

- The message of Jesus and the Gospels;
- Catholic church teachings, principles and values;
- CEDR policies and directives;
- The Catholic Education Diocese of Rockhampton Charter;
- Catholic Education Mission Statement;
- Catholic Education policies and practices; and
- Catholic Education Strategic Directions.

LEADERSHIP REQUIREMENTS²

VISION AND VIRTUES

The APA assists in the development of the 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 APA keeps abreast of the latest research and developments in pedagogy, curriculum, assessment and student wellbeing. They also understand the practice and theory of contemporary leadership and apply that knowledge in assisting with school improvement.

SOCIAL AND INTERPERSONAL SKILLS

The APA 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 Catholic Education Diocese of Rockhampton (referred to as CEDR in this document)

² Australian Professional Standard for Principals, AITSL (Australian Institute for Teaching and School Leadership, July 2011)

PROFESSIONAL PRACTICES³

Under each of the following areas is a range of activities in which the APA may engage while assisting the Principal. The list is neither prescriptive nor exhaustive. The degree to which the APA engages in these activities and others delegated by the Principal will depend on the size and nature of the school and the release time allocated for the position. An individual Duty Statement from the school/college will accompany this Role Description and provide more specific guidance.

PROMOTING CATHOLIC ETHOS

- Foster the Catholic ethos and identity of the school community, integrating beliefs and values into all facets of school life and learning
- Base all relationships on Christian values and the development of right relationships
- Promote preferential options for the poor and marginalised
- Witness to and be active in a parish
- Support opportunities for Christian community service and social justice

LEADING TEACHING AND LEARNING

- Support and promote a contemporary Catholic educational vision with a focus on the student as a learner and person
- Support the provision of human and material resources for diverse student needs
- Support the development of a contemporary, holistic, high quality curriculum with effective pedagogy
- Support and promote collective responsibility and accountability for student achievement and wellbeing
- Support high expectations and standards and the systematic monitoring of student learning
- Support appropriate assessment, reporting and evaluation processes

DEVELOPING SELF AND OTHERS

- Work in close collaboration with other leadership team members to form an effective team
- Assist with the efficient and effective management of staff and workplace practices
- Contribute to a culture of reflection, self-review and improvement
- Support and foster effective employee relations
- Engage in effective staff developmental learning and performance management, including monitoring, review and appraisal
- Review duty statements and goals regularly

LEADING IMPROVEMENT, INNOVATION AND CHANGE

- Work with the Principal and Leadership Team in establishing, implementing and reviewing the school's strategic directions
- Support quality change processes
- Use relevant data to review and renew systems within the school in response to changing needs and contexts
- Promote and market the school in the community
- Accept responsibility for specific tasks associated with school review and improvement processes

³ Compendium of the Catechism of the Catholic Church, 384

LEADING THE MANAGEMENT OF THE SCHOOL

- Assist the Principal to develop and maintain processes to manage physical, human and financial resources in order to deliver effective education programs within the school
- Facilitate the alignment of policies, processes and activities with the school strategic plan
- Exercise a significant role in effective communication within the school
- Assist with the compliance to relevant policy and legislative requirements
- Provide appropriate risk management
- Coordinate efficient systems of data and records management and retention
- Assist in the enrolment process in line with appropriate policy and resources
- Advocate for effective human, financial and material resourcing within the relevant component of the school budget
- Deputise for other members of the Leadership Team in their absence

ENGAGING AND WORKING WITH THE COMMUNITY

- Support pastoral care and behaviour support programs which build a positive culture within the school community
- Maintain a presence at school occasions and functions
- Engage in processes to build community
- Develop partnerships and ensure appropriate communication with parents
- Communicate effectively and resolve issues in a positive manner

CHILD SAFE STATEMENT

Student protection is paramount in Catholic kindergartens, schools, colleges and OSHC centres. Our commitment to the protection of children is based on our belief that each person is made in the image of God, and our ethos is to provide a safe and supportive environment for all. All children have the right to expect that the school will always act to protect them from any kind of harm. All staff employed by Catholic Education – Diocese of Rockhampton have a responsibility to act in a way which prioritises the safety of all children.

Catholic Education in the Diocese of Rockhampton complies with all Student Protection legislative requirements. This includes meeting the accreditation requirements of the Non-State School Accreditation Board, which has approved the Student Protection Processes and Guidelines to be used in schools.

AUTHORITY LIMITS

Full authority to act within the role and enact the duties as outlined above is delegated by the Principal.

REPORTING AND OTHER RELATIONSHIPS

The APA is responsible to the Director through the Principal. Significant relationships also exist with relevant Assistant Directors and other senior staff of the Catholic Education Office.