

# Role Description



Diocese of Toowoomba  
Catholic Schools

## Position details

<b>Title</b>	Assistant Principal: Mission and Identity
<b>Agreement</b>	Catholic Employers Single Enterprise Collective Agreement Diocesan Schools Queensland 2023-2026
<b>Reports to</b>	Principal

## About Toowoomba Catholic Schools

Toowoomba Catholic Schools is a progressive and distinctive community of 32 schools and office spread across Toowoomba, the Darling Downs and South-West Queensland. Our values of dignity, potential and life support a culture of high standards, hard work and life-giving relationships. Staff experience a strong sense of belonging, of being valued and being successful at what they do. It is through this commitment to uphold the dignity of all, nurture potential and enable full and flourishing lives, that we are distinctively Catholic communities.

## About the role

The Assistant Principal: Mission and Identity is a key leadership position within the school leadership team. The role-holder serves the community by utilising effective religious and educational leadership capabilities which assist the school community to enliven and sustain a distinctive Catholic faith and learning culture. The role-holder has specific responsibility for the oversight of the Religious Education program and activities and initiatives which enrich the religious life of the school.

The following documents help to locate the work of the role-holder within the TCS vision, mission and values

- [Toowoomba Catholic Schools Strategic Plan 2022 - 2026](#),
- [Toowoomba Catholic Schools Catholic Identity Position Paper 2024](#)
- [Toowoomba Catholic Schools Religious Education Policy 2021](#).

## Role responsibilities

Fulfil the accountabilities of the role in accordance with Toowoomba Catholic Schools purpose and objectives, as outlined below:

### 1. Religious leadership

- Enliven the religious life of the school and supervise the implementation of an exemplary Religious Education program.
- Display knowledge in matters of spirituality, faith, and Church life, or can confidently source appropriate knowledge when required.
- Connect the work of the parish and the school in ways which enrich the spirituality and life experiences of all community members.
- Empower teachers to work confidently as witnesses, moderators and specialists in the pedagogy of encounter and dialogue.

*We value*



Dignity



Potential



Life

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**Belief in a better world**

## 2. Educative leadership

- Contribute authoritatively to the teaching and learning agenda of the school.
- Lead and facilitate the faith and spiritual development of staff to enhance the teaching of Religion.
- Knowledge of and familiarity with exemplary classroom practice to support the delivery of a contemporary Religious Education program.
- Incorporate practical experiences of service learning into the life of the school community.

## 3. Staff and community leadership

- Foster and sustain productive relationships with staff, students, parents, the parish and the wider community.
- Lead and support staff in their understanding and knowledge of the rudiments of meaningful prayer and liturgical experiences.
- Present and communicate a contemporary understanding of faith, Church, and Spiritual life which facilitates dialogue and provides opportunities for professional formation.

## 4. Organisational leadership

- Manage staff allocation, resources and a budget to effectively deliver the priorities outlined in the School Strategic Plan and Annual Action Plan.
- Lead meaningful community celebrations that convey a Catholic position on and understanding of topical matters.

## 5. Strategic leadership

- Contribute to the vision, mission and strategic goals of the school and align them with the broader strategic directions of TCS.
- Lead and support the expression of the school's Catholic Identity in school policies and practices.
- Tell the foundation story of the school, including its charism, in all dimensions of school life.
- Deputise for the Principal as required.

## Key result areas

To achieve in this role, you will be required to demonstrate the following:

### Eligibility criteria

#### Essential

- be a committed practising Catholic
- hold or be eligible to hold, current registration as a teacher in Queensland
- have achieved or ability to acquire six post-graduate units in Theology or Religious Studies

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- experience in teaching Religion

### **Desirable**

- experience in religious and educational leadership

### **Key success criteria**

- Demonstrated empathy and understanding of the values and ethos of the Catholic faith and the school charism.
- Demonstrated contemporary knowledge of religious, spiritual, and theological matters within the evolving context of our times and the changing nature of learners and teachers.
- Demonstrated commitment to contributing to a high-performance team.
- Ability to recontextualise the essential elements of the Catholic Faith to engage current learners at all levels, and the wider community.
- A willingness to model lifelong learning in student, staff, and community engagements which enhances the religious life of the community.

### **Responsibilities of all TCS staff**

1. Support the values and Catholic ethos of the school.
2. Maintain personable and cooperative working relationships with colleagues and relevant stakeholders.
3. Engage in appropriate professional development opportunities to upskill knowledge and understanding related to the role.
4. Uphold the TCS Staff Code of Conduct and all work health and safety requirements in accordance with policies and procedures.
5. Complete other duties that are directed by your employer as needs change or grow. All requested duties will be consistent with the purpose and classification of this position and any relevant legal and/or industrial obligations.

### **Statement of duties**

The information detailed above is an accurate reflection of this role. A Duties Statement, that is specific to the context of the school community in which this position resides and operates, will be developed in consultation with the Principal and the Senior Leader: Mission and Identity. The Duties Statement supports the role description by providing additional detail on the day-to-day duties of the position as broadly reflected in the role description. The duties statement is supplementary to the role description, and informs and guides the work of the Assistant Principal: Mission and Identity within the school leadership team.