

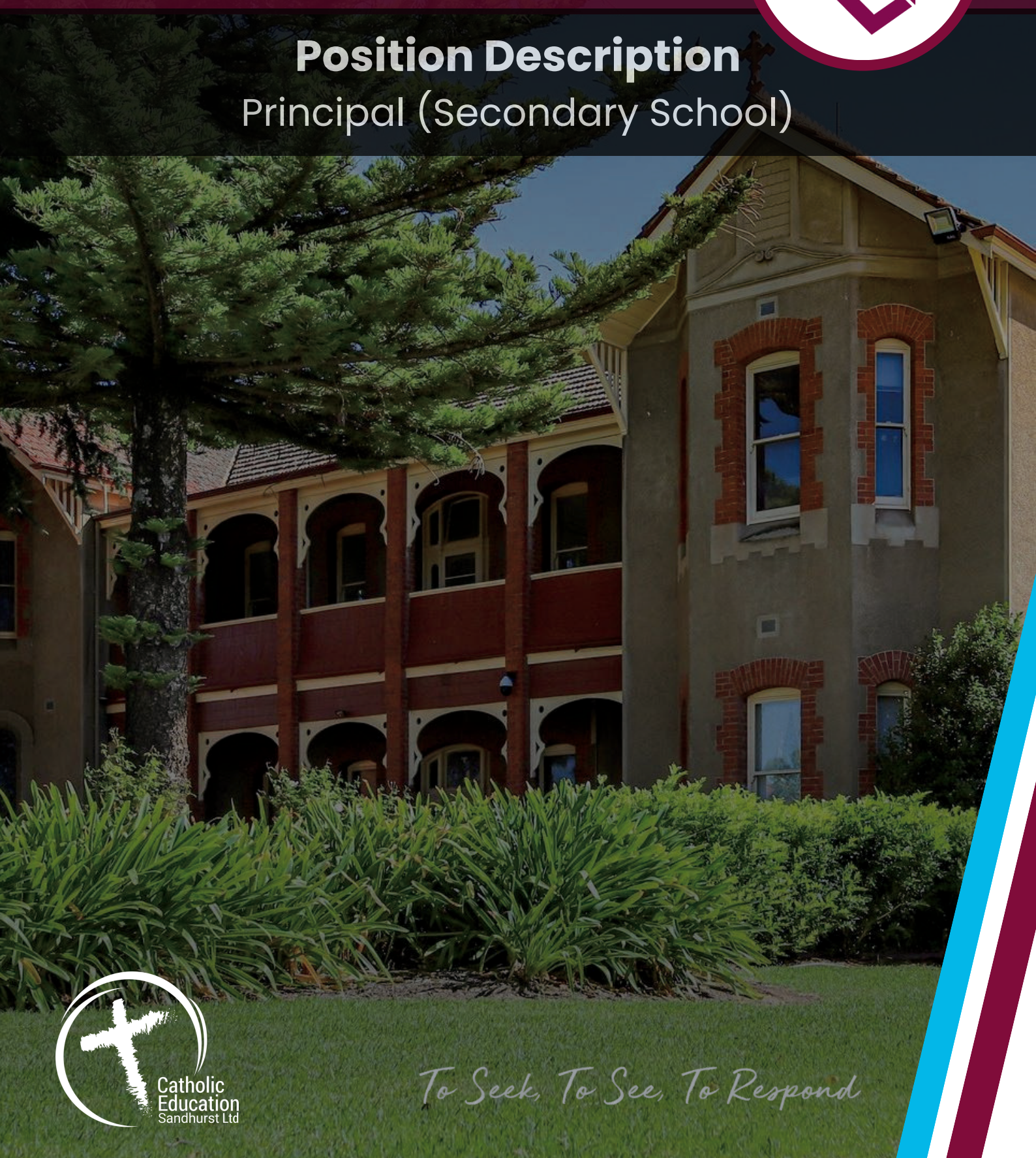
Notre Dame

COLLEGE

SHEPPARTON



Position Description Principal (Secondary School)



Catholic
Education
Sandhurst Ltd

To Seek, To See, To Respond

Position Description

Principal

Notre Dame College – Shepparton



Position Summary

It is widely recognised that effective leadership enables the best environment for growth in student learning outcomes. In Catholic Schools, the Principal is also the faith leader of the school, carrying the responsibility of cultivating an environment that is respectful and invites all to grow in their love of Jesus and an understanding of the Catholic religious tradition. In the Diocese of Sandhurst this requires a deep understanding of recontextualisation and how this informs school religious culture.

Our Organisation

CESL is committed to the mission of Catholic Education across the Diocese of Sandhurst. With a rich history dating back to 1853 the Diocese reaches from Central to Northeast Victoria. The organisation supports more than 3,000 employees in just under sixty schools and early childhood facilities.

The Executive Director of Catholic Education Sandhurst is appointed by the Board of CESL to support the administrative, leadership, organisational, safeguarding and business service functions to Catholic schools within the Diocese.

The Executive Director and all delegations via that position, including school principals, operate within Australian law, the parameters of Canon Law and the established protocols of the Catholic Church. CESL is the employing authority for its schools and acknowledges and respects the relational role of Parish Priests and the Parish communities in which schools are located and supported.



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Principal

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Position Title	Principal (Secondary School)
Organisation	Catholic Education Sandhurst Limited (CESL)
School	<i>Notre Dame College</i>
Location	<i>Shepparton</i>
Enterprise Agreement	Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)
Classification	In accordance with the VCEA Salary and Conditions Board (Secondary Schools) – SEC P1-1
FTE	FTE 1.0

School Summary

Notre Dame College is a Catholic coeducational secondary college located at Shepparton, in the Goulburn Valley.

Based on faith and built on the Marist and Mercy traditions, Notre Dame College provides a comprehensive and challenging educational experience for all students and staff in a faith-filled, pastoral community.

Together with families, the College strives to develop the full potential of each individual within a just and caring Christian community. We seek to grow our Catholic community and develop high achieving and globally connected students who see their responsibilities to themselves, each other and the communities in which they live and who respond as good citizens and people of faith.

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Our Vision and Mission

Vision

We believe:

- That the values of the Gospel are central to who we are, what we do, and how we act.
- That we have a vital role in the mission of the Catholic Church to imagine and seek new horizons while respecting our Tradition
- That a strong sense of community is dependent on the quality of our collegial relationships
- That each person's potential is fostered through the dedicated ministry of Catholic Education
- In leadership encompassing vision, innovation, and empowerment.

Mission

The Sandhurst Cultural Covenant guides the work of our organisation, drawing inspiration from the significant history of Catholic education in our region. It is more than an agreement, it is a heartfelt pledge to uphold values that nurture dignity, respect and flourishing, that is, 'life to the full'.

This Covenant binds us as colleagues, and extends to our students, their families and the communities in which our learning centres are based, affirming that every interaction and every process reflect our commitment to serve and to lead with integrity.

Why do we **EXIST**?

Catholic Education Sandhurst empowers regional young people, their families, our staff and communities to have 'life to the full' (John 10:10).

What do we **DO**?

- We champion Authentically Sandhurst Catholic Education
- We prioritise Outstanding Learner Growth
- We honour Solidarity and Subsidiarity

How will we **BEHAVE**?

- We are hope-filled and joyful
- We have a passion to 'know better and do better'
- We are synodal; we welcome, we listen, we discern and we act
- We celebrate the sacred in all things

How will we **SUCCEED**?

- Ambitious expectations
- Stable core, disruptive edge
- Formation to inspire and empower
- Challenge regional disadvantage in all its forms

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Key Roles and Responsibilities

<p>Leading the Catholic School</p>	<p>Leadership in Sandhurst schools is at the service of the mission of the church and the local community. Leaders are called to be prophetic – courageous, inclusive, counter-cultural, and hope-filled. In leading the Catholic School Principals must:</p> <ul style="list-style-type: none">• Develop, model and promote Catholic ethos.• Develop the school's Catholic Identity.• Ensure a strong Sacramental life.
<p>Leading a well community</p>	<p>Principals actively create a culture of wellbeing for staff, students, parents, carers and their families. In leading a well Community Principals must:</p> <ul style="list-style-type: none">• Actively build a well, learning community.• Model a positive, health focussed approach.• Possess a strong awareness of self and others.
<p>Leading, learning and teaching</p>	<p>Principals are responsible for leading, developing and evaluating the quality of learning and teaching in their school. In leading, learning and teaching Principals must:</p> <ul style="list-style-type: none">• Create a student-centred school through a Catholic lens.• Apply Professional contemporary knowledge.• Create a learning culture.
<p>Developing self and others</p>	<p>Principals develop a culture where learning for all is ongoing, and feedback is welcomed. In developing self and others, Principals must:</p> <ul style="list-style-type: none">• Coach and build capacity.• Promote professional learning.• Manage self.

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<p>Leading improvement, innovation and change</p>	<p>Principals create a culture of ongoing improvement and change. In leading improvement, innovation and change Principals must:</p> <ul style="list-style-type: none">• Inspire and motivate.• Understand the leadership of change.• Initiate improvement through innovation and change.
<p>Leading the management of the School</p>	<p>Principals understand that a high performing learning culture is underpinned by sound administrative and financial practices. In leading the management of the school Principals must:</p> <ul style="list-style-type: none">• Model ethical practices.• Manage resources.• Manage high standards of accountability.• Interpret, fulfil, and manage internal accountabilities and legal requirements.
<p>Engaging and working with the community</p>	<p>Principals understand that schools are part of a wider community network. Principals:</p> <ul style="list-style-type: none">• Enact the principles of governance.• Influence and collaborate with the community.

Perform all other duties that are within the limits of the skill, ability, competence, and training of the employee, and aligned with the requirements of the role as may be directed from time to time.

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Key Selection Criteria: **Essential**

<h3>Qualifications</h3>	<ul style="list-style-type: none">• Tertiary qualifications in Education.• Victorian Institute of Teaching (VIT) Registration.• Accreditation to Teach in a Catholic School or Accreditation to Teach Religious Education or Lead in a Catholic School, and or evidence of a compliant application to gain full accreditation.• Post Graduate qualification in Theology, Leadership or similar.
<h3>Knowledge and experience</h3>	<ul style="list-style-type: none">• A minimum of 5 years appropriate and substantial educational leadership experience.• Proven experience in maintaining positive partnerships with the school's broader community.• Being able to articulate a clear vision of what leadership in a Catholic school means.• Demonstrated experience in managing people, budgets, and resources in a just and equitable manner.• A demonstrated understanding of school governance.• Maintains and applies current knowledge and practice related to VRQA standards, legal requirements, inclusive of Child Safe Standards.• Experience in influencing and leading people through significant change.• Demonstrated experience in leading a school improvement initiative.• Applies knowledge and understanding of current research and best practice in learning and teaching.• Demonstrated commitment to appropriate ongoing Professional Learning.

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Key Selection Criteria: **Essential**

<p>Commitment to Catholic Education</p>	<ul style="list-style-type: none">• Demonstrated commitment to working in a Catholic environment with an understanding of the role of Catholic schools in the mission of the Church.• Active member of a Catholic faith community.
<p>Commitment to Child Safety</p>	<ul style="list-style-type: none">• Must be able to demonstrate an understanding of appropriate behaviours when engaging with children.• Demonstrated experience working with the needs of children with a disability.• Acknowledge and appreciate the strengths of Aboriginal culture and its importance in the wellbeing and safety of Aboriginal students.• Demonstrated understanding of legal obligations relating to child safety including mandatory reporting.
<p>Skills and attributes</p>	<ul style="list-style-type: none">• Demonstrated understanding and experience in financial management including budgets and financial reports.• Proven ability to use problem solving, creative thinking and strategic planning to influence continuous improvement.• High level competency in ICT skills.• Strong interpersonal and communication skills.• Ability to resolve workplace and school issues whilst maintaining privacy and confidentiality.

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Mandatory Responsibilities and Requirements

Compliance with CESL policies and procedures

All CESL policies and procedures are available in CompliSpace. It is expected that all employees of CESL must ensure that they comply with policies, procedures and standard ways of work practices when conducting their work. Any breaches in compliance may result in disciplinary action.

Compliance with Occupational Health and Safety

All CESL employees have a responsibility to take reasonable care of their own health and safety along with the safety of others. It is expected that all employees comply with policies, safe work procedures, instructions, and rules of CESL's OH&S Management System.

All employees must report any hazards or any other health, safety, or wellbeing issues to their team leader/principal. There is also an expectation that employees will actively eliminate hazards, follow instructions, and participate in training and consultation processes.

All employees who have responsibility to supervise lead others have additional responsibilities including ensuring that employees have clearly defined safety roles and responsibilities, addressing OH&S issues immediately, be aware of tasks being undertaken by employees and ensure that they have the skills required to perform tasks safely, ensuring training is provided to address any knowledge or skills gaps for performing work safely, ensuring clear policies and procedures are implemented as well as holding regular OH&S meetings with employees and managing non-compliance. Depending on the role some employees will also be required to provide evidence of successful completion of First Aid Certificate inclusive of Anaphylaxis training.

Compliance with Child Safety Legislation

CESL is committed to creating and maintaining a child safe school environment in which all students feel safe and are safe. They do this by promoting the safety, wellbeing, and inclusion of all children. All CESL employees have a responsibility to comply with current Child Safety legislation. This includes keeping up to date with relevant mandatory reporting requirements, annual child safeguarding training and maintaining a valid working with children check or VIT registration. CESL are committed to ensuring the safety of children in our care, as such rigorous reference and background checks are conducted at the pre-employment stage. All staff are also expected to comply with the Child Safety Code of Conduct as amended or varied from time to time.

Requirement for onsite work

CESL values flexibility and supports remote work where able. This position does require the majority of tasks to be conducted at a CESL workplace and as such, the incumbent must be available to work onsite.

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This position description is intended to describe the general nature and level of work that is to be performed by the person appointed to the role.

It is not intended to be an exhaustive list of all responsibilities, duties and skills required. Any elements of this document may be changed at Catholic Education Sandhurst's discretion and activities may be added, removed or amended at any time.