

Position Description

Brisbane Catholic Education (BCE) provides high quality teaching and learning centred on Christ. Our mission is to teach, challenge and transform through our service, support, and leadership for Catholic education in the Archdiocese of Brisbane. *Click to learn more...* [About Us](#); [Our Vision, Mission, Values](#); [Strategic Plan](#)

Position Title	Assistant Principal
Position Number	
Classification (please refer to relevant industrial agreement for further information)	
Location	
Agreement	EB10 Catholic Education Enterprise Bargaining Agreement 2023 - 2026
Reports to	

Purpose

Assistant Principals enable student learning outcomes, as well as fostering spiritual formation, and care of the staff, through support for the Catholic ethos and living of Gospel values. You will cultivate and engage with BCE's Catholic learning culture, optimise student learning outcomes and the lifelong learning of both staff and students.

Accountabilities

- Work as part of a cohesive leadership team to inspire a shared outlook across the school's community by developing and aligning the vision, mission and goals of the school with the broader context of BCE's strategic purpose and Catholic Identity.
- Prioritise sustainable management and governance of school resources to meet educational and operational needs, lead staff to understand their role in compliance, sustainable and transparent management.
- Collaborate in planning, directing and regularly evaluating curriculum development, teaching programs, and co-curricular activities to focus on fostering effective, progressive and fit-for-purpose teaching practices.
- Collect and evaluate relevant school and community information in relation to the broader context of BCE's strategic purpose and Catholic identity.
- Model and embed a contemporary Catholic worldview context into the school's approach to learning and teaching.
- Facilitate opportunities and clarify expectations through robust feedback on performance and supporting professional learning communities within, across and beyond the school.
- Oversee stewardship of all finances and resources identifying savings and efficiencies where possible and delivering accountable reporting and consultative processes.
- Ensure compliance with work health and safety legislation.
- Embed a culture that embraces diversity and inclusiveness.

Mandatory Requirements

- Eligibility to work within Australia for the period of appointment.
- Current/valid Queensland Driver's Licence, if required
- Be a committed, practicing Catholic, or in an ecumenical school, a committed, practicing member of one of the faith traditions represented in that ecumenical school.
- Hold, or be eligible to hold, registration as a teacher in Queensland.
- Accreditation to Teach Religion in a Catholic School, or equivalent from another Diocese.
- Experience in teaching, and leading the teaching of, religious education.
- Experience in school leadership, or a role providing support and leadership to Catholic schools, or equivalent experience.

Qualifications

- Postgraduate qualifications in Religious Education, Theology or Christian Leadership or a commitment to complete study to attain such a qualification (minimum of 8 units at AQF level 8).

Appointees who do not hold the required Postgraduate qualifications in Religious Education, Theology or Christian Leadership at time of appointment, will be required to complete the appropriate study, within a designated timeframe, as set out in their contract of employment.

Leadership Capabilities

Everyone is a leader at BCE, and we all have influence and impact in delivering exceptional outcomes for students. Our 4 [leadership capabilities](#) are:



Encounter me

- Deepen my understanding of Catholic Identity.
- Inspire hope.
- Demonstrate Gospel Values and Catholic School Teachings.



Lead me

- Connect me to purpose and inspire me about the future.
- Involve me in decisions, give me direction, and prioritise well.
- Support me to perform at my best and do the right thing



Teach me

- Give me the skills, knowledge, and resources I need to succeed.
- Empower me to learn and encourage me to try new things.
- Challenge me to continue to improve



Care for me

- Respect and include me.
- Keep me safe and well.
- Listen to my feedback
- Report, listen and act on all safeguarding risks and concerns

Commitments:

As an employee of BCE, you will uphold the expected standards and behaviour as set out in our [code of conduct](#) and demonstrate a commitment to:



Safeguarding

- promote a culture where safeguarding is the responsibility of everyone.
- be familiar with the definition of safeguarding and follow relevant policies and procedures.
- report all concerns of possible abuse or exploitation towards students and adults-at-risk.



Catholic Faith

- support the purpose and mission of the Catholic Church and Catholic schools.
- embody the BCE vision, mission, and values.
- promote an inclusive, supportive, and respectful culture.



Health, Safety and Wellbeing

- promote a workplace culture that aims to prevent injury and fosters wellbeing.
- comply with reasonable health and safety instructions.
- identify and promptly report safety concerns, injuries and issues.
- prioritise your own health and wellbeing and support that of colleagues.

Brisbane Catholic Education acknowledges the Traditional Custodians of the lands that our many schools and offices are built upon.

We pay respect to Elders past, present and emerging. We thank them for sharing their Cultures, Spiritualities and ways of living with the land in this place we all now call home.

May we continue to walk gently and respectfully together, so that we too are one in land, one in Spirit, one in Faith, united in God's love.

'The Spirit' by Eric Ellis