

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	Deputy 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

The Deputy Principal works in collaboration with the Principal to provide effective leadership within the school community to ensure that students receive quality education in accordance with Catholic faith and Christian principles. This involves planning, directing and regularly evaluating key result areas delegated by the Principal.

The leadership and direction provided by the Principal will be consistent with the Archdiocesan vision, policies and directives; Catholic teachings, principles and values; strategic directions; the Leadership Capabilities Framework; the Religious Education Curriculum and Brisbane Catholic Education policies and procedures.

Accountabilities

- Review and evaluate internal and external information to inform decision making processes that align with strategic and annual plans.
- Develop relationships that are strategically important and that also promote and market the school in the community.
- Manage allocated resources to support strategic and operational objectives.
- Contribute to a culture of reflection, self-review, renewal and improvement to enable staff to respond to the learning and teaching agenda.
- Model and facilitate effective and inclusive change management practices, being cognizant of the impact on stakeholders.
- Facilitate a high performance culture by ensuring designated staff receive regular and effective feedback on performance and are supported in professional growth and development.
- Model and embed a contemporary Catholic worldview context into the approach to learning and teaching.
- Lead and manage assigned staff, finances, and resources in alignment with legislative requirements, Archdiocesan and BCE policy and procedures.

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