

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	Head
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 P-12 Head is a religious and educational leader of a P-12 Catholic College within the Archdiocese of Brisbane. As a member of the school leadership team the P-12 Head contributes to a P-12 culture by assisting the Principal to achieve connectedness and continuity across the college.

Accountabilities

- Nurture the spiritual and religious growth of self, staff and students and model a culture of commitment to and support of the Catholic ethos and living of Gospel values across the school community.
- Promote a commitment to and actively support acts of community service and social justice.
- Cultivate an environment and culture of emotional support and spiritual care to others.
- Focus on improvement in educational outcomes, provision of high quality religious education, spiritual formation, and pastoral care.
- Support the Principal to gather relevant and credible information from the wider school community, BCE, the Catholic and secular educational context and critically evaluates it within the broader context of the College's and BCE's strategic purpose and Catholic identity.
- Purposefully drive a clear plan with specific goals that are aligned to the organisational vision and mission in line with strategic goals.
- Instil a culture that actively embraces diversity and inclusiveness.
- Enable opportunities and expectations for professional learning communities.
- Lead effective change considering the objectives of the change, and being cognizant of the impact on members of the school community
- Embed a high performance culture where staff receive regular and effective feedback on performance and are supported in professional growth and development.
- Promote a culture where high expectations and aspirations exist focused on a commitment to the belief that all students can learn.
- Ensure highly effective, evidence-based professional practice is at the centre of the school's approach to learning and teaching.

Apply sound principles of stewardship in managing assigned finances and resources, identifying savings and efficiencies where possible and delivering accountable reporting and consultative processes with integrity.

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