



St Joseph's School
Port Lincoln

In all things love

Assistant Principal Religious Identity and Mission Position Information Document

Name	
Position Title	Assistant Principal – Religious Identity and Mission (APRIM)
Responsible To	Principal
Employment	Permanent Teacher
Salary	Teacher Salary + APRIM Allowance
Tenure	4 year tenure. Further periods of tenure are subject to conditions in the SACCS APRIM Procedures
Commencement Date	

Purpose of Position

Diocesan Catholic schools in South Australia are established by the Archbishop of Adelaide and the Bishop of Port Pirie to provide quality Catholic education for students in their pre-school, primary and secondary years.

In their work with young people and their families, Catholic schools share in a significant way in the Church's mission to preach the Gospel. Therefore, the school fosters dialogue between the Gospel and people's lived experience and seeks to nurture the life of faith in each person. As a leader in a Catholic school, the APRIM is publicly committed to the ministry of evangelisation and exercises this ministry as a leader within the Archdiocese of Adelaide or the Diocese of Port Pirie. The life, death and resurrection of Jesus form the Gospel's core, thus the APRIM's leadership is animated by a deep and reflective faith in Jesus Christ which is expressed in, and nourished by, the Catholic Eucharistic community to which the APRIM belongs.

The APRIM's role is multi-faceted. As a leader in Faith and Religious Education the **APRIM works as part of the leadership team** and together with the Principal who is responsible in a unique way for the school's religious identity, the APRIM shapes the religious identity through the active development of Catholic ethos and culture. The APRIM as a skilled educator works with staff and students to implement 'Crossways' a Religious Education Curriculum Framework, which supports the integration of Faith and Life, thus ensuring excellent teaching and learning in a faith-centred environment. Religious Leaders are required to exercise leadership in the domains of Faith and Religious Education; Learning; Community and Culture building and Resource Operations; as appropriate to their role. This leadership is expressed in the context of partnerships with family, parish, diocese and the universal Church. It unfolds in the domains of school ethos, curriculum, liturgy, faith formation, and staff development, embracing a faith that does justice with love.

Context

St Joseph's School Port Lincoln is a P-12 Catholic School.

Our school caters for students across Eyre Peninsula with a Boarding House providing accommodation for student boarders in Year 7-12.

With a school enrolment of approximately 850 students, we are proud to continue the Josephite tradition providing high quality education for our students.

Vision Statement.

St Joseph's is a nurturing Catholic school living the Josephite tradition of justice, compassion and hospitality, igniting a love of learning. Students are challenged to excel and become confident, respectful contributors to our global society.

Values

This vision is lived out through the core values of faith, hope, love in all things and respect for self, others, property and the environment.

It is these core values that inform every aspect of our work at St Joseph's School as we educate our young students in partnership with their parents to be thriving people, capable learners and leaders for the world God desires.

Key Working Relationships

In Diocesan schools the APRIM is responsible to the **Principal** for the leadership of the school as an authentic Catholic educational community. The APRIM is also accountable, through the Principal, to the school community, Catholic Education SA, and the local and wider Church community.

The APRIM works closely with:

- Principal
- Deputy Principal
- School Leadership Team
- ECT Coordinator
- School Staff
- Parish priest
- School Board and other parent organisations
- Parents
- Students
- CESA staff
- Diocesan Leaders and CESA APRIM Network

Key Areas of Work

Leadership In Faith and Catholic Identity

Together with the Principal who is responsible in a unique way for the school's religious identity, the APRIM:

- Promotes the mission of the Catholic Church and actively engages in its ministry.
- Articulates his/her own Catholic faith in a contemporary and accessible way.
- Demonstrates a deep appreciation of Catholic beliefs and values.
- Promotes parish/school partnerships meeting regularly with Parish Priest to plan masses, retreats and Pastoral Care as required.
- Work with key Parish personnel to promote a vibrant sacramental life and attend all sacramental events.
- Provides leadership in the spiritual formation of staff working in partnership with the Principal and Deputy Principal.
- Promotes awareness of, and commitment to, issues of social justice in conjunction with Pastoral Care Leaders.
- Builds on and nurtures the religious culture of the school including, where relevant, the charism of the school's founding community as a member of the School Leadership Team.
- Supports staff in their preparation and presentation of prayer.
- Provides appropriate commentary in SEQTA and on the school intranet to highlight the
- Helps classes and staff to prepare class Masses, class prayer and liturgies and provides resources and guidance to teachers.
- Provides engaging and meaningful prayer and liturgy experiences.
- Collaborates with Parish staff to support students and families with Sacramental programs.
- Supporting Boarding House staff in the preparation and presentation of prayer.
- Support and guide Retreat teams in their preparation and implementation of retreats for students and staff.
- Working with teaching staff in the preparation of whole school liturgies.

Leadership in Learning and Religious Education

The APRIM:

- Fosters a contemporary and inclusive educational vision for the school
- Fosters and demonstrates best practice in teaching and learning across the Religious Domain through formal and informal teaching involvement.
- Develops and supports curriculum based on Crossways RE Framework for SA Catholic Schools and that takes account of student needs and the requirements of Church, State and Federal bodies
- Ensures that the curriculum and the structures that support it address the particular requirements of students with special needs
- Ensures appropriate assessment and reporting processes in RE
- Lead the RE teaching team in ongoing improvement of the curriculum program.
- Keeping staff up to date with current theology.

Leadership In Community and Culture

The APRIM:

- Communicate with and support staff with ongoing faith formation.
- Communicate and support parents in their role as first and continuing educators in faith
- Contributes to the creation of a safe, healthy and interdependent school community
- Fosters an open and harmonious staff culture.
- Works effectively with School Board, Parish and parent organisations.
- Fosters good relationships between the school and the Parish community.
- Promotes the school in the Parish community and ensures the school participates in the Parish community as appropriate.
- Contributes to the work of Catholic Education SA.

- Contribute regularly to school newsletter, Year Book and other publications to highlight the Religious dimension of the school.
- Providing appropriate commentary in SEQTA and on the school intranet to highlight the liturgical calendar, feast days and special celebrations and events.

Leadership in Resource Operations

The APRIM:

(1) Human Resources

- Facilitates staff access to professional development in the Religious Domain.
- Identifies and mentors potential religious leaders in the school community.
- Contributes to the School Strategic Plan in collaboration with the Principal, school leadership team and school community as it pertains to the Religious Domain.
- Complies with the policies and procedures outlined in the Catholic Church Safety Manual.
- Facilitates and conducts induction of teachers new to RE.

(2) Physical Resources

- Ensures the provision of contemporary resources for teaching and learning in RE and sharing these with staff.
- Provides for appropriate risk management.
- Complies with the policies and procedures outlined in the Catholic Church Safety Manual.

Specific Requirements

- Active involvement in a Sunday Catholic Eucharistic community.
- A commitment to life-long and life-wide growth as a leader in the Catholic Church, witnessing and living out Catholic beliefs, rituals and values in committed action.
- Leadership qualities that include:
 - Enthusiasm and skills in leading a vision, setting goals and planning strategies
 - High level of organisational, management and communication skills
- Willingness to undertake other duties as required by the Principal.
- Teacher Registration (South Australia).
- Teacher Accreditation (Catholic Education SA).
- Masters Degree in Catholic Studies (Religious Education, Theological Studies, Catholic Leadership or a related area) OR a comparable qualification in the religious domain such as a Bachelor of Theology. (Applicants may be in the process of completing such a qualification).
- At least 5 years of successful experience as a religious educator in a Catholic school.
- Screening clearance and a police clearance to work in Catholic Education SA in accordance with current guidelines.
- Completion of Required Core Training programs prior to, or as soon as possible after appointment.

Specific Tasks and Responsibilities

The APRIM plays a key role in supporting the religious leadership of the principal and the commitment of every member of staff to build and support the Catholic ethos of the school.

RE Curriculum

- The APRIM will provide guidance to teachers in their leadership of the RE curriculum.

Other Duties

- Provide support to the Principal by assisting in other areas and other duties as required.
- Compulsory travel to and attendance at meetings, and appropriate professional learning opportunities, organised for Religious Leaders in the Diocese of Port Pirie and through the wider CESA network.

WHS Responsibilities

This role is deemed to be a *Worker* under the South Australian Work Health and Safety (WHS) Act 2012.

As a *worker*, while at work you must –

- Take reasonable care for your own health and safety
- Take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- Comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- Cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers

Reference:

Division 4, Section 27 and 28 WHS Act 2012