

Principal

St James School
Jamestown

Applicant
Information Pack

Contents

Welcome	3
About St James School	4
Community Feedback	6
Position Overview	10
Key Responsibilities	13
Key Requirements	18
Key Selection Criteria	20
Application Process	22



Catholic Diocese of Port Pirie

CEO Director Welcome

On behalf of the Catholic education community of the Diocese of Port Pirie, I would like to welcome you.

From the earliest days of the diocese, Bishop John O'Reily saw the need for a strong Catholic school system. Today, Bishop Karol Kulczycki SDS has pledged to continue this same vision. The Port Pirie Diocesan community is united in the belief that every child entrusted to us is a gift and deserves a quality Catholic education...this is our Good News.

Supported by our Bishop and priests, Catholic education shares in the ecclesial mission of the Church in the Port Pirie Diocese. Our Catholic schools are sacramental communities, in that they look for ways to help students find meaning and enable them to discover God in everyday happenings.

Principals across our 14 schools in the Diocese of Port Pirie work collaboratively within a culture of professional trust, respect and shared mission.

We are distanced, yet not distant, from one another.

We are a professional community supporting and sharing our successes and opportunities.

With students at the centre, Principals lead student and staff in key areas:

- Catholic Identity and Mission
- Teaching, Learning and Wellbeing
- Community Partnerships
- Stewardship (people, capital, financial).

I wish you well in your consideration of this highly regarded and privileged leadership opportunity.



- Nichii Mardon

About St James School, Jamestown

St James School, Jamestown, is a small and growing co-educational school offering a Catholic education that is grounded in the Josephite spirituality.

St James School currently educates 72 students from Reception to Year 6.

Located 216kms north of Adelaide, St James School works collaboratively with neighbouring Catholic Josephite primary schools in the beautiful mid-north region of SA and offers pathways for students to transition to St Mark's College, Port Pirie for secondary education.

St James School provides an engaging, relevant, and personalised curriculum, offering high quality Catholic education grounded in the Josephite tradition.

It is a school of choice for families in this community, and a highly valued school – a lighthouse of hope, faith and education.

Our Mission

Enlivening our school Mission Statement, and building upon St Mary MacKillop's legacy, St James School has a strong culture that enables all students to be thriving people, capable learners and leaders for the world God desires.

- St James School will provide students with a broad range of learning experiences that enable them to develop to their full potential, in an environment that is safe, orderly and contemporary.
- Students will have opportunities to develop their relationship with God and others in an environment where core Christian Values are evident.
- They will develop personal responsibility that encompasses care for self, others and environment and a love of learning for life.



Living, Learning, Leading

At St James all students have opportunities to access quality teaching and learning programs, with targeted support that accommodates the diverse learning needs of each child.

St James School continues to strengthen their whole school teaching and learning approach; pedagogies are student-centred, with emphasis on literacy and numeracy development, as part of an evidence-informed school improvement strategy.

St James School maintains strong partnerships with the parish and local communities. The school benefits from an active, highly committed parent community.

A strong staff team are committed to high-quality faith and education outcomes for students. The Principal will continue to nurture staff faith formation, professional learning and leadership development.

We take great pride in being visible in our local community and inviting the community into our school.

St James School is part way through a Master Plan. The proposed future capital development will ensure that students and staff have access to high-quality, contemporary learning spaces.





Community Feedback

The St James School community seeks a dynamic, relational Principal who will develop a deep understanding of our school and local community, and will have vision and skills to lead high impact system and school improvement.

The Principal will live out Gospel values, integrating the charism of Saint Mary MacKillop throughout all aspects of the school. The Principal will actively engage and contribute to the local parish, town and regional community.

A collaborative and relational leader, the Principal will bring strong instructional leadership to impact continued improvement in learning and wellbeing outcomes for students from Early Years to Year 6.

Aligned with diocesan and system strategy, the Principal will have vision, skills and capability to work in partnership with families and lead staff to ensure evidenced, high quality literacy and numeracy outcomes for all students, alongside high quality teaching and learning in all curriculum areas.

The Principal will lead with a strong vision to sustain and expand the school community; align school improvement priorities; support and mentor the leadership team; further build upon the strong, collaborative staff culture; support early career teachers; and ensure clarity of vision and unity within the school community.

An established, experienced staff team with a deep understanding of the community and students will share the Principal's commitment to ensuring every child is supported to have agency in their learning and reach their highest potential, aligned with national benchmarks.

The Principal will actively seek opportunities to collaborate with families and parishioners, building upon the strong sense of belonging and pride in the community. Engagement with local kindy and enhancing connections with families of pre-school children is required.

Building upon the recent capital development that has enhanced the school's indoor and outdoor learning spaces, the Principal will have high capacity to manage continued capital development, strong financial and business acumen, and passion for promoting the strong culture, education and facilities St James School offers.

The Principal will seamlessly integrate into the established regional community, serving as a community leader and fostering connections that will continue to enrich the school for the benefit of the families and students.

The St James School Principal requires authentic, visible, and strong faith and instructional leadership, and high level relationship-building, communication, organisational and interpersonal skills. With a passion for education and value for strong teams and communities, the community seeks a Principal who will be visible in classrooms, alongside staff and will lead the school to achieve excellence in education and faith outcomes, ensuring St James School is the school of choice for families within Jamestown and surrounding areas.







Position Overview

Principal

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.

The Catholic educational sector is committed to providing excellence for every child whose learning and education is entrusted to their care. Learning experiences are grounded in Catholic values and beliefs where every student experiences success according to their unique characteristics and talents.

Catholic schools work in partnership with families and communities to create opportunities for students to encounter life to the full in all of its personal, intellectual, religious, social and cultural richness.

In this work with young people and their families, Catholic schools share the Church's mission to preach the Gospel. In fostering dialogue between the Gospel and people's lived experience, a life of faith is nurtured in each person.

As a leader in Catholic education, the Principal is committed to students and to understanding all people - seeing them as 'thriving people, capable learners, leaders for the world God desires.'

The Principal's leadership is animated by a deep and reflective faith in Jesus Christ which is both expressed in, and nourished by, the Catholic Eucharistic community to which the Principal belongs.

As a leader in faith, religious education, learning, community and school operation and resources, the Principal works in collaboration with all members of the community to ensure excellent teaching and learning in a faith-centred environment.

As a leader in Catholic education the Principal leads a community that is explicitly committed to safeguarding children at all levels of the organisation in ways consistent with the Church's national safeguarding authority.

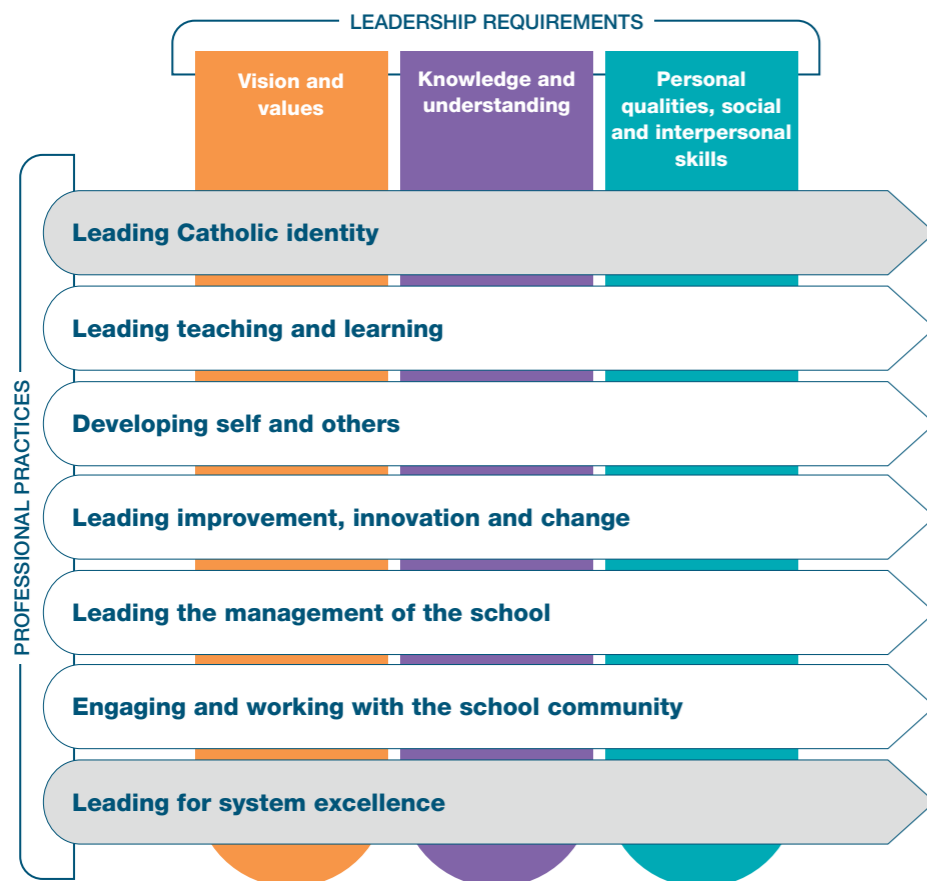


Living Learning Leading Framework and Standards

The Living Learning Leading Standard and the Leadership Standard have been designed to raise aspirations for excellent schools within a continuously improving system, raise student voice and achievement, ensure high quality teaching and learning, and support communication with the wider school community and other stakeholders to foster increased confidence in, and accountability for, each school's effectiveness and outcomes.



The CESA Leadership Standard provides a framework for what principals should know, understand and do to succeed as a Catholic school leader. It articulates the leadership requirements and practices required to attend to school and system priorities and goals.



Reporting Relationships and Key Stakeholders

In Diocesan schools the Principal is responsible to the Diocesan Director for the leadership of the school as an authentic Catholic educational community. The Principal is also accountable, through the Director, to the community of schools that comprise Catholic Education SA, to the wider Church community and to government statutory authorities.

The Principal is required to complete probation, annual and tenure point appraisals in accordance with the requirements of Professional Appraisal for Principals and Deputy Principals in Diocesan Schools.

The Principal works closely with:

- School Performance Leader (SPL)
- School Leadership Team
- School Staff
- Parish Priest/Priests of the Parish and region School Board and other parent organisations
- Parents
- Students
- CEO Personnel
- Local community organisations, as appropriate



Key Responsibilities



Leadership in Catholic Identity

The Principal:

- Promotes, maintains and enhances the Catholic identity of the school
- Articulates a clear vision for the school that embodies its Catholic identity
- Articulates his/her own Catholic faith in a contemporary and accessible way
- Creates a positive culture to develop the personal religious and faith formation of all staff and students including, where relevant, the charism of the school's founding community
- Ensures that all students and staff experience Catholic faith, liturgy, culture, sacramental life and traditions in meaningful and authentic ways
- Ensures excellent religious education, teaching and learning in a faith centred and inclusive school community
- Promotes parish/school partnership
- Pursues social justice and equity within the school, parish and wider community

Leadership in Teaching & Learning

The Principal:

- Inspires and influences others so that students become thriving people, capable learners, leaders for the world God desires
- Ensures a contemporary and inclusive educational vision for the school
- Through strategic leadership, empowers all students and staff to excel according to the principles of the Living Learning Framework
- Leads, designs, and manages the quality of effective teaching and learning for student achievement in all aspects of their development
- Collaboratively plans, monitors, and reviews the effectiveness of learning
- Encourages independent, lifelong learners who are actively engaged and have a strong student voice
- Leads high aspirations in learning by establishing systematic methods for collecting and interpreting data and evidence to identify excellent teaching and learning, including appropriate assessment and reporting processes
- Ensures a quality curriculum taking account of student needs and the requirements of State and Federal bodies
- Ensures that the curriculum and the structures that support it address the effects of disadvantage on learning
- Models collaborative leadership by engaging with other schools and organisations to share and improve practice and encourage innovation

Leadership in Community Engagement

The Principal:

- Fosters a transparent and harmonious staff culture
- Builds a community that is inclusive of Indigenous and other cultures by taking into account the richness and diversity of the wider school community
- Develops and maintains positive partnerships with students, families and carers and all associated with the school and its wider community
- Creates an ethos of respect taking account of the spiritual, moral, social and physical health and wellbeing of students and staff
- Recognises and supports the needs of students, families and carers from communities facing complex challenges
- Leads an outward focused, inclusive school organisation by engaging with other agencies to support the health wellbeing and safety of students and their families





Leadership in Improvement, Innovation & Change

The Principal:

- Works collaboratively to produce and implement clear, evidence-based improvement plans and policies for the development of the school
- Leads and manages innovation and change to ensure the vision and strategic plan are realised within a culture of continuous improvement
- Evaluates the personal and organisational effects of change through regular feedback from stakeholders and the evidence of its impact on student outcomes
- Leads educational networks by trialling and exploring new ideas for the system, and leads in ways that influences school excellence across the system

Leadership in System Excellence

The Principal:

- Operates as a system leader by working closely with the Director/s in setting conditions to enable reform and improvement
- Demonstrates care for and work for the success of other schools, as well as their own
- Utilises research and advice to reform and enhance practice as system leaders
- Builds a collaborative culture across schools to achieve system priorities
- Expects and facilitates staff to contribute and lead in initiatives in and beyond schools

Leadership in School Management

The Principal:

- Ensures the school's resources and staff are efficiently organised and managed to provide an effective and safe learning environment
- Commits to safeguarding children at all levels of the organisation in ways consistent with child protection requirements and the Church's national safeguarding authority
- Monitors accountabilities by embedding a culture of review, responsibility and processes to achieve high standards for all
- Collaborates with the SPL, school leadership team, school boards, governing bodies, parents, students, staff and the wider school community to develop, review and improve strategic plans and school policies
- Reviews the effectiveness of processes and data in school strategic plan improvement
- Shares best management practice and use of resources with other schools and education networks
- Embeds a culture of continuous improvement, ensuring research, innovation and creativity are core characteristics of the school
- Oversees implementation of WHS practices by complying with the policies and procedures outlined in the Catholic Church Safety Manual and the priorities of the exempt licence to ensure that the school is a safe place for students and staff
- Ensures effective financial and risk management

Leadership in Staff & Self Development

The Principal:

- Builds a professional learning community focused on continuous improvement of teaching and learning
- Supports staff to achieve high standards and develop their leadership capacity
- Facilitates staff access to professional development
- Creates challenging roles, responsibilities, and opportunities for senior leaders
- Manages performance through effective professional learning and feedback
- Builds and sustains a coaching and mentoring culture at all levels in the school and have a system of peer review and feedback in place
- Displays commitment to their own ongoing professional development and personal health and wellbeing to manage the complexity of the role

Essential Criteria

In order to be eligible for shortlisting and selection, an applicant is required to meet the essential criteria listed below. However, the Director has the authority to exercise discretion with regard to eligibility criteria in exceptional circumstances.

Applicants who do not meet any one of the essential criteria and who wish to make an application for the Director's discretion should do so at the time of application, giving reasons in detail.

Key Requirements



Personal, Professional Leadership Requirements

- A Catholic who is an active member of a Catholic Sunday Eucharistic community
- Working towards/completion of a post-graduate award which includes a Catholic studies component (minimum of 2 Scripture/Theology units and 1 Religious Education unit) at Masters level or above
- Working towards/completion of a post-graduate award which includes a significant school/educational leadership component at Masters level or above
- Commitment to and application of ongoing personal and professional learning which may include school leadership preparation program(s)
- System leadership through contributions in Catholic school leadership, teaching, community engagement, innovation and professional practice
- Experience in leading and motivating a team to deliver high quality education and service to a school community
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels
- Engagement with professional associations
- Registration (or eligibility for registration) as a teacher in South Australia including Working With Children Check (WWCC)
- Completion of (or commitment to complete if new to CESA) Teacher Accreditation (Catholic Education SA)
- Completion of an 'Employment Declaration Form'
- Completion of Responding to Risks of Harm, Abuse and Neglect – Education and Care (RRAN - EC) training, Officer training (WHS) and current First Aid training prior to, or as soon as possible after appointment

Additional Requirements for this Role

- Flexible working hours
- Intrastate travel
- Current driver's licence is essential
- A commitment to contributing to the vibrant, productive regional/remote school parish and wider town community, and to actively participate as part of a regional network.



Key Selection Criteria



Please address the following Key Selection Criteria in your letter of application

(no more than 2 pages):

- Please share your motivation for applying
- Please outline your Catholic education leadership journey
- Share a recent example where you have undertaken professional learning and brought your learnings to life within your schools. What did you learn and how did the school benefit?
- How would you describe the way you lead and nurture a Catholic school community?
- Describe areas of speciality or interest in your professional practice and how you might apply these at St James School



Applications close Monday 3rd March at 5.00pm

Applications should be emailed to Abbie Bortolotti, CESA:

E: talent@cesa.catholic.edu.au

Application process:

Your application should consist of a:

- One page covering letter.
- Two-page statement addressing the key selection criteria, as outlined in the Applicant Information Pack.
- Curriculum Vitae including the contact details of three professional referees.
- CESA Employment Declaration

St James School is a Child Safe environment in which there is zero tolerance for child abuse. It is a condition of employment that all employees comply with all relevant policies and procedures, including Child Safe policies.

Website:

www.stjames.catholic.edu.au