

Appendix 1



DIRECTOR OF CATHOLIC EDUCATION

POSITION INFORMATION DOCUMENT
October 2014

Section	Directorate
Responsible to	Archbishop of Adelaide
Classification	Director
Tenure	5 years plus a further five years following a satisfactory performance appraisal
Fractional time	Full-time
Location	Catholic Education Office (CEO), Thebarton

"We are recognised as an important influence on Catholic school communities' learning success, faith formation and wellbeing"

(CEO Vision Statement)

■ Introduction

The Director is responsible to the Archbishop of Adelaide for Catholic Education in the Archdiocese of Adelaide and shall serve as a Chancellor of the Archdiocese.

The Director also works closely with the Bishop of the Diocese of Port Pirie.

The Director of Catholic Education in the Archdiocese of Adelaide is the Executive Officer of the South Australian Commission for Catholic Schools, Director of Catholic Education SA and Chancellor in the Archdiocese of Adelaide.

■ Broad Purpose

To contribute effectively to the mission of the Church by offering outstanding leadership in Catholic Education in the Archdiocese of Adelaide, to the South Australian Commission for Catholic Schools and across South Australia.

■ Key Working Relationships

- Archbishop of Adelaide
- Bishop of Port Pirie
- Vicar General, Archdiocese of Adelaide
- Chair, South Australian Commission for Catholic Schools (SACCS)
- Director, Diocese of Port Pirie

- Leaders of Religious Congregations
- Parish Priests
- Deputy Director, responsible for:
 - Religious Identity, Leading and Learning (1)
- Five Assistant Directors of Catholic Education, who are responsible for:
 - Religious Identity, Leading and Learning (2)
 - Leadership
 - People and Culture
 - Finance
 - Information and Development
- Ministers of Education, State and Federal
- National Catholic Education Commission (NCEC)
- Federation of Catholic School Parent Communities
- Staff of the Directorate
- Principals Consultants
- Principals
- Staff of the Catholic Education Office

■ Staff Reporting to the Director

Deputy Director
 Five Assistant Directors
 Senior Education Advisor – Strategic Projects
 Executive Assistant
 Personal Assistant
 Secretary to SACCS

■ Key responsibilities

The Director of Catholic Education will:

- be responsible for implementing the strategic priorities and directions of Catholic Education SA
- be responsible to the Archbishop of Adelaide for the overall health, well-being and compliance of Catholic education in the Archdiocese of Adelaide
- be Chancellor for the Archdiocese of Adelaide and therefore be a key member of the Executive of the Curia who are responsible for the whole of diocesan planning and direction in the Archdiocese of Adelaide
- as Executive Officer of SACCS, be responsible to the Bishops and Congregational Leaders of South Australia for the development and implementation of SACCS policies, directions and decisions
- lead strategic and visionary thinking in order to design and create preferred futures for Catholic Education SA
- lead ongoing school reform in outcomes for students in Catholic schools
- recommend to the Archbishop of Adelaide the appointment of Principals, Deputy Principals and Assistant Principals: Religious Identity and Mission, and provide processes for the appointment of staff in schools in the Archdiocese
- be responsible for the development and implementation of Religious Education policies and programs
- oversee the investigation of complaints and conflicts and determine outcomes regarding them, ensuring that contemporary best practice guides this work

- chair the Leadership Team of the Catholic Education SA and work in collaboration with the Director of Port Pirie in matters of policy, programs and joint decision making in South Australia
- be responsible to the Archbishop of Adelaide for the financial planning and development of Catholic schools in the Archdiocese of Adelaide
- in collaboration with the Archbishop, Priests and School Boards, support the religious development of Catholic Schools
- offer outstanding leadership and management of the Catholic Education Office with a focus on excellence in living out the mission of the Church and delivering outstanding services to schools
- report on a regular basis to the Archbishop of Adelaide, or delegate, regarding Diocesan schools, their strengths and their needs
- be the public spokesperson for Catholic Education in the Archdiocese of Adelaide, SACCS and Catholic Education SA
- represent Catholic Education SA on State and National Commissions, Councils, Committees and other peak bodies as appropriate, including NCEC
- negotiate State and Commonwealth Government funding on behalf of Catholic Education SA
- build effective relationships with State and Federal Ministers of Education and their key staff as necessary
- represent NCEC on peak Australian education bodies, including national task forces and ministerial councils, as determined from time to time
- negotiate industrial agreements on behalf of Catholic School employers in SA
- fulfil the responsibilities as line manager for principals in diocesan schools
- undertake other duties as required from time to time by the Archbishop of Adelaide

■ Person Specification

The successful applicant will:

- be a vibrant role model of the Catholic faith including prayer life, advocacy of social justice, and active involvement in parish community
- have a deep understanding of contemporary issues in the Catholic Church and in particular the Dioceses of Adelaide and Port Pirie
- have a capacity to contribute effectively to strategic initiatives designed and implemented in the Archdiocese of Adelaide
- demonstrate energy, initiative and vision for improving educational outcomes for students
- demonstrate excellence in Catholic educational leadership and extensive senior experience in leadership
- demonstrate an understanding of and commitment to R-12 education and early childhood education and care
- demonstrate an understanding of issues relating to rural schools and their families and parishes
- possess an understanding of and commitment to the mission of the Church in education and the development of the Catholic school ethos

- be an excellent communicator, committed to regular engagement with priests, principals, parents and other diocesan groups
- display a strong commitment to the relationship between school and parish in the Diocese
- be highly skilled in facilitating the involvement of Parish Priests, Religious Congregations, parents, principals, staff and students in the development, implementation and evaluation of a vision for Catholic education
- possess sound knowledge and skills in policy development and analysis
- demonstrate an understanding of, and engagement with, contemporary issues in education and leadership
- demonstrate leadership in working with other leaders in developing their ability to be critically reflective
- demonstrate outstanding skills in communication, relationship building and conflict resolution

■ Qualifications and experience

The Director will have

- qualifications and experience that are appropriate to this senior educational role

■ Other Conditions.

All CEO staff are required to:

- support the CEO Virtues and Values of -
Faith, Hope and Love | Respect for the dignity of each person | Inclusivity |
Sustainability | Justice and Compassion | Trust;
- participate in good character screening processes and hold a current acceptable Police clearance;
- act at all times in accordance with the CESA Code of Conduct;
- comply with the Work Health & Safety management system and, as a worker, while at work:
 - take reasonable care for their own health and safety
 - take reasonable care that their actions or omissions do not adversely affect the health and safety of other persons
 - comply, in so far as they are reasonably able, with any reasonable instruction given by the employer
 - co-operate 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.
(Ref: Division 4, Section 27 & 28 – SA Work Health and Safety (WHS) Act 2012)
- hold current certification in *Responding to Abuse and Neglect in Education and Care Settings*;
- participate in regular professional review processes

Additional requirements for this role include:

- flexible working hours
- significant intrastate and interstate travel is characteristic of the position
- a current driver's licence