



CATHOLIC EDUCATION

DIOCESE OF WOLLONGONG

Serving Catholic systemic school communities in the
Illawarra, Macarthur, Shoalhaven & Southern Highlands

ABN 67 786 923 621 • www.dow.catholic.edu.au

ASSISTANT PRINCIPAL (Primary) UNANDERRA St Pius X Catholic Parish Primary School,

Kindergarten to Year 6 serving the Unanderra Parish with an enrolment of approximately 263 pupils.

The Director of Schools, Diocese of Wollongong, invites applications from suitably experienced educators for this significant leadership position at St Pius X Catholic Parish Primary School, Unanderra commencing 28 January 2022.

The Assistant Principal supports the Principal in implementing the vision and mission of the school, to support growth in faith and improvement in learning for students and assist the school leadership team in the conduct and organisation of the school.

ESSENTIAL SELECTION CRITERIA

To be considered for this position, you will be able to demonstrate you are an effective leader who:

- Gives witness to the faith and contributes to the Catholic life and culture of the school community.
- Builds a learning culture of shared responsibility for quality teaching and student learning growth, informed by data.
- Builds capacity through their own professional development and supporting staff by providing access to effective continual professional learning opportunities, giving regular feedback and managing performance.
- Acts strategically to drive school improvement initiatives aligned to the school's vision and strategic plan.
- Ensures that school processes meet system, NESA and legislative requirements.
- Develops and maintains positive partnerships with students, families and carers, the local church and the wider school community.

GENERAL CAPABILITIES applicable to the role:

- Well-developed interpersonal skills.
- Well-developed oral and written communication skills.
- Ability to work collaboratively in a team environment.
- Strong organisational skills.

QUALIFICATIONS

- Post-graduate study in a relevant discipline.
- Accreditation for Senior Leadership in a Catholic School (Category E) in accordance with the 'Accreditation to



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Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong' policy
(or a commitment to acquiring within a 5 year period).

WORKING WITH CHILDREN CLEARANCE

This role is classified as a child related work and therefore we require a working with children clearance to be completed prior to your commencement with us.

POSITION APPLICATION:

Applicants are to complete an online application which asks to briefly address the essential criteria (equivalent to 2 pages).

Prior to commencing your online application, please contact Paula Vera, Executive Assistant to the Head of Human Resource Services on 02 4253 0957 to initiate the referee feedback process.

To confidentially discuss your application or general interest in this position please contact Carolyn Hadley, Head of Human Resource Services on 02 4253 0952.

Closing date: 8 October 2021 at 5pm

On how to apply please refer to our website www.dow.catholic.edu.au



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Education Officer - Primary - Catholic Life, Education and Mission (CLEM) Catholic Education Diocese of Wollongong

Catholic Education Diocese of Wollongong (CEDoW) comprises 38 Catholic schools with more than 19,000 students enrolled across the Illawarra, Macarthur, Shoalhaven and Southern Highlands regions.

The Director of Schools invites applications from suitably qualified and experienced personnel for this permanent full time position with Catholic Education Diocese of Wollongong (CEDoW) commencing January 2022 until January 2025. The initial appointment will be for this period of time after which an equivalent teaching or Leadership position will be negotiated within the system of schools.

As a member of the Catholic Life, Education and Mission Service Area, this position requires significant experience in teaching Religious Education within a primary setting and the capacity to support staff in Primary Schools in embracing the call to Mission, in sustaining schools' Catholic Life and Identity and in the implementation of the Religious Education Curriculum. It will also involve supporting initiatives of the Diocesan Pastoral Plan.

ESSENTIAL SELECTION CRITERIA

- A demonstrated commitment to the evangelising mission of the Church and a deep understanding of current missiological principles.
- Demonstrated leadership at a parish, school and/or system level.
- Substantial connection with and involvement in parish life.
- A well-articulated Catholic pedagogy with a capacity to implement the Diocesan Learning and Teaching Framework.
- Capacity to influence quality teaching and learning across system schools.
- A thorough understanding of and engagement with "Lighting the Way", the Vision and Strategic Direction for Catholic Education in the systemic schools of the Diocese of Wollongong.
- The ability to design and deliver quality professional learning experiences for teachers.

DESIRABLE SELECTION CRITERIA

- Experience as a Religious Education Coordinator.

GENERAL CAPABILITIES applicable to the role:

- Highly developed interpersonal skills



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- Highly developed oral and written communication skills.
- Ability to work collaboratively in a team environment.
- Strong organisational skills.

QUALIFICATIONS/EXPERIENCE

- Level E Accreditation in accordance with 'Accreditation to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong' policy.
- Significant post-graduate qualifications to Masters level in Religious Education and/or Theology (or other Masters degree with post-graduate Religious Education/ Theology qualifications).
- Substantial successful experience in teaching Religious Education.

The Catholic Education Office is an agency of the Catholic Church called to stewardship and service in support of the system of Catholic Schools in the Diocese of Wollongong. Through partnerships with clergy, parents, staff, school leaders and students, the Catholic Education Office contributes to strengthening the Communion of the Church.

To confidentially discuss your application contact Jo Kenny, Head of Catholic Life, Education and Mission Service area on 0417 148 532.

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Principal (Primary)

MOSS VALE

St Paul's Catholic Parish Primary School

Kindergarten to Year 6 serving the Moss Vale Parish with an enrolment of approximately 159 pupils.

The Director of Schools, Diocese of Wollongong, invites applications from suitably experienced educators for this significant leadership position at St Paul's Catholic Parish Primary School, Moss Vale commencing 28 January 2022.

In the Diocese of Wollongong, Principals are responsible for creating vibrant Catholic school communities where every student finds meaning and purpose in their life through experiencing continual growth in faith and improvement in learning. Applicants therefore require significant understanding, commitment and experience in faith and community leadership, capacity to lead learning and teaching as well as a commitment to continual school improvement.

ESSENTIAL SELECTION CRITERIA

To be considered for this position, you will be able to demonstrate you are an effective leader who:

- Models Catholic faith in action and evidences a deep understanding and commitment to the mission and purpose of the catholic school within the broader evangelising mission of the church.
- Develops a culture of effective teaching and learning, by leading, designing and managing the quality of the educational experiences of all students.
- Builds the capacity of staff within a professional, collaborative learning community through the provision of effective professional learning opportunities, regular feedback and performance management.
- Manages innovation and change to ensure that the school's vision and strategic plan for improvement are aligned, actioned and realised.
- Displays clear understanding of governance responsibilities and ensures that school processes meet system, NESA and legislative requirements.
- Recognises and builds on the uniqueness of the school, church and local community to develop a mutually supportive, collaborative and trusting relationship with stakeholders to ensure their engagement in the life of the school.

GENERAL CAPABILITIES applicable to the role:

- Highly developed interpersonal skills.
- Excellent oral and written communication skills.



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- Proven ability to work collaboratively in a team environment.
- Strong organisational and delegation skills.

QUALIFICATIONS

- Post-graduate study in a relevant discipline.
- Accreditation for Senior Leadership in a Catholic School (Category E) in accordance with the 'Accreditation to Work, Teach and Lead in Systemic Catholic Schools in the Diocese of Wollongong' policy.

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