

POSITION DESCRIPTION

Assistant Principal – Culture, Identity and Advocacy

1. GENERAL INFORMATION

1.1 Position Information

Position Title:	Assistant Principal Culture, Identity and Advocacy
Classification Level:	Assistant Principal in accordance with the Catholic Employers Single Enterprise Collective Agreement – Religious Institute Schools of Queensland
Status:	Existing
Employment Type:	1.0 FTE (teaching one class)
Team:	College Leadership Team
Reports To:	Principal

1.2 Employment Information

Employer:	Edmund Rice Education Australia Colleges Ltd
School:	St James College
Location:	201 Boundary Street, Spring Hill, Brisbane
Agreement:	Catholic Employers Single Enterprise Collective Agreement Religious Institute Schools Queensland 2023–2026

1.3 Key Relationships

Internal Relationships: Principal, Deputy Principal, Assistant Principals, College Leadership Team, Head of Faculty Advocacy and Faith Studies, Cultural and Advocacy Team.

Line Manager for: Culture, Identity and Advocacy Team: Co-curricular Cultural and Arts Coordinator, Indigenous Cultural Liaison, Wellbeing and Advocacy Officer, Cultural Liaison Officers, and Youth Advocacy and Ministry Officer.

External Relationships: Edmund Rice Education Australia Colleges Ltd, EREA Formation and Identity networks, Parish and Archdiocesan agencies, First Nations communities, cultural and faith based organisations, advocacy and justice organisations, community partners, parents/carers and the broader College community.

1.4 Success Indicators

- KP1. A vibrant, visible Catholic Identity grounded in the Edmund Rice tradition.
- KP2. Authentic enactment of justice, solidarity, reconciliation and peace initiatives, aligned with Catholic Social Teaching and EREA frameworks.
- KP3. Increased student and staff engagement in formation, advocacy, service learning and immersion opportunities.
- KP4. Strong intercultural and multi-faith awareness and practices embedded in policy, curriculum and the life of the College.

2. SCHOOL DESCRIPTION

Located in the heart of Brisbane's CBD, St James College is a dynamic and vibrant Catholic co-educational Years 5–12 school of approximately 1000 students. St James College is a highly successful multi-cultural and multi-faith Catholic community that attracts many students because of these characteristics. Grounded in the Edmund Rice tradition and guided by the Charter for Catholic Schools in the Edmund Rice Tradition and the four Touchstones of Gospel Spirituality, Justice and Solidarity, Inclusive Community and Liberating Education, the College cherishes and celebrates its rich diversity and the equity and opportunities it enables. St James College is committed to forming

young people of hope, agency and compassion who are equipped to contribute positively and ethically to the world.

3. BROAD PURPOSE

The Assistant Principal Culture, Identity and Advocacy is a highly evolved faith leader and a dynamic and reflective educator willing to embrace and animate the values of the Edmund Rice tradition.

They support the Principal through strategic leadership of the culture, identity and faith life of St James College. This role plays a vital part in helping St James College in its aspiration to be a lighthouse school in inclusion, equity and diversity.

The role provides leadership in faith and theological formation, in justice and peace education, and in intercultural education.

As a member of the College Leadership Team, the Assistant Principal Culture, Identity and Advocacy ensures that the Gospel vision and the Edmund Rice charism are authentically expressed and integrated across teaching and learning, student formation, wellbeing, community partnerships and College culture.

The Assistant Principal Culture, Identity and Advocacy will teach one class at the discretion of the College Principal.

4. LEADERSHIP TEAM

Membership of the College Leadership Team (CLT) involves shared responsibility for the strategic leadership, planning and future direction of St James College, with particular emphasis on the Catholic dimension of the College.

As a member of the CLT, the Assistant Principal Culture, Identity and Advocacy will:

- Provide visible leadership of Catholic identity and the Edmund Rice charism.
 - Contribute collaboratively to strategic planning, school renewal and annual improvement processes.
 - Model inclusive, respectful and culturally responsive leadership.
 - Lead and support professional learning related to identity, mission, justice and advocacy.
 - Contribute to the shared prayer life and reflections of the College Leadership Team.
 - Represent the College at key liturgical, cultural, advocacy and community events.
 - Uphold the highest professional standards in accordance with EREA policies and the Code of Conduct.
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5. RESPONSIBILITIES

5.1 Faith, Identity and Formation

- Oversee and lead College prayer, liturgy, masses, retreats and formation opportunities for students and staff; always with a focus to integrating the Charter and its Touchstones into the life of the school.
- Ensure Homeroom practices regarding prayer and identity are consistently applied across the College.
- Connect the College to external faith, identity and formation opportunities and the broader Church.
- Collaborate with the Head of Faculty Advocacy and Faith Studies to ensure coherence between curriculum, faith formation and Catholic identity.
- Oversee the effective compliance/implementation of the Religious Education curriculum.
- Ensure staff compliance with Accreditation to Teach in a Catholic School and Accreditation to Teach Religion in a Catholic School.
- Understand the relationship of vision and mission with policy and practice so as to

lead planning to ensure that the Assistant Principal Culture, Identity and Advocacy practices support and are an authentic expression of the shared vision and values of the community.

5.2 Culture and Advocacy

- Lead the strategic vision and delivery of justice, solidarity, reconciliation and peace initiatives in alignment with Catholic Social Teaching, the EREA Charter and the EREA Framework for Education for Advocacy and Peace with a particular focus on enabling student voice and advocacy skills.
- In conjunction with the Indigenous Cultural Liaison, Wellbeing and Advocacy Officer and the First Nations' committee, support the implementation and review of the College Reconciliation Action Plan.
- In conjunction with the Indigenous Cultural Liaison, Wellbeing and Advocacy Officer and the First Nations' committee, develop and support whole-school First Nations' cultural competency training and initiatives.
- Coordinate outreach, immersion and service learning programs at local, national and global levels.
- Accompany interstate/overseas immersions, pilgrimages and service opportunities as required.
- Along with the Culture Team (Cultural Leaders and Cultural School Officer) promote and embed culturally responsive and inclusive practices and celebrations across College life. These might include Ramadan/Eid, Refugee Week, Harmony Week, the Cultural Evening and other significant cultural events relevant to the community.

5.3 Staff Development and Capacity Building

- Lead the development and professional growth of the identity and cultural and teams, including the Co-curricular Cultural and Arts Coordinator, Indigenous Cultural Liaison Wellbeing and Advocacy Officer, Cultural Liaison Officers, and Youth Advocacy and Ministry Officer.
- Support staff to integrate identity, advocacy and global perspectives into curriculum and practice.
- Foster a culture of reflection, dialogue and shared mission among staff.

5.4 Community Engagement and Partnerships

- Strengthen partnerships with families, parishes, First Nations communities, cultural groups and advocacy organisations.
- Represent the College in diocesan, EREA and broader faith, justice and advocacy forums.
- Support the promotion of the College's mission and identity through community engagement and communication.

5.5 Leader of Administration

- Creating and facilitating a whole College Formation Framework.
- Overseeing the RE Learning Area to ensure compliance with requirements from the Archdiocese of Brisbane.
- Establishing, monitoring and reviewing policies, processes and practices to enhance the faith and mission of the college.
- In consultation with the College Leadership Team, coordinating the Prayer/Liturgical requirements for College Assemblies.
- Assisting in the preparation of documents and reports pertinent to the position.
- Overseeing the financial and material resources of the Culture, Identity and Advocacy portfolio including annual budgets and purchasing.
- Forging strategic partnerships with key external providers to enhance the strategic aims of the college in the areas of staffing and operations.
- Representing the CLT as a member of Board Sub-committees, as needed.
- Other duties as requested by the Principal.

5.6 Compliance and Risk Leadership

- Actively leading in matters of Compliance, Workplace Health and Safety as they relate to staff and operations.
- Establishing, monitoring and reviewing policies, processes and practices.

- Following all workplace health and safety protocols in keeping with College procedures.
- Assisting in the completion of Risk Assessments and incident reports through Complispace.

6. PERSON SPECIFICATIONS

- Demonstrated leadership experience in Catholic identity, mission, justice or advocacy within an educational context.
- Postgraduate qualifications in theology, religious education, leadership or a related field are highly desirable.
- Queensland College of Teachers registration (or eligibility).
- Highly developed interpersonal, organisational, and communication skills including demonstrable emotional intelligence.
- High levels of self-management and resilience.
- Demonstrated inter cultural competence and experience working with diverse and marginalised communities.
- Awareness of First Nations Issues and understanding of the challenges impacting First Nations students' educational outcomes and cultural expression.
- Capacity to lead strategic initiatives, manage complex projects and work collaboratively.
- Knowledge of Workplace Health and Safety, Equal Opportunity and Anti-Discrimination requirements.
- Understand, and respond to, current pedagogy and curriculum trends as influenced by AITSL, QCAA, ACARA, the College's Strategic Plan and Edmund Rice Education Australia Colleges improvement agenda.
- Experience in leading professional development aligned to culture, faith and identity.
- Commitment to continuous professional learning and self-improvement.
- Respond to operational needs of the College and to other duties directed by the Principal/Deputy Principal as required.

The Assistant Principal Culture, Identity and Advocacy is expected to participate fully in the life of the College, including availability outside normal school hours and some holiday work as required.

7. SELECTION CRITERIA

Applicants should address the following areas (no more than 300 words per criterion):

- Faith, Identity and Transformation
- Culture and Advocacy
- Student Leadership and Formation
- Staff Development and Capacity Building
- Community Engagement and Partnerships
- Leader of Administration
- Compliance and Risk Leadership (or equivalent)

Applicants should refer to this position description to guide their response.