



EMPLOYMENT FACT SHEET

Updating Job Descriptions

Job descriptions for all staff, teaching and non-teaching, need to include requirements of the position, personal specifications and expectations of staff in a Catholic school as pertains to their position.

A job description describes what the job is that a person is required to do. A person specification describes the qualities needed or desired in the person to be selected for the position. Expectations of staff in a Catholic school relates to how the person will engage with and respond to the Catholic special character of the school, pertaining to their position.

Job descriptions, personal specifications and expectations of staff are to be given to those who respond to job advertisements.

Principal job description

The principal assumes the major educational and faith leadership role in the school and because of this undertakes important religious, spiritual, pastoral and professional responsibilities in the school. The school's integration agreement requires that the principal "accept and recognise a responsibility to maintain and preserve the special character of the school".

A principal's job description will detail the educational responsibilities of the role and should include the following Catholic special character requirements:

- Abide by all relevant requirements of the school's integration agreement including for enrolment, employment, and property
- Meet requirements of the integration agreement if there is a hostel
- Promotes a faith-based vision for the school, fostering the concept of Christian community that people can experience
- Provide a holistic Catholic education for young people aimed at formation of the human person

- Model and teach Gospel values and Christian virtues
- Develop, maintain and preserve the special character of the school including its spiritual, prayer, liturgical, and sacramental life
- Collaborate with the wider Catholic school community, the parish priest/s, the proprietor and the bishop of the diocese
- Take an active leadership in the Catholic special character of the school
- Encourages, empowers, and nurtures faith in others and encourages faith-based leadership from all
- Be responsible to the school board for ensuring a structured and systematic course of Religious Education in accordance with the requirements of the New Zealand Catholic Bishops Conference and the National Centre for Religious Studies, and the bishop of the diocese
- Oversee the implementation of a Catholic curriculum across the school
- Plan, with the school board, the internal evaluation of the effectiveness of Catholic special character
- With other members of the senior leadership team and the Director of Religious Studies, plan and implement a programme of faith formation for all staff
- Actively engage in their own formal ongoing prayer life and faith formation
- Work actively to achieve at least Leadership Level Certification, if not already held
- Ensure that all school staff, teaching and non-teaching, recognise and respect the Catholic special character of the school, pertaining to their role

For more specific detail see [He Arotake Whanaketanga mō te Mātauranga Ahurea Katorika-Te Ture Tāuke mō Kura Katorika Catholic Special Character Evaluation for Development document](#), [Catholic Elaborations-Standards for the Teaching Profession](#) and [Conversation Starters-Principal](#)

Principal personal specifications

The personal specifications should contain that the appointee will be:

- a baptised and fully committed Catholic who is in communion with the Church and the bishop of the diocese, committed to religious practice and has an active participation in the life of the Catholic community

And have:

- an ability or seek to acquire the skills and knowledge to communicate the Gospel message in a way that meets the needs of their community
- a sound understanding of Catholic education, Church teaching, Scripture and Catholic social Teaching or are willing to acquire it

- an ability to witness to a mature lived faith
- commitment to serving the wider Catholic community

For more specific detail see [Employment Fact Sheet-Information and notes related to special character positions](#)

Director of Religious Education job description

The DRS assumes a major educational and faith leadership role in the school alongside the principal due to their important religious, spiritual, and professional responsibilities in the school. The school's Integration Agreement requires that the DRS (if one is appointed otherwise the position falls to the principal) has a "willingness and ability to participate in the religious instruction appropriate to the special character of the school" as a "condition of appointment" and to "give guidance and provide effective leadership in religious education and observances throughout the school". The latter words must be contained in the job description.

A DRS's job description will detail the educational responsibilities of the DRS as a teacher (if teaching) and as a DRS, and should include the following Catholic special character (CSC) requirements:

- Provide opportunities for students and staff to engage in a range of regular, varied, rich, and culturally responsive spiritual formation opportunities, including individual and community prayer, and retreats
- Plan a programme of regular class and school Masses, and liturgical liturgies in response to the needs of staff and students
- Provide opportunities for all members of the community to develop and deepen their knowledge and understanding of Scripture and the teachings and traditions of the Catholic Church
- Provide opportunities for the school community to learn and understand the charism of the school and how it reflects the values of Jesus Christ expressed in the Gospels
- Work collaboratively with the principal to lead evaluation and strategic and annual development of Catholic special character
- Provide effective leadership (or work with the Head of Religious Education) for the delivery of the RE programme, its assessment and evaluation
- Be informed by research and innovation related to the delivery of RE and the Catholic curriculum
- Provide effective implementation of a wider Catholic curriculum
- Provide leadership in the development of health and sexuality programmes that reflect the teachings of the Church and meet the needs of students

- Ensure the school environment reflects the CSC of the school, reflecting its place as a Catholic school in Aotearoa New Zealand
- Engage in ongoing professional learning and formation related to CSC and Religious Education (RE)
- Gain, if not held, Leadership Level Certification. If hold DRS position or HoD RE-Secondary work towards Graduate Level Certification at Bachelor, Masters or Doctorate level
- Work collaboratively with the principal to promote and provide professional learning and formation in CSC for all staff and in RE for those teaching RE
- Collaborate with the school chaplain/campus minister to provide spiritual formation experiences for students
- Collaborate with the parish priest/s and/or parish leadership team to provide the Sacraments of Initiation, the Sacrament of Reconciliation, and programmes that support the faith journey of students and staff
- Provide opportunities for the school community to understand that Christian witness is a response in faith and action to their encounter with Christ
- With the principal develop the Catholic leadership skills of students and teachers in CL 47 positions

For more specific detail see [The DRS Handbook for Catholic Primary Schools in Aotearoa New Zealand](#) or [The DRS Handbook for Catholic Secondary Schools in Aotearoa New Zealand](#), [He Arotake Whanaketanga mō te Mātauranga Ahurea Katorika-Te Ture Tāuke mō Kura Katorika Catholic Special Character Evaluation for Development document](#), [Catholic Elaborations-Standards for the Teaching Profession](#) and [Conversation Starters-DRS](#)

Director of Religious Studies personal specifications

The personal specifications should contain that the appointee will be:

- a baptised and fully committed Catholic who is in communion with the Church and the bishop of the diocese, committed to religious practice and has an active participation in the life of the Catholic community

And have:

- an ability or seek to acquire the skills and knowledge to communicate the Gospel message in a way that meets the needs of their community
- a sound understanding of Catholic education, Church teaching, Scripture and Catholic social Teaching or are willing to acquire it
- an ability to witness to a mature lived faith
- commitment to serving the wider Catholic community

For more specific detail see [Employment Fact Sheet-Information and notes related to special character positions](#)

Deputy Principal CL 50 (primary) job description

The deputy principal (primary) assumes a major educational and Catholic special character role in the school alongside the principal and Director of Religious Studies.

A deputy principals job description will detail the educational and leadership responsibilities of the role and should include the following Catholic special character requirements:

- Ensure all programmes and activities within the school reflect the special character of the school
- Engage in formation opportunities to support their role as a deputy principal (CL 50) in a Catholic school
- Provide teaching and learning experiences for the strong formation of young people based on Gospel values and Christian virtues (if the role has a teaching component)
- Assist students to develop their potential as Christian leaders in the community
- Engage in professional learning and formation to deliver the RE curriculum (if teaching it) and to support the CSC of the school
- Gain, if not held, the appropriate Level of Certification expected in a Catholic school.

Deputy principal CL 50 (primary) personal specifications

- Have a good understanding of the nature of Catholic special character and its place within the school
- Have the ability to use their strengths and skills to support the mission of the school
- Recognise and respect the school's Catholic special character and be actively involved in the total life of the school, in a manner which respects the religious instruction given and religious observances practiced within the school
- Recognise and respect the charism of the school
- Commitment to building a Catholic educational community
- Respect the relationship between school and parish
- Support and work with other Catholic schools, for the good of the Catholic school system

Deputy Principal CL 50 (secondary) job description

The deputy principal (secondary) assumes a major educational and Catholic special character role in the school alongside the principal and Director of Religious Studies.

A deputy principals job description will detail the educational and leadership responsibilities of the role and should include the following Catholic special character requirements:

- Assist in planning and organising courses and programmes to reflect the special character of the school
- Engage in formation opportunities to support their role as a deputy principal (CL 50) in a Catholic school
- Provide teaching and learning experiences for the strong formation of young people based on Gospel values and Christian virtues (if role has a teaching component)
- Assist students to develop their potential as Christian leaders in the community
- Engage in professional learning and formation to deliver the RE curriculum (if teaching it) and to support the CSC of the school
- Gain, if not held, the appropriate Level of Certification expected in a Catholic school.

Deputy principal CL 50 (Secondary) personal specifications

- Have a good understanding of the nature of Catholic special character and its place within the school
- Have the ability to use their strengths and skills to support the mission of the school
- Recognise and respect the school's Catholic special character and be actively involved in the total life of the school, in a manner which respects the religious instruction given and religious observances practiced within the school
- Recognise and respect the charism of the school
- Commitment to building a Catholic educational community
- Respect the relationship between school and parish
- Support and work with other Catholic schools, for the good of the Catholic school system

Teachers in CL 47 positions job description

A teacher in a special character position represents the Catholic community and is expected to be actively involved in building the CSC of the school. In a primary school, but not always in a secondary school, this will usually include teaching RE. At both primary and secondary level, the role will include working collaboratively with the principal and DSR to support and develop the CSC of the school.

A teacher in a CL 47 position's job description will detail the educational and leadership responsibilities of the role and should include the following Catholic special character requirements:

- Work collaboratively with the principal and DRS to safeguard and strengthen the CSC and charism of the school
- As requested, to assist the DRS in the developing and planning the prayer, sacramental and liturgical life of the school
- As requested, to assist the DRS in the faith formation and CSC development of staff
- As requested, interact with the local parish on behalf of the school
- As requested, take up responsibility for aspects of the ongoing induction of new staff into the special character of the school
- Engage in professional formation and learning related to their special character position
- Gain, if not held, a minimum of Classroom Level Certification. If hold teaching RE in a secondary school work towards Graduate Level Certification in a relevant field.

Teachers in CL 47 personal specifications

The personal specifications should contain that the appointee will be:

- a baptised and fully committed Catholic who is in communion with the Church and the bishop of the diocese, committed to religious practice and has an active participation in the life of the Catholic community

And have:

- an ability or seek to acquire the skills and knowledge to communicate the Gospel message in a way that meets the needs of their community
- a sound understanding of Catholic education, Church teaching, Scripture and Catholic social Teaching or are willing to acquire it
- an ability to witness to a mature lived faith
- commitment to serving the wider Catholic community

For more specific detail see [Employment Fact Sheet-Information and notes related to special character positions](#)

Teacher job description

Teachers play a vital role in the support of CSC. A teacher's job description will detail the educational and leadership responsibilities of the role and should include the following Catholic special character requirements:

- Use their strengths and skills to support the mission of the school
- Be actively involved in the total life of the school, in a manner which respects the religious instruction given and religious observances practiced within the school
- Engage in professional learning and formation to deliver the RE curriculum (if teaching it) and to understand support the CSC of the school relevant to their role
- Gain, if not held, the appropriate Level of Certification expected in a Catholic school
- Support and work with other Catholic schools, for the good of the Catholic school system

Teacher personal specification

- Recognise and respect the school's Catholic special character
- Recognise and respect the charism of the school
- Have a commitment to building a Catholic educational community
- Respect the relationship between school and parish

For more specific detail see [Statement of Expectations for Staff in a Catholic School](#)