

Job Title: Faith Leadership and Governance
Co-Ordinator

Reporting to: CEO

Main Purpose of the Position: To assist and support school communities in living the values outlined in the CEIST Charter: To encourage and support a culture of excellence in teaching, learning, and governance within CEIST schools.

Relationships: Work with all members of the CEIST office team, EDUCENA, the CEIST Board of Directors and CEIST school personnel.

Principal Functions and key responsibilities:

- Encompassing both faithfulness and governance, promote the Catholic school ethos.
- Promote an understanding of the Catholic school in to-day's rapidly changing and challenging Irish society.
- Develop positive professional relationships with the staff and Leadership of CEIST schools with a view to supporting them in their work of fostering a strong vibrant Catholic ethos in their school.
- Conduct formal school visits to ensure continuance of school ethos and excellent governance
- Address whole-school staffs under the rubric of staff formation, to encourage and support the understanding and expression of the CEIST Charter in the schools.
- Collate annual reports and evaluate information (Board of Management Minutes, etc.) provided by schools in their returns to the CEIST office and respond to them appropriately and in a timely manner.
- Contribute to and assist in the development and implementation of the school self-evaluation process, having regard for both faithfulness and governance.

- Promote the provision of a curriculum appropriate to the needs of all students in CEIST schools, with particular concern for those who are marginalised.
- Evaluate school policies to ensure compliance with the Charter, with legislation and with best practice.
- Develop an Annual Plan which includes operational targets, strategic priorities & evaluation processes.
- Develop a process for the creation and review of schools' Mission Statements.
- Participate in the creation, development and implementation of spiritual and human development programmes in CEIST schools based on the vision and values of CEIST as articulated in the Charter.
- Encourage and support the living out of the Charter in CEIST schools.
- Encourage networking and sharing of best practice in faith formation and governance amongst CEIST schools.
- Assist in the design and delivery of induction programmes to newly appointed staffs of CEIST schools.
- Assist in the design and delivery of CPD to staffs of CEIST schools.
- Assist in the recruitment of Trustee nominees for school Boards of Management.
- Assist in the appointment of all Members of Boards of Management across the network including the appointment of Chairpersons of Boards
- Assist in and ensure best practice, in the appointment of suitable persons to the posts of principal and deputy principal in CEIST schools
- Participate when required, as trustee representative on Selection Committees for appointments to senior management posts in CEIST schools
- Contribute towards research which will assist CEIST and its schools.

- Keep abreast of demographic trends and their impact on CEIST schools.
- Facilitate school amalgamations/closure/change of status where this has been decided by the CEIST board.
- Assist in the organisation of and contribute to the Annual CEIST Education Conference and all/other events.
- Contribute to the development, implementation and evaluation of the CEIST Strategic Plan and help to communicate the strategic direction of CEIST.
- Contribute to the development of the CEIST Annual Report.
- Observe best practice in reporting and accountability within the Trust.
- Participate in regular briefing meetings with the CEO and CEIST team.
- Undertake such other reasonable and lawful duties as may be directed from time to time by the CEO

Candidate Profile

The ideal candidate will have the following experience, personal characteristics and educational background:

- Have a proven record of senior leadership in a post primary school.
- Be a person of faith and conviction, committed to the vision of Catholic education as expressed in the CEIST Charter.
- Have a sincere intellectual and spiritual commitment to the Catholic faith with a positive understanding of spiritual and human development.
- An appreciation of, and support for, the mission, vision and values of CEIST.
- Have at least five years experience of teaching in a second level school.
- A university degree and post graduate qualification in a relevant area.
- A commitment to learning and further education – demonstrable experience of preparing and delivering CPD

- A deep understanding of Curriculum, SSE, Evaluation and Inspection processes.
- An excellent understanding of school governance.
- An ability to be sensitive, flexible and responsive to the particular nuances and subtleties of individual school realities and have a compassionate understanding of all the persons involved.
- Have proven leadership skills and a personal style which contributes to a positive working environment.
- Excellent communication and interpersonal skills, with an ability to engage with people.
- Proven ability to take direction, to take individual responsibility and to work as part of a team.
- Proven ability to assist work colleagues where greater expertise is called for in a given area.
- Capacity to collaborate with all teams, groups and individuals.
- Strong commitment to self-development and ongoing learning to enhance personal and organisational proficiency.
- Be positively responsive and adaptable to coping with change.

Expectations

- The position may be filled on a full-time or part-time basis. This role will involve team work, visiting individual schools, with occasional extended hours, evening meetings, overnight absence and weekend meetings.
- Secondment does not apply.

Appointment

- Three year fixed-term contract.
- The range of duties will evolve and develop during the course of the contract and will require flexibility in disposition and application.

Performance Review

There will be an annual review of performance.

Salary Package

€65,343 p.a.