The Franciscan Order of the Friars Minor in Australia founded Padua College, Kedron. Padua College is the only schooling institution operated by the Order in Australia.

The Franciscan Order of Friars Minor auspices the College through Padua College Ltd. This governance structure includes a College Board through which operational directions and accountability are coordinated.

Padua College is, therefore, a Catholic school in the Franciscan tradition and contributes positively to the education and formation of students within the spirit and directions of the Archdiocese of Brisbane. The Rector leads, promotes and models Franciscan values, spirituality and educational insights and builds collegial partnerships with the Archdiocese, its agencies and other Catholic and Independent schools.

These key result areas are intended to be achieved by the Rector in developing effective relationships throughout the College community, which reflects the College’s Mission, inspired by Saint Francis of Assisi.

**RECTOR KEY RESULT AREAS**

1. Faith Leadership
2. Educational Leadership
3. Staff and Community Leadership
4. Strategic Leadership
5. Administrative Leadership

**Faith Leadership**

The Rector will demonstrate effective:

- Leadership that articulates clearly the beliefs and teachings of the Catholic Church
- Personal faith and witness in Jesus Christ, practised within the Catholic tradition
- Understanding and appreciation of a contemporary Franciscan spirituality that leads College community members to engage with the gospel
- Policy development, in collaboration with the College Board, which creates a climate of care for all members of the College community, reflecting in particular the gospel priorities of justice, reconciliation and hope
- Prioritising of a quality religious education program and promotion of opportunities for students to experience an active Catholic faith through engagement in service and Christian outreach, prayer, ritual, and liturgy
• Promotion of staff formation through support of opportunities to engage with Franciscan spirituality and for meeting the Queensland Catholic sector’s accreditation requirements to teach in a Catholic school and to teach religious education.

**Educational Leadership**

The Rector will demonstrate effective

- Alignment of Board policies and College educational advancements, processes and activities with Padua’s Strategic Plan
- Leadership in the provision and development of a broad and engaging curriculum which meets the diverse learning needs of students
- Support and challenge to staff and students to aim for the highest of academic and personal outcomes
- Engagement with and use of data and educational research to inform and enhance educational, assessment and reporting practices
- Regular evaluation of the curricular and co-curricular programs
- Support and/or resourcing of strategic and responsive staff professional and pedagogical development to advance student learning opportunities
- Alignment of curriculum provisions and all associated programs with Catholic teaching, government requirements (including Office of Non-state Schools accreditation), Franciscan Order of Friars Minor policies and other relevant requirements
- Active monitoring of broader educational and pedagogical initiatives, with a particular emphasis upon ICT and the implications for enhancing student learning opportunities.

**Staff and Community Leadership**

The Rector will demonstrate effective

- Fostering of a collaborative environment to promote Padua’s advancement as a Catholic Franciscan community
- Enunciation and communication of Padua’s mission within the College and in the wider community
- Promotion and welcome of the engagement of all Padua community members in College life
- Engagement of staff, students and parents, where appropriate, in the processes of decision making
- Support to and encouragement of the activities of parent and student groups
- Support to the religious, academic, cultural and sporting activities of the College
- Cooperation with community agencies associated with student welfare and with other educational, Church and Archdiocesan agencies
- Implementation of communication processes within the College and wider communities and advocacy of the Padua College community, as required
- Partnerships with the neighbouring Franciscans on the Hill (FOTH) school communities and the local parish.
Strategic Leadership
The Rector will demonstrate effective
- Engagement with the College Board in developing, implementing and monitoring an integrated and dynamic Strategic Plan
- Alignment of the College’s Strategic Plan with the Padua’s mission, values and its Franciscan heritage
- Management of the annual implementation of the Strategic Plan by working collaboratively with College Board and the Senior Leadership Team to deliver on defined outcomes
- Active and regular promotion of the College in a range of forums
- Monitoring of resources, including assets, to provide for suitable upgrade and development
- Support and advice to the College Board regarding ongoing revenue raising and resourcing, including government grants or other sources, that align with Padua’s values and ethos
- Analysis, establishment and maintenance of a sustainable enrolment base
- Support to the College Board, including formation opportunities, as required in the Memorandum of Articles of Association
- Provision of timely written reports to the College Board and the Provincial Administration of the Franciscan Order of Friars Minor.

Administrative Leadership
The Rector will demonstrate effective
- Execution of all duties as the Chief Executive Officer of Padua College Ltd., including:
  - Working collaboratively with the Provincial Minister of the Franciscan Order of Friars Minor and the College Board
  - Implementing the relevant policies of the Provincial Administration of the Franciscan Order of Friars Minor through the College Board
  - Implementing policies as determined by the College Board
  - Acting in accordance with the Memorandum and Articles of Association of Padua College Ltd, as amended from time to time
  - Producing, for consideration by the College Board, draft policies and planning documents concerning Padua’s current and future operation
  - Meeting efficiently all requirements of relevant Government and Church legislation
- Leadership, management and professional supervision of the Senior Leadership Team to ensure that its operations provide for the smooth and efficient daily operation of the College
- Leadership, management and professional supervision of all College staff members, delegated formally as appropriate, to promote the Franciscan culture and to meet all relevant employment and compliance regulatory requirements (such as WHS) and the monitoring of ongoing performance
- Monitoring and review of the College’s organisational structure in alignment with its future directions, contemporary education and employment practices, discernment of personnel capabilities, College Board, the Franciscan Order of Friars Minor and QCEC policies and practices, and schools of a similar character and size.
- Overseeing of matters associated with student welfare and safety and the overall coordination and management of responses to any critical incidences on any College sites.
- Prudent financial management and wise stewardship of all of Padua College Ltd properties and resources in consultation with the College Board.
- Working collaboratively with the College Business Manager in supporting processes for communicating, planning, scheduling, record-keeping, budgeting, accounting, attending to ongoing maintenance and capital works in accord with College Board policies.

**RELATIONSHIPS AND REPORTING**

The Franciscan Order of Friars Minor and the College Board of Directors have important responsibilities for the overall governance of the College, and with whom the Rector has key relationships.

Padua College Ltd is the employer of the Rector on behalf of Franciscan Order of Friars Minor in Australia. The Rector is directly accountable to the College Board, primarily through a professional and transparent reporting relationship to its Chair. The Chair is accountable to the Provincial Minister for College Board operations.

The Rector has a significant relationship with members of the College Senior Leadership Team to whom duties and responsibilities are delegated formally. The Rector is the employer of staff on behalf of the College Board. A professional, objective and collaborative relationship is established with all members of staff.

The Rector develops supportive, positive and professional relationships with students, parents, and caregivers and is available to and engages with them in ways that reflect the overall duties and scope of the role. This is similar for groups such as the Parents & Friends and other groups associated with Padua College. A special, respectful relationship is established with members of the Franciscan community who continue to reside in the vicinity of the College and with other Franciscan community members in Australia.

A collaborative and positive working relationship is established with other principals, Church and Catholic Education authorities, and other educational providers and associations (such as AIC and Franciscan Schools of Australia) within the Archdiocesan and Queensland communities.