



**ST VIRGIL'S
COLLEGE
HOBART**

**APPLICANT
INFORMATION
PACKAGE 2021**

PRINCIPAL
APPOINTMENT

College Overview

St Virgil's College is a Catholic day school for boys in the Edmund Rice Tradition. The College has a current enrolment of approximately 830 students, from Kindergarten and Year 3 to 10, supported by over 100 teaching and support staff. The Junior School Campus (Kindergarten and Year 3 to 6) is on a city site in Hobart adjacent to St Mary's Catholic Cathedral. The Secondary Campus (Year 7 to 10) is located 17 kilometres north of the city of Hobart on an expansive property at Austins Ferry. St Virgil's College receives its educational mandate from the Catholic Archbishop of Hobart and is governed by Edmund Rice Education Australia (EREA).

The College's 2021-2024 Strategic Plan, 'A Connected, Engaged and Caring Community', developed in consultation with EREA and the College Advisory Council, sets forward a journey of innovation and expansion in partnership with Tasmanian Catholic Education as part of Project 23. Project 23 is an initiative to transform Catholic secondary education in Hobart with St Virgil's College one of five Catholic secondary schools moving towards full implementation of Years 11 and 12 by 2024. St Virgil's will augment this growth by phasing in Kindergarten through to Year 2 so that by 2024 it will become a K to 12 College, and Tasmania's only K to 12 Catholic school for boys. The journey has already begun in earnest with the introduction of Kindergarten in the Junior School in 2021.

St Virgil's College offers an engaging, contemporary and values focussed boys' Catholic education, featuring a wealth of exciting and innovative co-curricular experiences to set students up for life beyond the College gates. The College has faithfully partnered with families in serving the educational needs of boys from the metropolitan and surrounding region of Hobart since 1911. As the only Catholic boys College in Hobart, it has established and maintained a reputation in the community as a place of learning where boys are educated to embrace the College motto of 'By deeds and not words alone.'

As expressed on its webpage;

'The hallmark of St Virgil's College is a strong connection to its community. Traditions have been passed on from generation to generation by proud, passionate and socially aware Virgilians, who, inspired by the example of Jesus of the Gospels and the charism of the Blessed Edmund Rice, are committed to creating a fair and just society and a better world for all. This is the basis of a St Virgil's College Liberating Education, the outcomes of which will not be realised in terms of numbers or scores, but in the difference our young men make to the lives of others in our community.'

For further information about the College, please visit the St Virgil's College Website.



Position Description

Date: April 2021

Position Title: Principal

Responsible to: The Executive Director of Edmund Rice Education Australia

DUTIES & RESPONSIBILITIES OF THE PRINCIPAL

Principals of EREA schools are employed by the Executive Director on behalf of the Board of Edmund Rice Education Australia. It is a key role within the organisation and requires diversity and flexibility in order to undertake the duties and responsibilities associated with the position.

The Principal is responsible for:

Identity Leadership by

- giving witness to the faith life of the Catholic Church;
- providing spiritual, religious and theological leadership for the school community;
- articulating the values, vision and mission of the College and EREA;
- ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and relevant state/territory legislation;
- promoting a child safe culture and environment in accordance with the requirements of relevant state/territory legislation;
- providing appropriate opportunities for formation programs for staff;
- integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College;
- developing a school culture of rituals and practices which reflect being a Catholic school in the Edmund Rice Tradition;
- promoting the rich heritage of the Christian Brothers in Australia;
- making provision for the implementation of the Religious Education requirements of the (Diocesan) Bishops;
- advocating for the poor and marginalised in accord with the Strategic Direction of EREA;
- creating opportunities for student involvement and voice in the life of the College.

Educational Leadership by

- providing leadership in the development of a school-based curriculum which promotes the holistic development of young people;
- enabling effective teaching that promotes lifelong learners;
- ensuring a safe and inclusive place of learning for all young people with particular attention given to those with specific learning needs;
- providing regular feedback to the College Advisory Council and broader College community on educational outcomes based on an explicit improvement agenda informed by evidence, feedback and data;
- promoting a culture of learning and continuous improvement amongst staff through appropriate professional development;
- establishing high expectations for staff in relation to child safety, the EREA Code of Conduct, pedagogy, assessment and reporting;
- implementing a curriculum which integrates the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College;
- ensuring that the College complies with statutory requirements and relevant state/territory legislation in regard to the delivery of the curriculum;
- being actively involved in appropriate professional associations and other external bodies;
- collaborating with parents and carers in the educational wellbeing of young people;
- demonstrating opportunities for students to be engaged in the development of their learning journey.

Community Leadership by

- demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect all children and young people;
- safeguarding exemplary child safe standards and practices in accordance with relevant state/territory legislation;
- nurturing a culture of collaboration, team and co-creation;
- ensuring parents, carers and relevant communities participate in decision making processes that affect the safety and wellbeing of the children and young people in the school;
- providing for appropriate care of staff;
- upholding the school's duty of care of all young people;
- ensuring the highest standards of a child safe institution;
- promoting and maintaining a quality learning and teaching environment underpinned by high expectations of behaviour and positive relationships in the College community;

- inducting and providing ongoing training for staff in the areas of:
 - the EREA Code of Conduct
 - child safe practices in accordance with relevant state/territory legislation
 - best practice in pedagogy
 - spiritual and faith formation
 - capacity building and mentoring
 - workplace health and safety
 - relevant compliance training; and
- engaging parents and carers as active members of the school community.

Administrative Leadership by

- ensuring the school actively engages in annual attestation of all relevant State/Territory and Commonwealth regulatory requirements;
- managing school finances in accordance with the College's Strategic Directions and Priorities and the annual budget within EREA frameworks;
- providing a vision in the development, implementation and review of the College's Strategic Plan and Priorities, Master Plan and Business Continuity Plan;
- appointing and terminating staff (exclusive of the Deputy Principal and Business Manager however so named) in accord with applicable industrial agreements;
- ensuring all staff, relevant volunteers, and contractors receive induction and ongoing training and refresher training in child safety and wellbeing in accordance with the requirements of relevant state/territory legislation;
- planning and providing, with the College Advisory Council, facilities best suited to the pastoral and learning needs of young people;
- ensuring compliance with the EREA Child Safeguarding Standards which are in compliance with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Catholic Safeguarding Standards;
- ensuring all relevant state/territory legislative requirements and obligations regarding reportable conduct and mandatory reporting are strictly adhered to;
- securing and maintaining College property;
- ensuring compliance with all relevant EREA specific policies;
- ensuring compliance with EREA's Risk Management Framework;
- admitting young people accordance with the enrolment policy of the College and the EREA Student Inclusion policy;
- keeping parents and carers regularly informed of student progress and College events;
- seeking ways to keep the local community engaged with the College;
- working co-operatively with the College Advisory Council;
- working co-operatively with EREA both nationally and regionally; and
- working co-operatively with local and Catholic Education Commissions and Offices.

Key Selection Criteria

In the selection of a Principal, Edmund Rice Education Australia is seeking to appoint an educator and administrator of the highest calibre who is called to serve and utilise their gifts in bringing to life the mission of our Church through Catholic education in the Edmund Rice Tradition.

Essential Criteria

The successful applicant will:

- be an active member of the Catholic Church with a strong commitment to promoting the teachings of the Church;
- be able to demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition;
- have a minimum of five years teaching experience in a Catholic school;
- have relevant teaching qualifications and post graduate qualifications in Education, Leadership, Religious Education or Theology;
- be able to demonstrate a high level of competency in the domains of leadership (as outlined in the Duties and Responsibilities/Role Description).



Desirable Criteria

The successful applicant will:

- have successful experience in a leadership position at a senior level (e.g. Principal, Deputy Principal, College Dean, CEO Senior Officer) in more than one educational setting;
- have a proven ability to work in a collaborative environment as the leader of a senior team;
- have experience in strategic and financial leadership in a school setting;
- have experience in working with School Boards/Advisory Councils.

Conditions of Employment

Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary based on Catholic Education Tasmania Principal Classification and Remuneration Structure (depending upon experience and qualifications); a School Loading as per guidelines; a Split Campus Allowance; a Motor Vehicle allowance; an EREA loading of between 10% and 15% of the base salary and allowances; and 9.5% superannuation.

For further information on the Total Employment Cost for this Principal position, please contact Bryan Rodgers, National Manager Human Resources on (03) 9426 3217 or bryan.rodgers@erea.edu.au.

Tenure

A five-year Contract is offered with the provision of a second five-year Contract subject to successful review.

Technology/Communication Provisions

The school will provide the Principal with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of the school and should be adequately maintained by the Principal.

Salary Packaging

The Principal may elect to enter into a salary package arrangement, which will be in accordance with guidelines established by EREA. Southgate Salary Packaging Services, Paywise and Selectus are EREA's current providers.

Leave Entitlements

The Principal will have sick leave and long service leave entitlements equivalent to those offered to Catholic teachers by Award or Enterprise Agreement in Tasmania.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in Tasmania and or between EREA schools nationally.

Annual leave for the Principal may only be taken in school holiday time but the Principal needs to ensure that a minimum of four weeks is taken in each school year.

Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures adopted by the Employer. Ten weeks is available in each five year Contract period subject to application approval by the Executive Director. It is expected that the Principal will undertake an approved cross cultural immersion experience at some point during the first Contract period.



Application Process

Expressions of interest should be addressed to Dr Craig Wattam, EREA Executive Director, and can be emailed to recruitment@erea.edu.au. Please include:

- Curriculum Vitae;
- Covering letter, outlining reasons for your interest in and suitability for the position (no more than 2 pages).

Any further questions or for more information, please contact Diarmuid O’Riordan, EREA Regional Director Southern, on (03) 9426 3234 or diarmuid.oriordan@erea.edu.au.

All applications will be acknowledged by reply email. Please contact us on (03) 9426 3205 if you do not receive an acknowledgement of receipt within 7 days.

Suitably qualified candidates will be notified and invited to provide a detailed written response to the Key Selection Criteria.

EXPRESSIONS OF INTEREST CLOSE THURSDAY 13 MAY 2021.