



**ROSTREVOR**  
COLLEGE



**EDMUND RICE EDUCATION**  
AUSTRALIA

# Principal Appointment

Applicant Information Package 2021



**Rostrevor College**  
Woodforde, Adelaide SA

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**HIS ROSTREVOR**

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# College Overview

Rostrevor College is a Catholic day and boarding school in the Edmund Rice tradition for boys in Reception to Year 12. The College is located in the foothills of the Mount Lofty Ranges at Woodforde, just nine kilometres from the Adelaide CBD. Rostrevor has a current enrolment of approximately 880 students, supported by over 130 teaching and support staff. Life at Rostrevor is more than just a community but rather, a family.

Rostrevor College provides a holistic education that aims to allow young boys to flourish in all dimensions of their lives, through the recognition that boys must engage in opportunities that use their hearts, their heads and their hands. Thus, the College has built its education on the four Pillars of Academic Success, Service and Spirit, Student Wellbeing and Beyond the Classroom.

The strong teaching expertise, inclusive and supportive learning environment, and wide-ranging curriculum provides a holistic education incorporating both academic and co-curricular opportunities to suit every student's interest. The school motto, 'Palma Merenti', encourages boys to strive to be the best they can in every aspect of school life. This means each student should reach his academic potential, become responsible members of the community and be self-motivated and reflective lifelong learners in the 21<sup>st</sup> Century.

The College enjoys shared facilities for the day and boarding school on the one campus, including unique agricultural facilities, a pool, expansive ovals and a state-of-the-art music suite.

For further information about Rostrevor College, please visit [www.rostrevor.sa.edu.au](http://www.rostrevor.sa.edu.au).



**ACADEMIC  
SUCCESS**

Inspiring the pursuit of excellence and responsive to the interests and talents of every boy

**STUDENT  
WELLBEING**

Caring and responsible, nurturing deep connections and a growing sense of personal responsibility

**"MEN for  
OTHERS"**

**SERVICE  
& SPIRIT**

Inspiring and thought provoking, inviting all boys to become men for others

**BEYOND THE  
CLASSROOM**

Rewarding and challenging with a comprehensive range of opportunities for every boy

**GOALS**

**ACADEMIC SUCCESS:**

- Provide great learning for students through continuous professional development of our teachers and support staff.
- Foster new opportunities for parents' engagement in their boys learning through timely communication, regular contact with teachers and the application of state of the art Learning Management Systems.
- Create new and multiple learning pathways for every boy to achieve his personal best in a highly engaging environment supported by innovative technologies.

**SERVICE & SPIRIT:**

- Continue to form teachers and support staff in the Edmund Rice tradition enabling them to share hope and the Good News with the community they encounter every day.
- Explore new opportunities to share the underpinnings of our leading educational philosophy with parents and continue to invite families into rich spiritual encounters at Rostrevor.
- Implement a meaningful and age appropriate program of experiences and daily practices that build strong camaraderie between boys and invite them into inspiring spiritual encounters as an essential part of their Rostrevor education.

**STUDENT WELLBEING:**

- Continue to provide great care for every student by investing in the professional understanding and expertise of staff responsible for the wellbeing of boys in the boarding house and school.
- Actively engage with parents when shaping our approaches that help boys develop greater self-awareness, emotional intelligence and personal responsibility.
- Create a safe and welcoming environment for every boy by renewing our pastoral care programs and procedures to ensure that Rostrevor continues to lead in responding to student concerns and needs.

**BEYOND THE CLASSROOM:**

- Develop and retain our talented coaches, tutors and mentors while continuing to recruit the very best partners to support our work with every boy.
- Actively engage with parents to support the ongoing development and operation of our music, sport and broader co-curricular programs.
- Continue to invest in our expansive grounds and facilities to meet the growing demands of our successful co-curricular programs.

**ACHIEVING OUR GOALS**

*- We will achieve our strategic priorities through -*

**INVESTING:**

Investing in the capability of our people (teachers, support staff, coaches and tutors)

**NURTURING:**

Nurturing deep partnerships with our families

**EXPERIENCING:**

Experiencing rich opportunities for reflection, prayer and action

**IMPROVING:**

Continuously developing our resources, programs and learning opportunities



# Position Description

**Date:** July 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 School 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 School 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 School 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 the Catholic Education South Australia Principal and Deputy Principal Salary Schedule; an Enrolment Points Allowance; a Context Points Allowance; a Special Characteristics Allowance; a Wellbeing Allowance; an EREA loading up to 15% (depending upon experience and qualifications); and 10% superannuation.

For further information on the Total Employment Cost for this Principal position, please contact Bryan Rodgers, National Manager Human Resources, at [bryan.rodgers@erea.edu.au](mailto:bryan.rodgers@erea.edu.au).

## Tenure

A five-year Contract is offered with the opportunity for 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 enter 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 South Australia.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in South Australia 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 during the first Contract period, preferably in the third or fourth year.





# Application Process

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

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

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 submit a full application, including a written response to criteria.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures.

Any further questions or for more information, please contact Brian Schumacher, Regional Director Central Western, on (08) 7130 0802 or [brian.schumacher@erea.edu.au](mailto:brian.schumacher@erea.edu.au).

**EXPRESSIONS OF INTEREST CLOSE MONDAY, 9 AUGUST 2021.**

*Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people.*

*Aboriginal and Torres Strait Islander people are encouraged to apply.*

*Edmund Rice Education Australia is an Equal Opportunity Employer.*



# ROSTREVOR COLLEGE

