



St Gabriel's
SCHOOL



St Edmund's
COLLEGE



EDMUND RICE EDUCATION
AUSTRALIA

Principal Appointment

Applicant Information Package 2021



Edmund Rice Special Education Services

St Gabriel's School, Castle Hill & St Edmund's College, Wahroonga

Overview

Edmund Rice Special Education Services (ERSES) is comprised of two schools; St Gabriel's School in Castle Hill and St Edmund's College in Wahroonga. Both schools are proudly Catholic schools in the Edmund Rice tradition. Founded by the Christian Brothers in 1922 (St Gabriel's) and 1951 (St Edmund's), the two schools today form ERSES and are under the leadership of a single Principal.

St Gabriel's School and St Edmund's College cater for children with a wide range of intellectual and sensory disabilities. Each school offers small classes, excellent facilities and provides individualised education programs. St Gabriel's caters for students in K-Year 9 and will eventually be a K-12 school. Currently, 122 students are enrolled. St Edmund's caters for students in Years 7-12 and has a current enrolment over 120 students. Both schools are characterised by a vibrant culture and strong supportive communities where staff, students and their families are committed to a truly liberating education.

The vision of ERSES is to enrich the hearts and minds of young people with special needs for active participation in their community. Through quality Catholic education in the Edmund Rice tradition, ERSES aims to transform the whole person through authentic relationships and innovative educational experiences.

Their mission is to enhance the lives of children and young people with disabilities by:

- Responding positively to the challenges of disability;
- Promoting and supporting inclusion;
- Working in partnership with families;
- Providing timely creative education solutions;
- Delivering best practice services in a range of settings.

Position Description

Date: August 2021

Position Title: Principal, Edmund Rice Special Education Services (ERSES)

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 reports to the EREA Director – NSW/ACT.

The Principal of ERSES is responsible for St Gabriel's School at Castle Hill and St Edmund's School at Wahroonga. Both schools are member schools of EREA.

Note: Part of the Principal's responsibilities will be to work co-operatively with EREA and the ERSES Advisory Council in developing and implementing a transition plan to enable St Gabriel's School and St Edmund's College to operate as two separate schools in approximately five years' time.

The Principal is responsible for:

Educational Leadership by

- providing leadership in the development of a school-based curriculum which promotes the holistic development of young people;
- working collaboratively with staff to develop and promote ERSES as a centre of best practice in special education;
- 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 ERSES Advisory Council and broader school communities 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 schools;
- ensuring that the schools comply 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.

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 ERSes 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 both schools;
- 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 schools.

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;
- actively promoting both schools and seeking ways to maximise broad community support through promotional and fund-raising activities;
- 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;
- providing exemplary standards of care for students with a range of disabilities;
- 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 school communities;
- 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 communities;
- ensuring parents and carers are consulted on every aspect of their child's education.

Administrative Leadership by

- ensuring the schools actively engage in annual attestation of all relevant State/Territory and Commonwealth regulatory requirements;
- working co-operatively with EREA and the ERSes Advisory Council in developing and implementing a transition plan to enable St Gabriel's School and St Edmund's College to operate as two separate schools in approximately five years' time;
- managing school finances in accordance with the Strategic Directions and Priorities and the annual budget within EREA frameworks;
- providing a vision in the development, implementation and review of the ERSes 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 ERSes 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 school 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 schools and the EREA Student Inclusion policy;
- keeping parents and carers regularly informed of student progress and school events;
- seeking ways to keep the local communities engaged with the schools;
- collaborating and working effectively with the ERSes 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 a leader 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 experience working with children with special needs;
- 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 Advisory Councils;
- have experience in developing partnerships with the local community.

Conditions of Employment

Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary; a Special Loading; an EREA loading up to 15% (depending upon experience and qualifications); and 10% superannuation.

For further information on the Total Employment Cost for this 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 opportunity for a second five-year Contract subject to successful review.

Technology/Communication Provisions

ERSES will provide the Principal with a mobile phone and laptop computer in order to fulfil their duties. Such items remain the property of ERSES 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 New South Wales.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement. Sick leave is only portable between Catholic schools in New South Wales 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. 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 the selection 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.

For further information, please contact Peter Leuenberger, Director – NSW/ACT, on (03) 9426 3203 or peter.leuenberger@erea.edu.au, for a confidential discussion about the position.

EXPRESSIONS OF INTEREST CLOSE 5pm (AEST) MONDAY, 6 SEPTEMBER 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.

