

# DEPUTY PRINCIPAL APPOINTMENT

ST VIRGIL'S COLLEGE  
HOBART, TAS



INFORMATION PACKAGE  
2022



**ST VIRGIL'S  
COLLEGE**

*A Catholic boys school in the Edmund Rice tradition*



**EDMUND RICE EDUCATION  
AUSTRALIA**

# 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 885 students, from Kindergarten, Prep and Year 3 to 10, supported by over 150 teaching and support staff.

The Junior School Campus (Kindergarten, Prep 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 School 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.

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.'





# Position Description

**Date:** February 2022

**Position Title:** Deputy Principal, St Virgil's College

**Responsible to:** Principal, St Virgil's College

## EREA DUTIES & RESPONSIBILITIES OF THE DEPUTY PRINCIPAL

Deputy Principals of EREA schools are employed by the Executive Director on behalf of the Board of Edmund Rice Education Australia. The Deputy Principal provides leadership and supervision to staff and students of the school, working collaboratively with the Principal, Director of Schools and other EREA personnel as required.

The Deputy Principal is responsible for:

### Identity Leadership by

- giving witness to the faith life of the Catholic Church;
- ensuring that the relevance and expression of Edmund Rice values and charism is evident to all staff in the daily operational and strategic practices of the school;
- supporting the Principal in the implementation of values, vision and mission of the school;
- assisting the Principal, integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the school;
- 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;
- demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect children and young people;
- modelling one's own commitment to spiritual life, self-care and professional improvement, expressed through engagement in formation opportunities, professional learning and leadership development.

## Educational Leadership by

- providing leadership in the development of a school-based teaching and learning program which promotes the holistic development of young people and responds to the EREA Learning Statement;
- supporting the ongoing development of a safe and inclusive place of learning for all students with particular attention given to the diverse needs of learners;
- having knowledge of Tasmanian and national curriculum and demonstrating an understanding of contemporary educational research and its application within a school setting;
- displaying familiarity with current educational issues;
- utilising the knowledge, understandings and competencies outlined in the two points above to provide leadership in the alignment of curriculum, strategies, structures and processes with the ethos and mission of the College.

## Relational Leadership (Young People) by

- adhering to the EREA Code of Conduct;
- providing leadership in the establishment and implementation of child safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and relevant state/territory legislation;
- ensuring that all child safety matters are addressed in compliance with the EREA Child Safeguarding Standards and relevant state/territory legislation;
- providing leadership in the school's appropriate response to the pastoral and wellbeing needs of each young person;
- ensuring that the voice of young people informs the daily actions of the school;
- providing opportunities for students to participate in decision making processes that affect their safety and wellbeing;
- maintaining visibility and presence amongst students at the school;
- playing a key role facilitating conflict resolution strategies between staff, students and parents;
- communicates, directs and monitors the behaviour formation as set out in the Virgilian Way;
- promotes acceptable standards of student behaviour;
- communicates the behaviour formation policy and an appropriate range of strategies to the staff;
- makes appropriate provision for suitable student leadership programmes;
- maintains procedures to establish appropriate standards in dress, uniforms, application, respect and social behaviour.

## Relational Leadership (Staff) by

- adhering to the EREA Code of Conduct;
- supporting the Principal in the recruitment and induction of new staff to the school;
- playing a key role facilitating conflict resolution strategies between staff, students and parents;
- upholding standards of excellence in professional attire, demeanour and manner;
- maintaining the highest standards of prudence and confidentiality;
- communicating effectively with staff;
- providing clear and competent leadership of middle leaders;

## 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;
- ensuring the highest standards of a child safe environment in accordance with the requirements of the EREA Child Safeguarding Standards Framework and relevant state/territory legislation;
- nurturing a culture of collaboration, team and co-creation;
- supporting the co-curricular life of the school;
- supporting the Principal in the engagement of parents, carers and community members to participate in decision making processes that affect the safety and wellbeing of the children and young people in the school;
- upholding the school's duty of care of all young people;
- promoting and maintaining a quality learning and teaching environment underpinned by high expectations of behaviour and positive relationships in the College community;
- engaging parents and carers as active members of the school community;
- ensures that appropriate counselling, guidance and direction is available to students;
- consults with the College Counsellors and Heads of House to develop and maintain strategies for the pastoral care of student groups;
- liaises with the Secretary of Student Services and Heads of House to monitor student welfare issues and communicates relevant information to College staff;
- encourages relationships between staff and students which are mutually respectful and friendly;

## Administration Leadership by

- supporting the Principal in the induction and ongoing training and refresher training in all mandated training areas, including child safety and wellbeing in accordance with the requirements of relevant state/territory legislation, for all staff, relevant volunteers, and contractors;
- assisting the Principal to ensure 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;
- meeting regularly with the Principal to share information regarding staff, students and school matters;
- working cooperatively with external educational bodies and maintaining effective communication with them;
- supporting the implementation of school improvement processes and assisting the Principal in maintaining compliance with annual government and EREA reports;
- communicating competently and clearly with the school community;
- assisting the Principal in the development and implementation of the school's strategic plan;
- assisting the Principal in school organisation, preparation and coordination including staff meetings, college calendar, assemblies;
- overseeing special College functions – College masses, sporting carnivals, Edmund Rice Day, Graduation, Awards Evening, music/art/drama presentations.

## And

- Carrying out reasonable duties and tasks that may be assigned by the Executive Director and Principal from time to time.

# Key Selection Criteria

In the selection of a Deputy 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 registration in Tasmania or transferrable registration from another state;
- have (or be working towards) 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 EREA Deputy Principal Duties and Responsibilities);
- be able to demonstrate a willingness and ability to undertake the duties of the Principal (in cases of the Principal's extended absence).

## Highly Desirable Criteria

The successful applicant will:

- have successful experience in a leadership position (e.g. Head of Faculty, Dean of RE / Identity, Head of Pastoral Care) in more than one educational setting;
- have a proven ability to work in a collaborative environment as the leader of an executive team;
- be able to assist with the development of community amongst staff, students and parents;
- have experience in working with School Advisory Councils.

# Conditions of Employment

## Remuneration

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary at Deputy Principal Level 4 based on the Tasmanian Catholic Education Single Enterprise Agreement; an EREA loading of 15% of the base salary; and 10% superannuation.

For further information on the remuneration package for this 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 Deputy 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 Deputy Principal.

## Salary Packaging

The Deputy 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 Deputy 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.

## Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures adopted by the Employer. Five weeks is available in each five-year Contract period subject to application approval by the Executive Director. It is expected that the Deputy 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](mailto:recruitment@erea.edu.au). Please include a:

- Current CV;
- Covering Letter, outlining reasons for your interest in and suitability for the position (no more than 2 A4 pages).

Suitably qualified candidates will be notified and invited to submit a full application, including a written response to 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.

Employment is subject to compliance with COVID-19 Mandatory Vaccination requirements. Applicants must possess (or be eligible to obtain) and maintain a current Registration to Work With Vulnerable People.

All expressions of interest 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.

Any further questions or for more information, please contact EREA Recruitment at [recruitment@erea.edu.au](mailto:recruitment@erea.edu.au) or (03) 9426 3205.

**EXPRESSIONS OF INTEREST CLOSE 4.00pm (AEDT) MONDAY, 7 MARCH 2022.**

*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.*