



Ignatius Park College



DEPUTY PRINCIPAL APPOINTMENT 2024 INFORMATION PACKAGE



EDMUND RICE EDUCATION
AUSTRALIA

ABOUT IGNATIUS PARK COLLEGE

Ignatius Park College is an independent Catholic secondary school catering to approximately 1000 boys from years 7 to 12 and is located in Townsville. Ignatius Park College is a member of the Edmund Rice Education Australia Colleges network of 18 schools across Australia and 2 Early Learning Centre's in Queensland. Ignatius Park College has a tradition of academic, cultural, sporting, spiritual, and personal excellence by providing the highest standards of staff and facilities and opportunities for students in a caring Christian environment. The successful applicant will make a contribution to enhancing our engaging and innovative learning community.

OUR MISSION STATEMENT

Ignatius Park College is in partnership with families and the wider community, we strive to promote learning that encourages excellence within an inclusive curriculum framework based on Gospel values and inspired by the charism of Edmund Rice.

OUR VISION STATEMENT

Ignatius Park College, respectful young men who are inspired, lifelong learner and active participants in their community.

[Ignatius Park College Strategic Plan 2022 – 2025](#)



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ROLE DESCRIPTION

Commencing: Semester 2 (start date is negotiable)

Position Title: Deputy Principal, Ignatius Park College

Responsible to: Principal, Ignatius Park College

DUTIES & RESPONSIBILITIES OF THE DEPUTY PRINCIPAL

Deputy Principals of EREA schools, within EREA Colleges Ltd, are appointed by the Chief Executive Officer of EREA Colleges Ltd. The Deputy Principal provides leadership and supervision to staff and students of the school, working collaboratively with the Principal and 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 curriculum which promotes the holistic development of young people;
- providing leadership in the education of boys;



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- having knowledge and experience of high impact teaching strategies;
- 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 state/territory based 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 (Students) 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.

Relational Leadership (Staff) by

- adhering to the [EREA Code of Conduct](#);
- supporting the Principal in the recruitment, induction and ongoing formation and support of new staff to the school;
- supporting the Principal in playing a key role facilitating quality pastoral care, support and 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.

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;
- leading and collaborating with key staff in timetabling, scheduling, daily operations and administration;
- 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 implementation of the school's strategic plan.
- assisting the Principal in school organisation, preparation and coordination as required.

And

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



KEY SELECTION CRITERIA

In the selection of a Deputy Principal, Edmund Rice Education Australia Colleges and Ignatius Park College are 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 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);
- Demonstrate an ability to authentically lead a Catholic community in the Edmund Rice tradition, as evidenced by a strong commitment to the teachings and values of the Catholic Church and EREA, leading the religious life of the school, and building a vibrant Catholic identity within the school community.

Desirable Criteria

The successful applicant will:

- have successful experience in a leadership position at a senior level;
- 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 closely with a Principal and/or College Leadership Team.

CONDITIONS OF EMPLOYMENT

Remuneration

The remuneration package (in line with the EREA Colleges Framework for Remuneration) will include a base salary as per the guidelines for *Senior Leadership Salary, Deputy Principal (Catholic Employers Single Enterprise Collective agreement – Diocesan Schools of Queensland 2023-2026)*, an EREA loading, motor vehicle allowance, and superannuation.

Tenure

A five-year Contract is offered with the potential opportunity for a further five-year Contract.

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 Colleges Ltd. 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 Queensland.

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement.

Sick leave is portable between EREA schools nationally and arrangements relevant to the state of Queensland.

Annual leave for the Deputy Principal may only be taken in school holiday time but the Deputy 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. Five weeks is available in each five-year Contract period subject to application approval by the Chief Executive Officer.

APPLICATION PROCESS

Please address your application to the Regional Director of Education – QLD/ACT/TAS, EREA Colleges, Mr Peter Fullagar and email your application directly to ereacollegeshr@erea.edu.au

Your application should include:

- 1. Current CV**
- 2. Covering Letter**, outlining reasons for your interest in and suitability for the position (2 pages max)
- 3. A Written Statement**, outlining your reflection on the four domains of leadership listed in the Duties & Responsibilities of the Principal (eg Identity, Educational, Community and Administrative) (5 pages max).

Please submit the **Cover Letter** and **Written Statement** together in one PDF document (7 pages max in total).

Shortlisted candidates will be required to provide three nominated Referees, including a Priest Referee.

For a confidential conversation about the role, please contact Mr Peter Fullagar, Regional Director of Education – QLD/ACT/TAS, on 0402 317 203 or peter.fullagar@erea.edu.au.

APPLICATIONS CLOSE 5 May 2024

The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check. 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. 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.