



ST PAUL'S COLLEGE

Principal Appointment 2025 Information Package



OUR COLLEGE

St Paul's College is a co-educational Catholic school for students from Reception to Year 12 in the inner Northeast of Adelaide.

While our heritage is Catholic, we teach the universal values of respect, dignity, equality, compassion, truth, love and mercy.

ABOUT ST PAUL'S COLLEGE

St Paul's College is committed to four core values: Faith, Relationships, Excellence and Diversity. Affectionately known as FRED, these are the values on which our community of staff, students and families is built. Our values are underpinned by respect and humility and the belief that we must be of genuine service to others.

St Paul's College's common goal is to offer positive opportunities for growth through education. By opening hearts and minds through our pastoral care, academic and co-curricular activities we lift and liberate students and together with families produce young adults, committed to justice and solidarity as well as the pursuit of personal excellence.

St Paul's College is going through a significant period of growth since becoming co-ed in 2022. The College has grown to over 1,100 students and will be fully co-ed by 2026 when our Year 10 girls progress to Year 12. The College is likewise experiencing a great deal of growth in its physical resources with several plans in place for immediate and long-term developments.

Strategic Commitment

St Paul's College empowers each student to fulfil their God-given potential through active participation in an authentic Catholic Education. We nurture Christian leadership with a commitment to the Edmund Rice Education touchstones – Liberating Education, Inclusive Community, Gospel Spirituality and Justice and Solidarity. In this way families, students, staff, past students and our broader community experience a great sense of belonging to a community that values their voices and personal contribution, for the benefit of our great College community.

OUR STRATEGIC PLAN 2022-2025

St Paul's College commits to five strategic directions, achieved by 2026 through aspirational goals. These strategic directions motivate the College to lead our community in contemporary ways, as a Catholic co-educational College in the Edmund Rice tradition, during this most innovative period of St Paul's College.

Strategic Directions

- 1 Faith in Action**
Demonstrate contemporary and inclusive expressions of faith and spirituality in an Edmund Rice Tradition.
- 2 Rigorous and Liberating Education**
Measured and continuously improved learning outcomes as evidence of a rigorous and liberating education.
- 3 Thriving Co-Education**
Transform into a vibrant, inclusive, and authentic co-educational College that successfully and safely manages a significant increase in students and staff.
- 4 Empowered Voices**
An established norm that all past and present students, staff, and families have a meaningful voice within the College.
- 5 Resourcing and Sustainability**
Human, social, and built environments that are sustainable, ecologically aware, environmentally considerate and facilitate safe meaningful experiences for learners.



To learn more about St Paul's College

- St Paul's College website – [Click here](#)
- St Paul's College Strategic Plan – [Click here](#)
- 2022 School Performance Report – [Click here](#)
- College magazine – [Click here](#)
- St Paul's College policies – [Click here](#)

Date – April 2024

Position Title - Principal St Paul's College, Gilles Plains

Responsible to – Regional Director of Education – WA/SA

DUTIES AND RESPONSIBILITIES OF THE PRINCIPAL

Principals of EREA Colleges within Queensland, South Australia, Tasmania, and Western Australia are employed by EREA Colleges Ltd. 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 Colleges Ltd 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 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 (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;
- knowledge of Indigenous issues and culture.

CONDITIONS OF EMPLOYMENT

Remuneration

The remuneration package (in line with the EREA Colleges Framework for Remuneration) will include a base salary and allowances as per the guidelines for South Australian Principals; an EREA loading; motor vehicle allowance; and superannuation, along with the potential for a fully maintained employer provided motor vehicle under EREA guidelines.

Tenure

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

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 Colleges Ltd. 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 portable between EREA schools nationally and arrangements relevant to the state of South Australia.

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 Chief Executive Officer. 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

To apply for this role, email your application by 5pm, Monday, 13 May 2024 to ereacollegeshr@erea.edu.au

Please address your application to the Regional Director of Education – WA/SA, EREA Colleges, Mr Chris Leadbetter.

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).

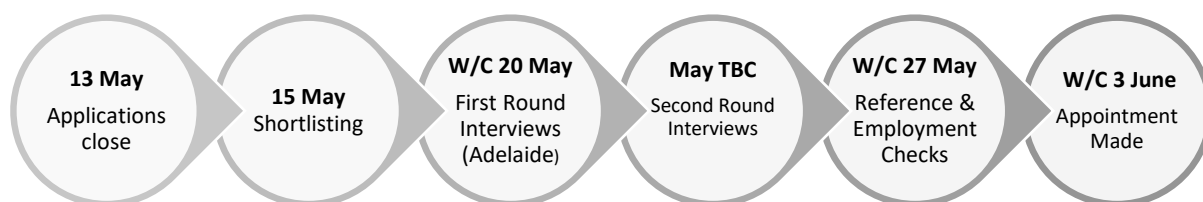
Shortlisted candidates will be required to provide three nominated Referees, including a Priest Referee.

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 a confidential conversation about the role, please contact Mr Chris Leadbetter, Regional Director of Education – WA/SA, on 0405 140 468 or chris.leadbetter@erea.edu.au.

For any enquiries about the process or submitting your application, please contact EREA Colleges Recruitment at ereacollegeshr@erea.edu.au.

APPLICATIONS CLOSE 13 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.