



*College Deputy Principal*

# Candidate Information Pack 2025



ST JOSEPH'S COLLEGE, GREGORY TERRACE

# ST JOSEPH'S COLLEGE, GREGORY TERRACE

St Joseph's College, Gregory Terrace (Terrace), is a Catholic Day School for young men from Years 5 to 12, founded by the Christian Brothers. Terrace is one of the nine Great Public Schools (GPS) in Queensland and, founded in 1875, is among the oldest.

The College has a long and rich history that now spans 150 years in the tradition of the Christian Brothers and their founder, Blessed Edmund Rice. Today the College is governed by Edmund Rice Education Australia Colleges Ltd.

Terrace has been nurtured by the Christian Brothers and their partnerships with lay staff and the wider Terrace Family. Their community is grateful for the vision, service and commitment of the Christian Brothers and they are proud of the thousands of Terracians who have contributed significantly to both Church and civil life locally, nationally and globally throughout our history.

Their College motto, *Servire Deo Sapere* or 'To Serve God is to be Wise' articulates their commitment to the formation of the 'Terrace Gentleman' to be a young man of faith and learning who will make a difference through knowledge, humility and wisdom.

## VISION

As a Catholic School in the Edmund Rice Tradition, they inspire young men in their lifelong pursuit of knowledge, humility and wisdom through a liberating Catholic education that is informed by the life of Blessed Edmund Rice.

## MISSION

As the Terrace Family, they commit to the formation and education of young men who will make a difference through service of God, the community and each other.

## VALUES

As a contemporary Catholic Faith community:

### Knowledge

The Celtic Cross represents their Irish Catholic heritage and their knowledge that God is a loving presence in their lives and in the lives of those they serve.

Like Blessed Edmund Rice, they challenge themselves and others to strive for personal excellence, using their knowledge and gifts in the service of others.

### Humility

The Star symbolises the light of faith created by the knowledge of the Gospels, inspiring them to become people of humility. Embracing humility means they develop true self-awareness of their strengths, areas for growth and where they need the courage to change.

Like Blessed Edmund Rice, they learn to respect themselves and others, celebrate inclusion and diversity and become more compassionate as they live a life of integrity and purpose.

### **Wisdom**

The Book of Learning symbolises wisdom and a personal relationship with Jesus Christ who is the beginning and end of all things. Wisdom may be drawn from Sacred Scripture and the Catholic tradition, from their knowledge and from the practice of humility, inspiring them to truly discern the best outcomes for themselves, others and their communities.

Like Blessed Edmund Rice, they pursue wisdom so they can advocate for the common good, liberating themselves and others to be the best that they can be.

## **STRATEGIC PLAN 2021-2025**

As the College moves *Towards 150*, the 2021-2025 Strategic Plan, in concert with the College Master Plan, seeks to set forth a vision for the College that honours the past, meets the needs of educating young men today and continues the traditions of good stewardship and legacy that have characterized the Terrace Family for generations. The Deputy Principal will work with the College Principal on the development and actioning of the next Strategic Plan which will set the vision for the years 2026 – 2030.

### **TO LEARN MORE ABOUT ST JOSEPH'S COLLEGE, GREGORY TERRACE**

St Joseph's College, Gregory Terrace website - [CLICK HERE](#)

Reconciliation Action Plan – [CLICK HERE](#)

The Touchstone – Weekly College Newsletter - [CLICK HERE](#)

St Joseph's College, Gregory Terrace Strategic Plan 2021 - 2025 - [CLICK HERE](#)

The *Terracian* - [CLICK HERE](#)

St Joseph's College, Gregory Terrace 2023 Annual Report - [CLICK HERE](#)

St Joseph's College, Gregory Terrace Policies and Reports - [CLICK HERE](#)

## POSITION DESCRIPTION

**DATE:** July 2025

**POSITION TITLE:** Deputy Principal, St Joseph's College, Gregory Terrace

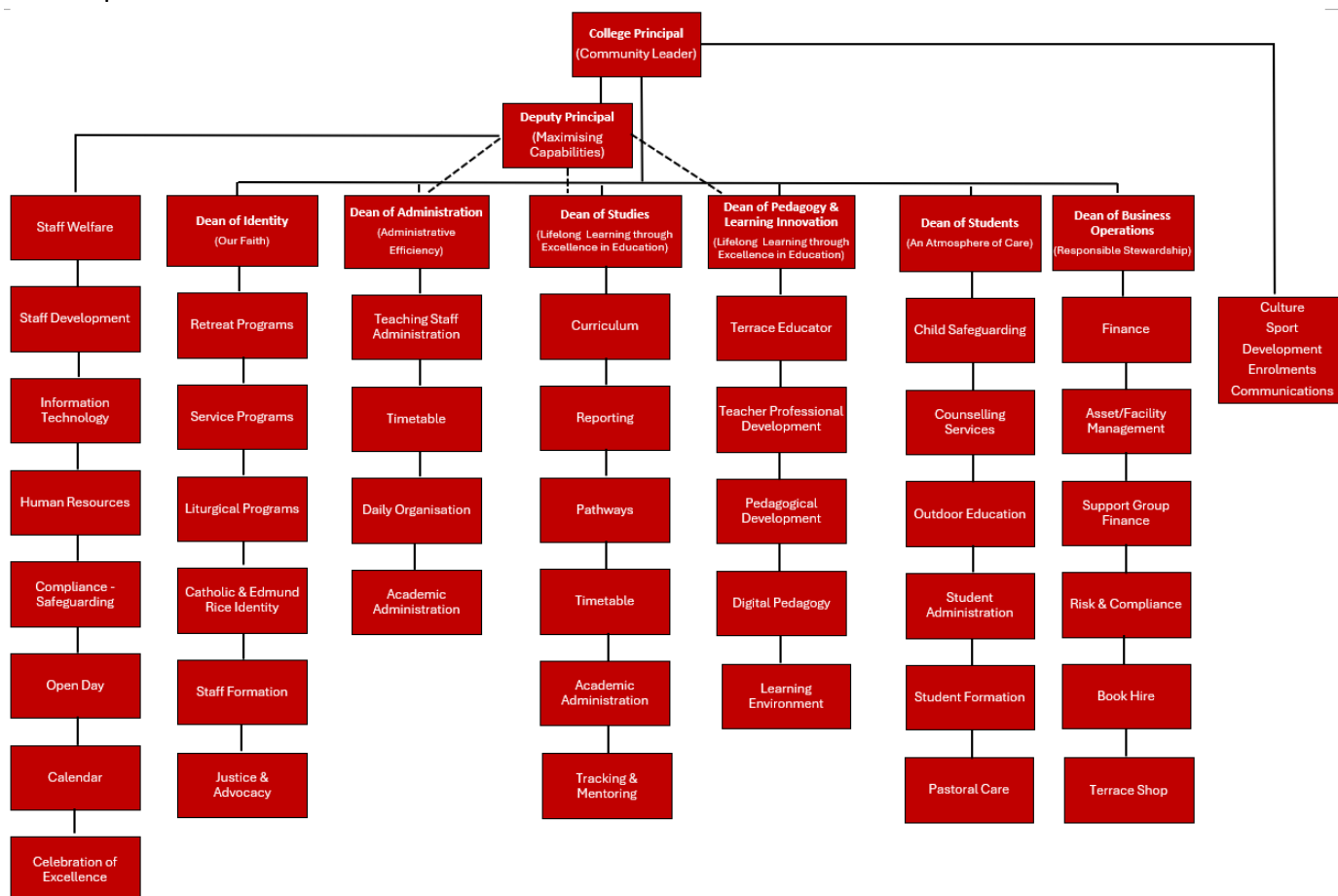
**RESPONSIBLE TO:** Chief Executive Officer, EREA Colleges Ltd

## DUTIES AND RESPONSIBILITIES OF THE DEPUTY PRINCIPAL

The Deputy Principal is responsible for working with the Principal in setting and adhering to strategic direction and operations whilst working to maintain the College's Edmund Rice charism and traditions. The Deputy Principal leads all aspects of employment, staffing, human resources and administration. The Deputy Principal applies their substantial knowledge and experience in all aspects of College operations strategically, providing the College with operational direction and development. The Deputy Principal directly oversees and advises a dedicated team of Deans and Directors and their respective portfolios and associated staff. The Deputy Principal is responsible for maintaining strategic integrity with respect to College-wide decision-making. The Deputy Principal oversees the College's commitment to best practice in child safeguarding and contributes strongly to Risk and Compliance strategy, policy and procedures. The Deputy Principal contributes strongly as a member of the College Leadership Team and assumes the role of Acting Principal in the absence of the Principal.

## ORGANISATIONAL STRUCTURE

The Deputy Principal is a member of the College Leadership Team and reports to the College Principal.



# KEY RESPONSIBILITIES

## Identity

- Give witness to the faith life of the Catholic Church
- Provide spiritual, religious and theological leadership for the school community
- Articulate the values, vision and mission of the College and EREA
- Ensure 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 legislation
- Promote a child safe culture and environment in accordance with the requirements of relevant state legislation
- Provide appropriate opportunities for formation programs for staff
- Integrate the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College

## Staff Welfare and Development

- Support the Principal in the development of strategies to manage and enhance staff welfare
- Work with the Dean of Pedagogy and Learning Innovation to develop and maintain a Professional Development Framework aimed at improving teaching and learning at the College
- Oversee and manage the content and production of the staff handbook and other staff induction materials in consultation with the Director of Human Resources
- In conjunction with the Director of Human Resources and other CLT members, enact a process of induction for new members of staff, and support the exit of staff leaving the College
- In conjunction with the Dean of Pedagogy and Learning Innovation, implement a process to support early career (first and second year) teachers to assist their successful transition and to fulfil the requirements of the Queensland College of Teachers
- In conjunction with the Director of Human Resources, lead the implementation of Charter-aligned staff appraisal processes for Middle and Senior Leaders, Teaching and Non-teaching staff
- Manage staff Professional Learning and work with the Dean of Pedagogy and Learning Innovation to develop protocols for accessing Professional Learning in alignment with an overall scope and sequence
- Maintain records of Professional Learning
- In consultation with a broad range of staff, develop, implement and maintain a Staff Wellbeing Framework to support the wellbeing of staff at the College
- Chair the Enterprise Bargaining Consultative Committee
- In consultation with the Principal, approve leave for teaching staff

## Staffing

- In consultation with the Dean of Administration and Dean of Studies, oversight of the College Timetable and its structure to meet the educational needs of the College determined in consultation with members of the College Leadership Team and appropriate staff
- Review of timetable structures in consultation with the College Leadership Team to facilitate the efficient delivery of the College's educational program

- In collaboration with the Human Resources Team, oversee all aspects of College recruitment including:
  - production of Position Descriptions
  - advertising strategy
  - shortlisting
  - interview panels and formats
  - referee checking
  - appointment and onboarding
- Provide advice to the Principal on appointments and staff changes

### **Organisation**

- Be responsible for organisational aspects of the College including:
  - plan and chair staff briefings and meetings
  - plan Student Free Days and Staff Weeks
  - plan Parent/Teacher/Student interviews
  - lead production of the College calendar
  - lead production of the College's Annual Report
- Communicate with parents regarding staffing matters, including issues of concern
- In collaboration with other members of the CLT, provide organisational support for school activities
- Lead the planning and production of significant College events including Open Day and Celebration of Excellence

### **Risk and Compliance**

- Oversee all compliance matters in consultation with the Risk and Compliance Team
- Lead the planning and implementation of the staff compliance training with the Human Resources and Compliance Teams
- Assist the Directors of Sport and Culture, Human Resources and Risk and Compliance Teams with processes for appointment, onboarding, training and payment of casual employees, coaches, etc
- Oversee compliance procedures to ensure legislative requirements are met
- Oversee and ensure data is updated and accurate in PolicyConnect in consultation with the Risk and Compliance Team
- Be a lead member of the Child Safeguarding team at the College

### **Teaching and Learning**

- Ensure strategic and operational planning takes place across all teams, with learning as a priority
- Support a diverse and flexible curriculum through adequate physical and human resourcing
- Promote learning and innovative teaching practices among teaching staff
- Support current pedagogical research within the curriculum
- Apply knowledge and experience in boys' education to enhance learning outcomes
- Ensure creative and optimal utilisation of staff, mindful of industrial compliance

### **Deputise for the College Principal**

- Provide support and advice to Principal in strategic matters and all areas of College life
- Act as the Principal in the Principal's absence
- Consult closely with the Principal to assist in the recruitment, selection and allocation of staff
- Contribute broadly across all portfolios to assist the College Principal with oversight of College operations

### **General**

- Actively participate in wider EREA, leadership and educational networks
- Engage in teaching duties, the nature and extent of which are at the discretion of the Principal
- Flexibility with working hours is an absolute expectation of this position
- Attend and contribute to College-directed professional opportunities
- Attend key College events, including but not limited to – Orientations, Liturgy and Mass, GPS events (including evenings and weekends), House events, Parent Information Evenings, Celebration of Excellence, Open Day, etc
- Senior Leaders are expected to regularly check and respond to emails and other communications in a timely and professional manner
- Attend events in the Principal's place as required
- The Principal may direct completion of other reasonable, relevant duties
- This position may be subject to reasonable modification to meet the College's operational needs

## **COMMITTEE MEMBERSHIP**

- College Leadership Team
- School Advisory Council
- Enterprise Bargaining Consultative Committee (Chair)
- IT Steering Committee (Chair)
- WHS Committee
- Risk & Compliance Committee
- Master Planning Committee
- Finance Committee
- Various event planning committees
- Attendance at, or membership of any other Committee, as directed by the Principal

## **WORKPLACE HEALTH & SAFETY**

The College is bound by the provisions of the Work Health and Safety Act 2011 (the Act) which provides the legislative framework for workplace safety in Queensland. It is the responsibility of each employee to be familiar with the College's policies and procedures associated therewith.

All Supervisors must ensure that no employee is required to undertake a task without adequate safety instructions and job specific training, but it is the responsibility of all staff to report all hazards and/or incidents/injuries through the online forms located on the College's Learning Management System. Any serious breach of the Act could lead to disciplinary action.



# SELECTION CRITERIA

## **Selection Criterion 1 – Qualifications**

- Current Queensland Teacher Registration
- Hold a formal Degree in Education and hold or be working towards attainment of Post-Graduate qualifications in Education
- Accreditation to Teach in Catholic Education
- Minimum 5 years' experience in at least one senior educational leadership position within a Catholic school environment
- Knowledge of senior school curriculum development in Queensland and Nationally

## **Selection Criterion 2 – Educational Leadership Experience**

- Evidence of professional leadership experience across the listed Key Responsibilities, with an emphasis on Safeguarding, Risk and Compliance and Human Resources
- Proven record of quality teaching and professional learning
- Evidence of highly developed leadership skills
- Evidence of experience in development and implementation of strategic thinking
- Demonstrated high-level skills with multi-tasking and the capacity to manage multiple complex aspects of the role simultaneously
- Experience in leading the implementation of educational change
- Experience in providing Professional Learning and guidance to teachers
- Proven experience and expertise in leading and managing all matters relating to Educational Human Resources
- High level of skill in the effective leadership of contemporary school-wide ICT solutions and capacity to learn new systems efficiently

## **Selection Criterion 3 – Personal/Professional Skills**

- Be a public face of the College and a living demonstration of its ethos, values and commitment to the pursuit of excellence to the Terrace Family
- Highly developed written and verbal communication skills
- Ability to maintain composure and respectful professional relationships while managing the pressure of multiple, often complex tasks and time constraints
- Ability to work autonomously while demonstrating sound judgement regarding the need to collaborate and confer with the College Principal
- Ability to work collaboratively to find creative solutions to problems
- Knowledge of best practice approaches in boys' education and child safeguarding
- Commitment to provide standards of excellence and willingness to update skills and knowledge as required
- Demonstrated commitment to the pastoral care of students
- Ability to work in and lead a team environment

## **Selection Criterion 4 – Catholic and Edmund Rice Ethos**

- A personal commitment to the Mission and Ethos of the College and a lifestyle aligned to this
- Demonstrated understanding of the ethos of a Catholic School in the Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of St Joseph's College as a Catholic School



# CONDITIONS OF EMPLOYMENT

## **Remuneration**

The remuneration package (in line with the EREA National Framework for Remuneration) will include a base salary as per the Queensland Catholic Education EBA; an EREA loading of 15% of the base salary; annual leave loading; and 12.75% superannuation.

## **Tenure**

A five-year Contract is offered with the opportunity for a second five-year Contract subject to satisfactory 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 Colleges. Southgate Salary Packaging Services, Paywise and Selectus are EREA Colleges' 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 only portable between EREA schools nationally and arrangements relevant to the state of Queensland.

## **Professional Renewal Leave**

Professional Renewal Leave will 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 of EREA Colleges. It is expected that the Deputy Principal will undertake an approved cross-cultural immersion experience during the first Contract period, preferably in the third or fourth year.

# 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](mailto:ereacollegeshr@erea.edu.au)

Your application should include:

1. **Current Resume**
2. **Covering Letter**, outlining reasons for your interest in and suitability for the position (no more than two pages)
3. **A Written Statement** of no more than five pages, addressing each of the Selection Criteria as outlined in the Information Package. In doing so, candidates are required to reference how their professional experience positions them to meet the Key Responsibilities of the role as outlined in this document.

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

All applications will be acknowledged within 24 hours by a response email from our EREA Colleges Mailbox. Please contact us on (07) 3737 6712 if you do not receive an acknowledgement of receipt.

For a confidential conversation about the role, please contact the Regional Director of Education QLD, ACT & TAS, Mr Peter Fullagar on 07 3737 6712 or via [peter.fullagar@erea.edu.au](mailto:peter.fullagar@erea.edu.au)

APPLICATIONS CLOSE 5pm (AEST) Thursday 7 August 2025

*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.*



**St. Joseph's College**  
**Gregory Terrace**

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