



St Edmund's College
Ipswich



EDMUND RICE EDUCATION
AUSTRALIA

Assistant Principal Students Appointment

Applicant Information Package 2022



St Edmund's College
Ipswich

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College Overview

St Edmund's College is a Catholic boys school located in Ipswich, providing education to 1044 secondary students from Year 7 to Year 12. Founded in 1892 it draws strength from more than 220 years of educational mission of the Christian Brothers nourished by the Charism of Blessed Edmund Rice.

As a school directly governed by the TRUSTEES OF EDMUND RICE EDUCATION AUSTRALIA, we strive to offer a *liberating education*, based on a *gospel spirituality*, within an *inclusive community*, committed to *justice and solidarity*, as expressed in the Charter for Catholic Schools in the Edmund Rice Tradition. (<https://www.Trustees of Edmund Rice Education Australia.edu.au/about-us/the-charter>)

As a Catholic school in the Edmund Rice Tradition, St Edmund's College strives to meet the needs of all students and their families by creating opportunities that provide for their spiritual, academic, cultural, service and sporting needs, within a strong community environment and creatively, in a compassionate Catholic context. Our community empowers young men to engage in critical reflection leading to positive action for our world.

St Edmund's College is an inclusive community, enriched by Ipswich culture and grounded in the Edmund Rice Tradition, which strives to educate and inspire our young men to live simply and to make a difference.

The Academic and Pastoral Programs seek to engage staff and students in learning and teaching that is appropriate for the developmental and age level of the students in the College. Students are encouraged to be involved in all areas of College life, including the many co-curricular activities offered through Service, Sport and Cultural activities.

For further information about St Edmund's College, please visit www.sec.qld.edu.au

Position Description

THE PRIME PURPOSE OF THE POSITION

The **Assistant Principal Students** is responsible for expressing leadership that gives authentic witness to the four Edmund Rice Education Australia (EREA) Touchstones of Liberating Education, Justice and Solidarity, Gospel Spirituality and Inclusive Community. The fulfilment of their Senior Leadership role is shaped and informed by the College Strategic Directions and Priorities and Annual Improvement Plan Goals. They are a member of the College Leadership Team responsible for providing a contemporary, stimulating, safe and supportive learning environment that caters for the educational needs of all St Edmund's College students.

ORGANISATIONAL RELATIONSHIPS

The **Assistant Principal Students** is appointed by the Principal and is responsible in the first instance to the Deputy Principal and then the Principal. The role holder will work collaboratively as part of the College Leadership and Pastoral Teams.

KEY ACCOUNTABILITIES

1. Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities
2. Lead the College Pastoral Program in the provision of care and support to students
3. Lead and continue to develop the *Eddies' Men Can* Student Formation Program
4. Lead the Pastoral Support Team and develop the leadership capacity of the Pastoral Deans
5. Seek to improve student outcomes as part of a collaborative Middle Leadership Team
6. Lead the Responsible Thinking Process
7. Foster right relationships

DUTY STATEMENTS

The **Assistant Principal Students** will -

1. **Enliven the EREA Charter as expressed through the College Strategic Directions and Priorities**
 - Be committed to the goals, ethos and Mission of the College as a Catholic School in the Edmund Rice tradition
 - Have an awareness of and support for the Charter and key Edmund Rice Education Australia (EREA) policies, procedures and practices, along with other legislative and legal requirements of the College
 - Advocate inclusive education processes and policies
 - Display a high level of professional competency and ensure that behaviour and personal presentation reflect College values and professional expectations
 - Strive to live a lifestyle which, by its witness and example, is compatible with Gospel Values
 - Be committed to self-development and ongoing professional development
 - Be committed to building the St Edmund's College community
 - Have knowledge and awareness of applicable Workplace Health and Safety and Risk Management requirements and Equal Opportunity and Anti-Discrimination requirements
 - Respond to the operational needs of the College and to other duties as directed by the Principal or delegate
 - Contribute to the overall pastoral leadership of the College through active, and reflective participation in staff and pastoral Middle Leadership meetings
 - Have excellent interpersonal skills and highly proficient IT skills.

2. Lead the College Pastoral Program in the provision of care and support to students

Support and Formation of Students

- Provide whole of school leadership for the care of students and establish processes that monitor students' pastoral development and overall welfare
- Manage the production and implementation of College policies regarding the pastoral needs of students
- In collaboration with the Assistant Principal Community and Mission be responsible for a coordinated Leadership Development Program throughout all year levels, especially leadership in Year 12
- Maintain a high profile with students through regular contact both formally and informally
- Be responsible for the College Child Protection Program, including acting as a Student Protection Contact and ensuring the College complies with all EREA and legislative requirements
- Liaise with the College Counsellors, external referral agencies, community services and the College Student Support Services to support student development and welfare
- In liaison with the Assistant Principal Curriculum establish processes that monitor students' academic and pastoral development
- Establish structures that allow cyclical review of the Pastoral Program and structures

Student Management

- Be proactive in developing a positive tone among the students
- Develop a well-graded College Behaviour Management Policy and Code of Conduct
- In collaboration with the House Deans, be responsible for standards of student dress, conduct, language and social behaviour
- Oversee and manage the maintenance of clear and accurate records of student issues
- Oversee the operation of the Student Office including First Aid and lockers
- In consultation with the staff member responsible oversee the following activities related to the Pastoral Program:
 - Year 7 Orientation Day
 - Year 7 Induction First Day
 - *Eddies' Men Can* Lessons
 - Camps
 - House Choir Competition
 - Year 10 Rite Journey Program
 - Year 11 Semi-Formal
 - Year 12 Formal
 - Year 12 Valedictory Mass and Dinner
 - Year 12 End-of-Year Program
- Oversee the maintenance of the College attendance registers and the implementation of procedures for monitoring absenteeism and following up of unexplained absences
- Respond to reports of misbehaviour beyond College grounds, e.g. public transport
- Oversee the orientation and induction of new students to the College

Leadership of Staff

- Develop, inform and train staff in policies which support the growth and well-being of students and ensure that such policies are implemented and reviewed on a regular basis
- Ensure that classroom management practices are clearly articulated and implemented
- Support staff in their daily responsibility in maintaining effective student management

Communication with Parents

- Inform and support parents and caregivers in issues pertaining to boys' education
- Inform and support parents and caregivers about ways they can assist in their sons' education
- Inform parents and caregivers about policies and guidelines as they relate to student welfare, conduct and discipline
- Communicate regularly with the entire parent body and individual parents as required

3. Lead and continue to develop the *Eddies' Men Can* Student Formation Program

- Oversee the continued development and evaluation of lessons within the *Eddies' Men Can* (EMC) Student Formation Program
- Provide leadership in supporting the Pastoral Deans to ensure weekly lessons are well planned, relevant, appropriately resourced and fit into a sequential order in the EMC journey
- Ensure the EMC program is grounded in the EREA Touchstones
- Clarify the role and responsibility of EMC teachers

4. Lead the Pastoral Support Team and develop the leadership capacity of the Pastoral Deans

Lead the Pastoral Support Team

- The Pastoral Support Team is made up of the Director of Inclusive Education, College Counsellors, Pastoral Team Assistant and Inclusive Education Assistant
- The Team is chaired by the Assistant Principal Students and is responsible (in collaboration with the Pastoral Deans) for the care and additional support of the most at-risk students in the College
- The role of the Assistant Principal Students in this team is to:
 - Chair the weekly meeting
 - Facilitate case management discussion regarding all counsellor referrals (including referrals for cognitive assessment)
 - Ensure all assessment reports are disseminated to the appropriate teaching and Inclusive Education staff
 - Ensure the communication lines between the Counselling Team, Inclusive Education Team and Pastoral Team remain open and collaborative
 - Liaise with the College Counsellors and oversee the work of the Counsellors in providing support to students, staff and parents

Develop the Leadership Capacity of the Pastoral Deans

- Assist the Pastoral Deans to achieve the following responsibilities:
 - Ensure the dignity of each student is respected when applying the College Student Behaviour Support processes
 - Set an example within the College of best practice for the Student Behaviour Support processes
 - Develop the capacities of Homeroom Teachers to be effective pastorally in supporting student wellbeing within the College
 - Ensure all staff have an alignment with the pastoral framework and College Student Behaviour Support processes through collegial support, advice, observation and facilitation of reflective responses to issues as they arise
 - Ensure all staff in their House are confident and proficient with the application of the College Behaviour Support processes
 - Foster a safe environment for teachers to critique, self-reflect and evaluate their professional conduct and student support practices
- In collaboration with the Pastoral Deans, be responsible for standards of student dress, conduct, language and social behaviour
- Where appropriate communicate with parents and other key stakeholders regarding issues relating to student wellbeing
- Provide intervention for students in need of additional behaviour support as required

5. Work collaboratively with the team of Directors to improve student outcomes

- In conjunction with the Directors of Middle and Senior Schools, Director of Pathways, Director of Inclusive Education and the Coordinator of Data and Analysis, monitor and track student performance, attendance and behaviour
- Champion the use of data to inform pastoral practices at the College
- Contribute to the effective operation of the Outcomes Teams in collaboration with the Assistant Principal Learning and Teaching and the Deputy Principal
- Actively seek to be informed by data and evidence to engage relevant stakeholders in professional dialogue centred on educational growth and targeted strategies for improvement
- In collaboration with the Assistant Principal Learning and Teaching and Deputy Principal assist in processes associated with the Nationally Consistent Collection of Data on School Students with Disability (NCCD)

6. Lead the Responsible Thinking Process and Responsible Thinking Classroom

- Oversee the effective management and operational procedures of the Responsible Thinking Process and Responsible Thinking Classroom
- Regularly liaise with the Responsible Thinking Coordinator regarding the management of the Responsible Thinking Process and Responsible Thinking Classroom
- Engage other key stakeholders within the community to ensure the effectiveness of the Responsible Thinking Process
- Provide effective and timely communication with key stakeholders
- Oversee the induction of new staff to the Responsible Thinking Process at the beginning of each year
- Oversee the ongoing professional development of staff in the application of the Responsible Thinking Process and understanding of Perceptual Control Theory

7. Foster right relationships

- Role-model best practice in developing trusting authentic relationships with key stakeholders
- Witness through their actions the techniques and attributes of the Restorative Practices model
- Assist staff in the application of the Responsible Thinking Process
- Uphold right relationships in all that they do
- Set an example within the College of best practice for the Student Behaviour Support processes

General Duties

- Report to the College Board on Student matters as required by the Principal
- Actively participate in wider leadership, educational and pastoral networks
- Engage in teaching duties, the nature and extent of which are at the discretion of the Principal
- Undertake other activities as required by the Principal from time to time
- Assist the Principal as required in the recruitment, selection and allocation of staff

Selection Criteria

In the selection of an Assistant Principal Students, St Edmund's College 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 the Church through Catholic education in the Edmund Rice tradition.

Essential Criteria

The successful applicant will:

- Have a personal commitment to the ethos of Catholic Education, and to faith leadership in St Edmund's College
- 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 relevant teaching qualifications and post graduate qualifications in education
- Have a demonstrated knowledge and understanding of, as well as experience in, pastoral and educational programs or structures that support students, particularly in relation to student formation, health and wellbeing
- Have the capacity to innovate and implement pastoral and educational initiatives to support the formation of students in a collaborative, team-based setting.

Desirable Criteria

The successful applicant will:

- Have experience in teaching, including religious education, as well a number of teaching and learning contexts
- Have experience in strategic leadership in a school setting
- Have an ability to develop and lead high functioning teams
- Demonstrate excellent communication skills in both spoken and written forms
- Exhibit highly developed interpersonal and relational skills in the context of relating to staff, students, parents and community groups.

Conditions of Employment

Employer: Edmund Rice Education Australia on behalf of St Edmund's College, Ipswich, QLD, 4305
St Edmund's College: www.sec.qld.edu.au
Edmund Rice Education Australia: www.erea.edu.au

1. EMPLOYMENT

This is a Senior Administrative Position and the appointment is in accordance with provisions of the Senior Administration and Positions of Added Responsibility Schedule 6 of the Teachers Award Non-Governmental Schools 2003. The successful applicant will be part of the College Leadership Team and will hold current Queensland College of Teachers registration.

2. TERM

The appointment is for a fixed term of five (5) years commencing on 10 January 2022 and ending on 11 January 2027, with a potential five (5) year appointment extension, subject to a satisfactory review, at the conclusion of the first five (5) years.

3. RELATIONSHIP WITH EDMUND RICE EDUCATION AUSTRALIA

The successful applicant for the role of Assistant Principal Activities will be responsible to the Principal of St Edmund's College, Ipswich, Qld, who has delegated authority from the Executive Director, Edmund Rice Education Australia.

4. REMUNERATION

The salary for the position is set out in the Schedule of Salary and Conditions. The salary will be paid fortnightly in arrears by direct bank transfer to the employee's account.

Salary packaging arrangements via salary sacrificing is available to employees within Edmund Rice Education Australia in accordance with the procedures of the employing authority.

Superannuation and other benefits will be calculated at the nominal (higher) rate of salary, rather than at the actual (sacrificed) rate.

Further adjustments will be made periodically in line with salary movements in the Teachers Award Non-Governmental Schools and the Certified Agreements applying to schools operated by Edmund Rice Education Australia.

5. DUTIES

The duties of this role will be determined by the Principal of the College. Please refer to the Role Description: Assistant Principal Activities. These duties may vary from time to time, in keeping with the emerging needs of the school. The employee will be consulted prior to such changes being implemented.

6. HOURS OF DUTY

The successful applicant will be expected to devote the requisite hours to the role and its duties. While some flexibility exists in respect of the hours of duty, generally the successful applicant will be required to be present at the College during school hours. Flexible hours and flexible starting and finishing times are required consistent with the requirements for the position.

7. LEAVE

- i) Vacation leave will be normally taken at times when the College is not operating for students. Leave will be negotiated (if required) with the Principal. Leave loading will be paid on four weeks' salary per annum.
- ii) Sickness Leave will be available and accrue at the rate of ten (10) days per annum.
- iii) Long Service Leave will accrue at the rate of 1.3 weeks per annum on the terms and conditions of the Long Service Leave Agreement applicable to Catholic employing authorities in Queensland.
- iv) Study leave is not provided except where the successful applicant is undertaking further tertiary study. In this instance, release time for attendance at exams or to complete assignments can be negotiated with the Principal. This release time will not exceed five (5) days per annum.

8. PERFORMANCE REVIEW

During the term of appointment, the successful applicant will be supported in the role by processes of review and ongoing assistance both formally and informally. There will be a formative review in the first year of this appointment and a summative appraisal in the final year of this five-year contract.

9. PROFESSIONAL DEVELOPMENT AND SUPERVISION

The successful applicant is required to seek means to maintain and develop personal formation and professional expertise in areas relevant to the position. Regular supervision by a qualified professional not formally connected with any school operated by Edmund Rice Education Australia is mandatory and is paid for by St Edmund's College. Other costs associated with professional development are negotiated with the Principal. If accompanied by a spouse or other family member, all costs of travel, accommodation and attendance by your spouse or family member will be met by you.

10. TRAVEL COSTS

In the event that the successful applicant is required to travel on business associated with the role of Assistant Principal Student reasonable travel costs, as approved by the Principal, will be met by the employer.

11. DECLARATION ON LEGAL REQUIREMENTS FOR THE POSITION

It is a mandatory condition of employment that -

- a. The successful applicant makes a declaration regarding any previous criminal history.
- b. You hold and maintain current registration with the Queensland College of Teachers.
- c. You are eligible to work in schools amongst children and young adults.
- d. The successful applicant is required to successfully complete five (5) hours of in-service in Child Protection on appointment and two (2) hours in-service every two years.

15. TERMINATION

A Contract of Employment may be terminated on one month's notice by either party: except in an instance of serious breach of conduct. Please refer to the Edmund Rice Education Australia *Code of Conduct*.

16. ETHOS

Each employee of Edmund Rice Education Australia is required to uphold and promote the ethos and mission of Edmund Rice Education Australia. Please refer to the document *A Charter for Catholic Schools in the Edmund Rice Tradition* and supporting documents available on the Edmund Rice Education Australia website: www.erea.edu.au

SCHEDULE OF SALARY AND CONDITIONS

1. Base Salary

The salary for the position of **Assistant Principal Activities** is to be negotiated, in accordance with the Catholic Employing Authorities Single Enterprise Collective Agreement – Religious Institute Schools of Queensland 2019 to 2023: *Senior Leadership Salary*.

Minimum Level: \$130,516. (Appointment to a higher Level may be negotiated)

Increases are in accordance with the relevant industrial awards or agreements.

2. Superannuation

The Employer contribution rate for Superannuation is 10% without an employee co-payment. An employer contribution rate of 10.75%, 11.75% or 12.75% is available with an employee co-payment contribution of 3%, 4% or 5% respectively. An individual application is required to access these options.

3. Motor Vehicle

The Employee will be assisted with the running costs of a personal motor vehicle in the conduct of College business or provided with a fully maintained College vehicle if available.

The College vehicle must be available for College use if required.

The Employee is not entitled to the vehicle when on long-term leave without pay.

4. Mobile Telephone

A mobile telephone will be provided by the Employer for the Employee's use and the Employer will meet the costs of the ongoing rental of the telephone and any business related calls.

5. Computer

A laptop computer will be provided.

6. Salary Packaging

Salary packaging via salary sacrificing is offered to employees in accordance with the procedures of the employer.

Application Process

Applications should be addressed to Mr Ray Celegato, St Edmund's College Principal and can be emailed to secmail@sec.qld.edu.au. Please include a -

- Curriculum Vitae
- Covering Letter, outlining reasons for your interest in and suitability for the position (no more than two pages)
- Written response to Selection Criteria (no more than two pages)
- Completed Application Form

All applications will be acknowledged by reply email.

Please contact us on (07) 3810 4400 if you do not receive acknowledgement of receipt within 7 days.

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.

Current registration with the Queensland College of Teachers is essential for this position.

Please contact Ray Celegato, St Edmund's College Principal, for further information.

Phone - (07) 3810 4400

Email – rcelegato@sec.qld.edu.au

APPLICATIONS CLOSE MONDAY 25 OCTOBER 2021.

Edmund Rice Education Australia is an Equal Opportunity Employer



ST EDMUND'S COLLEGE

