



Principal Appointment 2025 Information Package



OUR COLLEGE

St James College is a Catholic coeducational college for Years 5 - 12 in the Edmund Rice tradition. It is a unique place of faith and learning excellence of 21st-century skills and capabilities, as inspired by the college mantra: Global Learning and Achieving Aspirations.

OUR VISION

We are about achieving aspirations through education and ensuring that every student achieves excellence and is ready to confidently take their place in the world equipped with skills needed for their future.

As a multinational campus, we welcome families from many faith traditions and encourage strong ecumenical and interfaith understanding. With many international families enrolling at the college, our cohort represents all corners of the globe, allowing students the opportunity to form worldwide friendships.

At the forefront of contemporary education, St James College blends extensive offerings in academic and vocational subjects with rich and innovative curriculum support programs tailored to meet the needs of every student.

OUR MISSION

St James is exemplary in demonstrating the Edmund Rice core values in a practical and real sense of offering inclusive and affordable education opportunities, particularly in reaching the marginalised including students who have sought asylum and refuge in Australia.

In addition, these values underpin a strong supportive educational and well-being environment, actively supporting students to grow socially, emotionally, and academically.

The core values held by the St James College community are founded in the Gospels and their expression within the framework of the four Touchstones of the Charter for Catholic Schools in the Edmund Rice Tradition.

OUR CORE VALUES

OUR MOTTO: FOREVER FAITHFUL

COMMUNITY

We strive to create an environment of welcome and belonging underpinned by a commitment to building positive and life-giving relationships.

HOPE

We commit to hope for a future that is informed by a focus on individual aspirations and the flexibility to meet the needs of students, staff and the community.

OPPORTUNITY

We commit to empowering all members of the community to realise present and future possibilities and to embrace opportunity.

INCLUSIVITY

We actively value, encourage and celebrate the diversity of those within our community through just and authentic relationships.

STRATEGIC DIRECTIONS 2022-2025

The following key priorities have specific objectives and goals developed in the St James College Strategic/Operational Plan 2022 – 2025:

- Leadership
- Industry Pathways
- Culture
- Wellbeing and Identity
- College Facilities
- Innovative Vision
- Teaching and Learning

To learn more about St James College, Brisbane

- St James College website – [Click here](#)
- St James College Operational Plan 2022 – 2025 [Click here](#)
- St James College Master Plan and Strategic Plan August 2021 (*Addendum 01 – Proposed Property Acquisition Master Plan*) – [Click here](#)
- St James College Master Plan and Strategic Plan May 2020 – [Click here](#)
- St James College Annual Report 2022 – [Click here](#)
- St James College Newsletter – [Click here](#)
- St James College policies – [Click here](#)



Position Description

Date – April 2024

Position Title - Principal St James College, Brisbane

Responsible to – Regional Director of Education – QLD/ACT/TAS

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 as per the guidelines for Queensland Principals; an EREA loading; an allowance for co-curricular responsibilities; 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 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 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

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).

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 5pm, Friday, 17 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.