



ST JOSEPH'S  
**NUDGENE**  
COLLEGE



**DEPUTY PRINCIPAL APPOINTMENT 2025**

**INFORMATION PACKAGE**

# ABOUT ST JOSEPH'S NUDGEES COLLEGE

St Joseph's Nudgees College is a Catholic day and boarding school in the Edmund Rice tradition for boys in Years 5 to 12. Located on spacious grounds in Boondall, the College has a current enrolment of over 1,700 students, including 300 Boarders, supported by over 450 teachers and support staff. The College caters for students from the local Brisbane area, regional and remote Queensland, interstate and overseas, and upholds the values of Edmund Rice Education Australia (EREA) in providing quality Catholic education to students.

Since its establishment in 1891, Nudgees College has developed a proud reputation as a school in which fine young boys grow and develop into outstanding young gentlemen.

For further information about the College, please visit [www.nudgees.com](http://www.nudgees.com).



# POSITION DESCRIPTION

## Deputy Principal

The Deputy Principal is responsible for the strategic direction and operations, all aspects of employment, staffing and administration. The Deputy Principal assumes the role of Acting Principal in the absence of the Principal. The Deputy Principal applies their substantial knowledge and experience in school administration strategically, providing the College with operational direction and development. The Deputy Principal directly oversees a dedicated team of Directors and Managers and their respective portfolios. The Deputy Principal is responsible for maintaining strategic integrity with respect to College wide decision-making. The Deputy Principal contributes as a member of the College Leadership Team and leads the Senior Leadership Team.

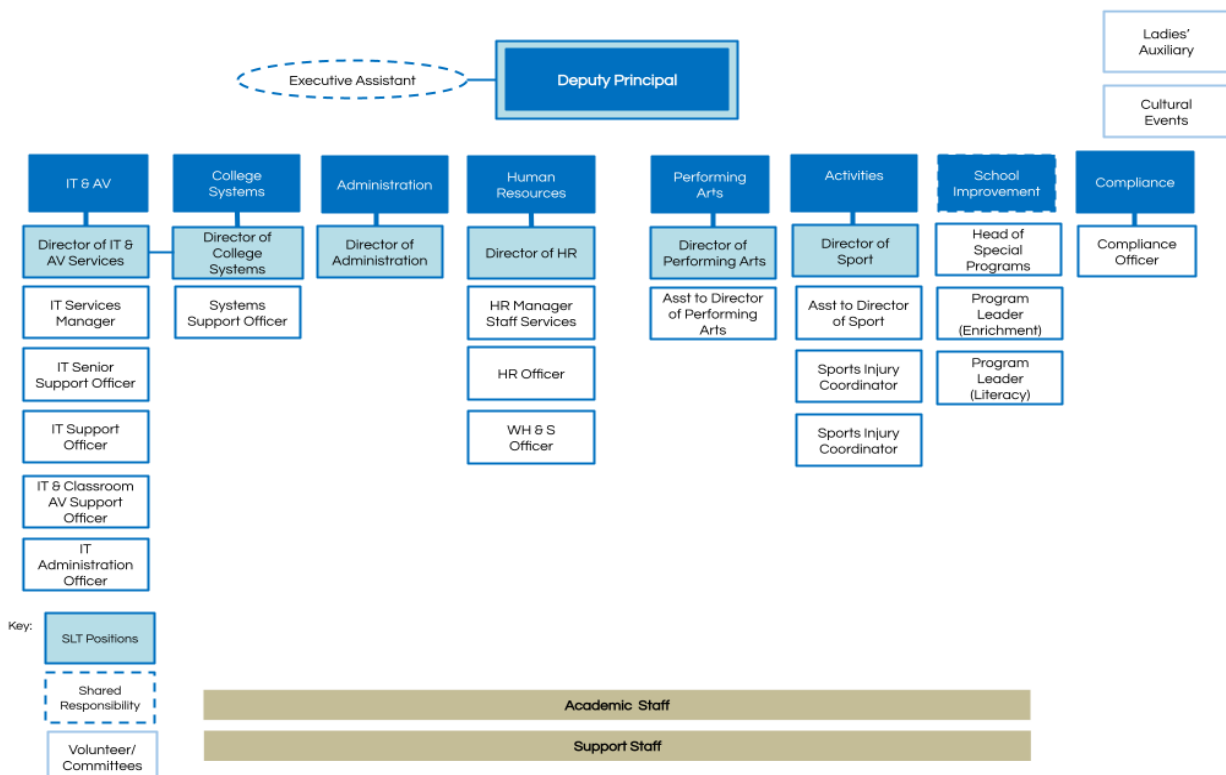
## Team Information

This position is a member of the College Leadership team, and reports to the Principal.

The College Leadership Team (CLT) provides senior leadership for all employees and students at the College. The Principal leads the CLT, which consists of the Deputy Principal, Dean of Operations, Dean of Identity, Dean of Learning & Teaching and Dean of Students. The CLT meet regularly to collaborate on day-to-day operational decisions, to advise the Principal, to plan the implementation of strategic initiatives and to plan for future needs. The CLT ensure that as a school community, we remain true to our identity and mission as a Catholic school in the Edmund Rice tradition.

## Key Professional Relationships

College Principal, College staff, EREA Director of Schools - QLD, EREA Deputy Principals.



## **Primary Duties**

### Significant Duties

- Support the Principal in his leadership of the College.
- Support and uphold the philosophy of Catholic Education in the Edmund Rice tradition.
- Lead the administrative function of the College.
- Maintain a leadership presence on campus.
- Establish and maintain clear expectations and standards for all staff in their work at the College.

### Management of the College

- Monitor accountabilities across all staff areas.
- Collaborate with key stakeholders to ensure effective school management through delegation.
- Implement strategies for efficient and effective management of all school activities.
- Employ a range of technologies to monitor and manage the school environment.
- Provide educational leadership in design and construction of playgrounds, classrooms and workspaces in consultation with architects and other groups.
- Plan and create an organisational structure which reflects the College's values and goals.
- Manage leave processing and staffing in a just, compassionate and accountable manner, which optimises the quality of learning outcomes.
- Attract, develop, retain and deploy the best available staff to meet College needs.
- Ensure risk assessments are conducted on all applicable activities across or involving the College or staff.
- Inform staff regularly through staff updates, newsletter articles and personal communications.
- Ensure College decision-making is just.
- Administer the placement of staff in workspaces across the campus;
- Promote a child safe culture and environment in accordance with the requirements of relevant state/territory legislation;
- Demonstrate a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect children and young people;

### Leading Improvement, Innovation and Change

- Oversee and manage College compliance processes in consultation with the Compliance Manager
- In partnership with the Principal and Dean of Operations develop the College's Master Building Plan.
- In consultation with the College Leadership Team, develop and implement a cyclic program of review to support school renewal based on the Strategic Plan
- Implement strategies to improve communication across all teams.
- Undertake school effectiveness research and implement learning outcomes to benefit the College.
- Develop quality assurance and review strategies.
- Manage the processes involved with the accreditation of the College by NSSAB
- Lead the introduction of emerging technologies to enhance teaching, learning and administration.
- Encourage and promote team planning and operational goal setting.



- Nurture the College's mission and strategic directions by ensuring widespread understanding and buy-in.
- Recognise and affirm staff who are innovating for the benefit of the College community.
- Develop a culture of optimistic problem-solving amongst leadership teams.
- Contribute to a spirit of welcoming and hospitality within the school.

### Leading, 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/innovative teaching for students.
- Support current pedagogical research within the curriculum.
- Apply knowledge and experience in boys' education to enhance learning outcomes.
- Support effective technology use within classrooms to enhance learning experiences in consultation with the Director of IT/AV Services.
- Ensure an effective timetable is maintained, which meets the curriculum and the needs of our students.
- Ensure creative and optimal utilisation of staff, mindful of industrial compliance.

### Developing Self and Others

- Oversee the College's Performance and Professional Growth plan
- Promote personal/continuing professional development through overseeing an effective CPD program.
- Lead by example, maintaining optimal health and well-being, along with an effective work-life balance.
- Lead the learning community by presenting at assemblies and gatherings.
- Provide opportunities for understanding of cultural and social diversity.
- Promote and support adaptation of the student formation program to include men's health research.
- Participate in teacher feedback and appraisal through classroom observations.
- Ensure clarity of lines of reporting, accountability and delegation for all applicable staff.
- Ensure sportsmanship, participation, performance, team development and collective intelligence are central to the Sport and Activities program through the support and guidance of the Director of Performing Arts and Director of Sport.
- Promote positive staff, student and parent interpersonal relationships based on Gospel values.
- Identify current challenges for individual staff and seek positive solutions in collaboration with others.

### Engaging and Working with the Community

- Develop and maintain positive partnerships with staff, students and parents.
- Actively support the implementation of the College's Reconciliation Action Plan (RAP).
- Support the ongoing development of a College social-justice program.
- Establish clear expectations for all staff with respect to appropriate communication.
- Seek feedback from parents, staff and students regarding College effectiveness.
- Lead production of significant College community events, including Awards Night, Open Day, and Parent Information Evenings.
- Mediate staff, parent and community issues to resolution, allowing all views to be heard.
- Inform the community on relevant matters within the Deputy portfolio through newsletter articles and other writing as required.



- Support staff in need with sensitive/personal matters, maintaining open, honest and courteous lines of communication and access.
- Ensure 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;
- Represent the College on the following committees or community groups:
  - o SLT (chair)
  - o WHS Committee
  - o Finance Committee
  - o Master Planning Committee
  - o Ladies Auxiliary
  - o Arts Committee
  - o College Consultative Committee (Chair)
  - o College Board, as required

### **Expected Knowledge, Attributes and Competencies**

- Comprehensive working knowledge of pedagogy.
- Leadership experience and skill in a school or whole staff environment.
- Demonstrated commitment to ongoing professional learning.
- Professional engagement with colleagues, parents and the community.
- Outstanding communication skills.
- Effective situational awareness and decision-making ability.
- Highly developed emotional intelligence.

### **Position Details**

- This position is a Full-Time position.
- The appointment is for an initial period of five years, with reappointment of a further five years following a successful review.
- This position aligns with the current Catholic Employing Authorities Single Enterprise Collective Agreement.
- The remuneration package for this position includes salary, EREA loading, superannuation, and College vehicle.

### **Additional Factors**

- Flexibility with working hours is an absolute expectation of this position.
- Attend and contribute to College-directed professional development opportunities.
- Attend key College events, including Orientations, Investiture Mass, GPS Championships, Awards ceremonies, House Masses, Parent Information Evenings, parent functions, and Saturday sports.
- Leadership staff are expected to regularly check and respond to emails and other communications in a timely and professional manner.
- The Principal may direct the completion of other reasonable, relevant duties.
- The College reserves the right to modify this position to meet its operational needs.



# KEY SELECTION CRITERIA

In the selection of a Deputy Principal, Edmund Rice Education Australia Colleges 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 an active member of the Catholic Church with a strong commitment to promoting the teachings of the Church;
- 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 full teaching registration in Queensland or transferrable registration from another state;
- have (or be working towards) 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 EREA Deputy Principal Duties and Responsibilities);
- be able to demonstrate a willingness and ability to undertake the duties of the Principal (in cases of the Principal's extended absence).
- have experience as an educational leader in a position of added responsibility/leadership role within a school.

## Desirable Criteria

The successful applicant will:

- have successful experience in a leadership position (e.g. Head of Faculty, Dean of RE / Identity, Head of Pastoral Care) in more than one educational setting;
- have a proven ability to work in a collaborative environment as the leader of an executive team;
- be able to assist with the development of community amongst staff, students and parents;
- have experience in working with School Advisory Councils/Boards;
- be professionally competent, ensuring day-to-day behaviours/presentation reflect school values;
- have substantial knowledge and experience of curriculum initiatives and development in boys' education;
- have demonstrated excellence in school leadership roles, reflecting integration of pedagogy and pastoral care, particularly as it applies to the education of boys;
- have success and experience in staff management and employment processes;
- have proven effective leadership of grievance, performance and disciplinary matters;



- have the ability to work in a confidential, collaborative and challenging team environment; supportive of CLT members and decisions made by the group.

# 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 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 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

Applications must be emailed directly to [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au)

Please address applications to Mr Peter Fullagar, EREA Colleges Regional Director of Education - QLD/ACT/TAS.

Applications should include:

- 1. Current CV;**
- 2. Covering Letter**, outlining reasons for your interest in and suitability for the position (no more than 2 pages).
- 3. Written Statement** of no more than five pages, addressing each of the Key Selection Criteria, as outlined in the Information Package. (Note: Duties and Responsibilities are addressed in only one of the Selection Criteria).

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.

All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA Colleges' commitment to child protection policies and procedures.

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) FRIDAY 2 AUGUST 2024.**

*Edmund Rice Education Australia Colleges 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 Colleges is an Equal Opportunity Employer.*

