



# Rostrevor College

Deputy Principal  
Information Package



# Rostrevor College

## Welcome to Rostrevor College

As a Catholic School in the Edmund Rice tradition, Rostrevor College is committed to academic excellence and student wellbeing and delivers a well-rounded education aimed at bringing out the best in every boy.

With an educational offering spanning Reception to Year 12 on the one campus, our students benefit greatly from our shared facilities, including our unique agricultural facilities, pool, expansive ovals and state-of-the-art music suite.

Our teaching expertise, inclusive and supportive learning environment, and wide-ranging curriculum provides a holistic education incorporating both academic and co-curricular opportunities to suit every student's interest.

Above all, we pride ourselves on our tailored approach to boys' education which produces well-rounded, confident and outstanding young men who have gone on to be respected role models in their communities.

## Our Vision

In a community where boys thrive, Rostrevor inspires its students to achieve their personal best in all endeavours and to become men for others who make a positive difference in the world.

## Our Mission

Inspired by the good news of Jesus Christ, Rostrevor College provides an excellent Catholic education for boys in the Edmund Rice tradition. Operating at the frontiers of contemporary, educational practice our approach is grounded in four touchstones: Liberating Education, Gospel Spirituality, Inclusive Community, Justice & Solidarity.

## Strategic Plan

### What does forever look like?

At Rostrevor, we are grounded in tradition, focused on tomorrow. We have a strong sense of who we are, and how we can continue to deliver a quality Catholic education to boys for generations to come.

Rostrevor College Strategic Plan 2025 - 2028 – [click here](#)

## To learn more about Rostrevor College:

- Rostrevor College Website – [click here](#)
- Rostrevor College School Performance Report 2023 – [click here](#)
- Rostrevor College Policies - [click here](#)



## POSITION DESCRIPTION

**Position Title:** Deputy Principal, Rostrevor College

**Commencing:** January 2026

### Organisational Relationships/Extent of Authority

The Deputy Principal is appointed by Edmund Rice Education Australia Colleges Ltd (EREAC) and is accountable to the Principal. The Deputy Principal is responsible to the Principal and works collaboratively with the College Leadership Team in enacting the duties and responsibilities of the position.

### Purpose

The Deputy Principal's primary role is to support the Principal with key aspects of College Life, while fostering a culture of excellent teaching and learning within a faith-centered environment. Collaborating with senior leaders, the Deputy Principal helps develop and monitor the College's vision and mission and establishes structures to aid staff, students, and the broader College community.

### Key Relationships

- Principal
- Regional Director of EREA Colleges, SA/WA/TAS
- College Leadership Teams
  - Executive Leadership Team (ELT)
  - College Leadership Team (CLT)
  - Senior Leadership Team (SLT)
  - Junior Leadership Team (JLT)
  - Boarding Leadership Team (BLT)
- College Staff (Teaching, Non-Teaching & Boarding)
- College Advisory Council and other parent organisations
- Parents
- Students
- EREA Colleges Personnel
- Catholic Education Office Personnel
- Local community organisations, as appropriate

### Key Responsibilities

#### Mission & Identity

- Promote, maintain, and enhance the Catholic identity of the College in the Edmund Rice Tradition
- Articulate clear Vision and Mission for the College that embodies its Catholic identity
- Articulate his/her own Catholic faith in a contemporary and accessible way
- Create a positive culture to develop the personal religious and faith formation of all staff and students including, where relevant, the charism of the school's founding community
- Ensure that all students and staff experience Catholic faith, liturgy, culture, sacramental life, and traditions in meaningful and authentic ways
- Ensure excellent religious education, teaching and learning in a faith centred and inclusive school community
- Pursue social justice and equity within the school and wider community.



## **People, Leadership & Culture**

- Support the Principal in the management of staffing and staff welfare
- Have a working understanding of the South Australian Catholic Schools Enterprise Agreement
- In conjunction with the People & Culture Manager, support the induction of new members of staff, and support the exit of staff leaving the College
- Lead the implementation of the staff appraisal process in collaboration with the People & Culture Manager for:
  - Other CLT members
  - Middle Leadership positions
  - Teaching staff
  - Non-teaching staff
- Manage staff professional development and the policies and procedures for accessing professional development in the College
- Develop and maintain a Staff Wellbeing Framework to support the wellbeing of staff at the College
- Support staff to achieve high standards and develop their leadership capacity
- Manage performance through effective professional learning and feedback
- Display commitment to their own ongoing professional development and personal health and wellbeing to manage the complexity of the role.

## **Leading, Teaching & Learning**

- Ensure a contemporary and inclusive educational vision for the school
- 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
- Through strategic leadership, empower all students and staff to excel
- Lead, design, and manage the quality of effective teaching and learning for student achievement in all aspects of their development
- Collaboratively plan, monitor, and review the effectiveness of learning
- Encourage independent, lifelong learners who are actively engaged and have a strong student voice
- Lead high aspirations in learning by establishing systematic methods for collecting and interpreting data and evidence to identify excellent teaching and learning, including appropriate assessment and reporting processes
- Ensure that the curriculum and the structures that support it address the effects of disadvantage on learning
- Model collaborative leadership by engaging with other schools and organisations to share and improve practice and encourage innovation.

## **Community Engagement**

- Foster a transparent and harmonious staff culture
- Build a community that is inclusive of Indigenous and other cultures by taking into account the richness and diversity of the wider school community
- Develop and maintain positive partnerships with students, families, and carers and all associated with the school and its wider community
- Create an ethos of respect taking account of the spiritual, moral, social, and physical health and wellbeing of students and staff
- Recognises and supports the needs of students, families and carers from communities facing complex challenges
- Leads an outward focused, inclusive school organisation by engaging with other agencies to support the health wellbeing and safety of students and their families.

## **Improvement, Innovation & Change**

- Work collaboratively to produce and implement clear, evidence-based improvement plans and policies for the development of the College
- Lead and manage innovation and change to ensure the vision and strategic plan are realised within a culture of continuous improvement
- Lead educational networks by trialing and exploring new ideas for the system, and leads in ways that influences school excellence.



## **Risk, Compliance & External Accountability**

- Oversee all compliance matters in consultation with the Risk & Compliance Manager and Director of Business
- Lead the planning and implementation of the staff compliance training with the People & Culture Manager and Risk & Compliance Manager
- Conduct regular audits of compliance to ensure legislative requirements are met
- Commit to safeguarding children at all levels of the organisation in ways consistent with child protection requirements and the Church's national safeguarding authority
- Be the designated Child Safeguarding Officer
- In collaboration with the Director of Business and Risk and Compliance Manager, maintain a register of policies and procedures applicable to the College (also in CompliSpace)
- Manage processes involved with the accreditation of the College by the Non-Government Schools Registration Board
- Lead the production of the Annual School Performance Report
- Oversee the College's Complaints Handling Processes
- Monitor accountabilities by embedding a culture of review, responsibility, and processes to achieve high standards for all
- In consultation with the College Executive Leadership Team, develop and implement a cyclic program of review to support school renewal.

## **Co-Curricular**

- Work with the Head of Co-Curricular in planning and preparing for the College's Co-curricular Program
- In conjunction with the Head of Co-Curricular, oversee the appointment of coaches to the Co-Curricular Program
- Oversight and implementation of the onboarding and payments of sports coaches, camp assistants, etc. and paperwork in line with this
- Be present at co-curricular fixtures and events.

## **Boarding**

- Oversee and support the operational requirements of the Boarding House
- Work closely with the Director of Boarding to support students in the Boarding House
- Work in collaboration with the Director of Boarding and People and Culture Manager in all staffing matters related to Boarding.

## **General Duties**

- Actively participate in wider leadership and educational networks
- Engage in teaching duties, the nature and extent of which are at the discretion of the Principal
- Review the effectiveness of processes and data in school strategic plan improvement
- Undertake other activities as required by the Principal from time to time
- Flexibility with working hours is an expectation of this position
- Attend and contribute to College-directed professional opportunities
- Attend key College events, including but not limited to – Graduations, Retreats, Co-Curricular Events, College Events, Parent Information Evenings, parent functions
- Leadership staff are expected to regularly check and respond to emails and other communications in a timely and professional manner
- Communicate with parents in dealing with concerns
- In collaboration with other members of the CLT, provide organisational support for school activities
- The Principal may direct completion of other reasonable, relevant duties
- The College reserves the right to modify this position to meet its operational needs.



## Committee Membership

- College Advisory Council
- Executive Leadership Team
- College Leadership Team
- Senior Leadership Team
- Junior Leadership Team
- Boarding Leadership Team
- College Consultative Committee
- WHS Committee
- Risk & Performance Committee
- Weekly Staff Briefings
- Staff Meetings
- Attendance or membership at any other Committee, as directed by the Principal.

## Work Health & Safety

This role is deemed to be a Worker under the South Australian Work Health and Safety (WHS) Act 2012.

As a Worker, while at work you must:

- take reasonable care for your own health and safety
- take reasonable care that your actions or omissions do not adversely affect the health and safety of other persons
- comply, in so far as you are reasonably able to, with any reasonable instruction given by the employer
- cooperate with any reasonable policy or procedure of the employer that is related to health and safety at the workplace that has been notified to workers.

Reference: Division 4, Section 28 – SA WHS Act 2012



## Essential Selection Criteria

### Qualifications

- Hold a formal Degree in Education
- Working towards/completion of a post- graduate award which includes a significant school/educational leadership component at Masters level or above
- Registration (or eligibility for registration) as a teacher in South Australia including Working with Children Check (WWCC).

### Experience

- At least 5 years' experience in a similar leadership position or senior management role within a school environment
- Experience in leadership in Catholic Education
- Broad range of teaching experiences across subjects, schools and systems
- Experience in leading curriculum and pastoral care change
- Experience in providing professional learning to teachers
- Organisational skills in managing documentation, meeting deadlines and facilitating team meetings.

### Personal, Professional Leadership Requirements

- An understanding of Edmund Rice, the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the mission and vision of Rostrevor College as a Catholic School
- Knowledge of current research and best practice approaches in pastoral care and teaching and learning
- Demonstrated commitment to the pastoral care of students
- Commitment to and application of ongoing personal and professional learning which may include school leadership preparation program(s)
- High-level organisational skills with demonstrated ability to plan strategically, problem solve, prioritise, work to deadlines to achieve quality outcomes, give attention to detail and relate tasks/actions to a wider strategic improvement context
- High-level written and oral communication, interpersonal and negotiating skills with demonstrated capacity to cooperate and communicate effectively with people at all levels
- Engagement with professional associations
- Electronic screening clearance to work in Catholic Education SA
- Completion of Responding to Risks of Harm Abuse and Neglect – Education and Care (RRHAN-EC) training
- Completion of Officer training (WHS) and current First Aid training prior to, or as soon as possible after appointment.

### Additional Requirements

- Intrastate travel
- Current driver's license is essential.

NOTE: Copies of the above listed qualifications/licenses/certificates are required as evidence on appointment.



## Conditions of Employment

All employees are bound by the expectations contained in the Edmund Rice Education Australia Principles of Employment and the Vision and Mission of Rostrevor College.

Much of the information gleaned by staff during the course of their duties is confidential and should be treated as such. Staff must not use confidential information to gain advantage for themselves, their related persons or for any other person or body, in ways, which are inconsistent with the obligation to act impartially. Nor should such information be used improperly cause harm or detriment to any person, body of the College.

All employees recognise and accept that multi-skilling is an essential component of the College and all employees may be required from time to time to undertake duties that are outside their normal position description but within their skills, competency and capability.

### Remuneration

The remuneration package is in line with the *Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools*; with an additional 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 within the *Conditions of Employment for Principals and Deputy Principals of South Australian Catholic Diocesan Schools*

Long Service Leave portability is covered under the Intrastate/Interstate Catholic schools portability agreement.

### Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures of Edmund Rice Education Australia Colleges Ltd.





# Rostrevor College

## Application Process

Please address your application to the Director - Education Strategy & Performance SA/WA/Tas, EREA Colleges, Mr Chris Leadbetter and email your application directly to [ereacollegeshr@erea.edu.au](mailto:ereacollegeshr@erea.edu.au).

Your application should include:

1. **Current Resume**
2. **Cover Letter** outlining reasons for your interest in, and suitability for the position (no more than one page)
3. **A Written Statement** of no more than four pages, addressing the Key Responsibilities as outlined in the Information Package.

Shortlisted Candidates will be required to provide three nominated referees, including a personal reference, preferably from a Priest or religious.

All applications will be acknowledged within 24 hours by a response email from our EREA Colleges HR 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 Director - Education Strategy & Performance SA/WA/Tas, EREA Colleges, Mr Chris Leadbetter on 07 3737 6712 or via [chris.leadbetter@erea.edu.au](mailto:chris.leadbetter@erea.edu.au).

### APPLICATIONS CLOSE 5pm (AEST) Thursday 12 June 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.*