

TRINITY COLLEGE

# Vice Principal Information Package









# An Introduction to the College

Trinity College has its origins in Christian Brothers College (Perth). Founded in 1894, the 'Terrace School' was located at the corner of St Georges Terrace and Victoria Avenue in the heart of the city. In 1938, the boarders moved to the new Aquinas College, while the day boys remained at CBC. When Perth hosted the 1962 Commonwealth Games, the City Council acquired the Terrace site for a hotel and the College moved to the new Trinity College campus located beside the river in East Perth. In 2007 the Christian Brothers handed the governance of their schools over to Edmund Rice Education Australia (EREA).

Trinity College is a Catholic school in the Edmund Rice Tradition. The College receives its educational mandate from the Catholic Archbishop of Perth and operates in accordance with the policies of Edmund Rice Education Australia and the Catholic Education Commission of Western Australia. Trinity College is a member of the Public Schools Association (PSA) of Western Australia.

Trinity College proudly provides an all boys' education for students from Year 4 through to Year 12. A Trinity College education is based on four pillars – Faith, Academic, Cultural and Sport, with our commitment to the development of each student's faith and personal spirituality being of most importance. A particular emphasis is placed on a developmental program that assists in the formation of each student as they journey from boyhood to

manhood. The College motto 'In Nomine Domini' - In the name of the Lord; is the foundation for all in our community to focus their endeavours in the heart of our call to be Christian. The maxim by which our students are encouraged to live by is Men for Others. This philosophy is clearly articulated through our Service programs, our Immersion experiences and our Retreat programs. We demonstrate the Church's commitment to the dignity of the individual, particularly by being called to relationship in community.

Our spacious and well-appointed East Perth campus has grown considerably thanks to the generous efforts of many in the College community. Several specialist facilities have been developed including the Chapel, Design and Technology Centre, Observatory, VR Laboratory and Swimming Pool. In recent years, a new Cultural Centre (Music, Art, Campus Ministry) was added along with extensions to the Library and Science Block. Most recently, the magnificent new Sports Centre was completed. These excellent facilities are complemented by our Outdoor Education Centre, (Camp Kelly, Dwellingup) and our playing fields at nearby Waterford.

Due to its central location, Trinity College attracts enrolments from all over the metropolitan area and this provides a wonderfully eclectic mix of students. Trinity College aspires to be an inclusive, creative learning community centred in Christ and committed to the education and

development of each individual. To this end, a range of pathways are offered to cater for the diverse needs of all boys. Our Mary Rice Centre provides education for students with particular learning needs, extension programs exist across all curriculum areas and our bursary programs for Aboriginal and Refugee students is very highly regarded. The curriculum programs are current, utilise the latest technology and respond to emerging trends in education and the ever-changing demands of our modern world.

*The College enjoys a strong reputation for the excellent pastoral care and formation of our boys. The College Staff are wonderful role models who give enormous hours of their time to both the formal and informal curriculum. They value the dignity and worth of every student and strive to create a positive learning environment in which the personal needs of all students are catered for. The boys are encouraged to seek personal excellence and challenged to discover and develop their talents not only for themselves, but in the service of others.*



# Vision

**To be the leader in boys' education and in the formation of young Men for Others.**

Our vision is enduring and declares our aspiration as a College. It serves as the standard against which we consider our decisions and actions. Inspired by the Spirit and proactively responding to current realities and hope-filled futures, we are called to faithfulness, transformation and the formation of young men, as a Catholic School in the Edmund Rice tradition.

# Mission

**To offer innovative learning opportunities in a safe and nurturing environment which empowers young men to realise their potential.**

As a Catholic School we are called to live out a message of care and inclusion. In partnership with parents, we hold high expectations for the young men in our care and seek to provide a breadth of learning opportunities in a safe and nurturing environment. We will enable academic growth, pride in their College and a commitment to serve others.

## TC Spirit

The TC Spirit is widely acknowledged and celebrated as a unique and very special part of our College community. The College's five Spirit ambitions give structure to this Strategic Plan.

1.

### **SPIRIT OF FAITH**

To be a proud faith community where Gospel values are known, lived and celebrated.

2.

### **SPIRIT OF EXCELLENCE**

To provide engaging teaching and learning practices that support wellbeing and inspire personal excellence among students.

3.

### **SPIRIT OF SERVICE**

To form young men with the TC Spirit who are authentic, active and outstanding role models in their outreach.

4.

### **SPIRIT OF COMMUNITY**

To be an inclusive and welcoming community that supports the wellbeing and learning of every student.

5.

### **SPIRIT OF STEWARDSHIP**

To commit to being accessible and building a sustainable future.

## Learn More About Trinity College

Please click on the links provided below.

[Trinity College Website](#)

[Trinity College Strategic Plan 'Towards 2030'](#)

[Trinity College School Improvement Plan 2025](#)

[Trinity College School Performance Report 2024](#)

[Trinity College Policies](#)

# Position Description

**POSITION TITLE:** Vice Principal, Trinity College, East Perth

**COMMENCING:** January 2026

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## Organisational Relationships/Extent of Authority:

The Vice Principal is appointed by Edmund Rice Education Australia Colleges Ltd (EREAC) and is accountable to the Principal. The Vice Principal will support the Principal in leading the College and assume the role of Acting Principal in the Principal's absence. As a member of the College Leadership Team, the Vice Principal will collaborate with and share in the authority and responsibility of the Principal in the overall leadership and management of the College.

## Purpose:

The Vice Principal is responsible for working with the Principal in establishing and effectively implementing the strategic directions of the College whilst maintaining the College's Edmund Rice charism and traditions. The Vice Principal will utilise their substantial knowledge and experience in all aspects of College operations, strategically providing the College with operational direction and development. They will provide strategic integrity with respect to College-wide decision-making, policy and procedure. The Vice Principal will lead all aspects of employment, staffing, staff welfare, human resources and administration. Importantly, they will oversee the College's commitment to best practice regarding Child Safeguarding and contribute strongly to Risk and Compliance strategy, policy and procedures. The Vice Principal contributes strongly as a member of the College Leadership Team and assumes the role of Acting Principal in the absence of the Principal.

## Leadership at the College:

Those in leadership roles at the College are required to provide unqualified support to the Catholic ethos of the College, to witness this to staff, students and parents, and to work towards its maintenance and development as expressed in the Mission of the College. Trinity College is a Catholic school in the Edmund Rice tradition and those in leadership roles at the College need to be fully supportive of the Charter for Catholic Schools in the Edmund Rice Tradition (EREA Charter); and they must understand the implications of the Mandate set for Catholic schools by the Bishops of WA in providing leadership and service to the College community.

Within the context of Christian leadership, those in leadership positions should be excellent communicators who promote collegiality and harmony amongst all. Their modeling in this regard is essential. They must also be visionary and pro-active, and responsive to the overarching vision and direction of the College.

The College Leadership Team (CLT) includes the Principal, Vice Principal, three Deputy Principals (Mission and Engagement; Student Wellbeing; Learning and Innovation), the Head of Junior School and the Business Manager. All members of the CLT have a shared responsibility to:

- Promote the Mission and Catholic Ethos of the College
- Foster the Prayer and Liturgical Life of the College
- Provide leadership and service to the College community
- Provide executive support for the Principal to assist in the formation of all students
- Support other members of the CLT as required and provide leadership in all aspects of College life
- Work collaboratively in developing and implementing all aspects of the College Strategic Plan and Annual School Improvement Plan

## Key Relationships:

- Principal
- EREA Colleges (EREAC) Director - Education Strategy & Performance (SA/WA/Tas)
- College Leadership Team
- College Staff (Teaching and Support)
- College Advisory Council
- Students
- Parents
- EREA Colleges (EREAC) Executive Director and Personnel
- Catholic Education Western Australia (CEWA) Executive Director and Personnel
- College Parent Groups

# Duties and Responsibilities of the Vice Principal

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## KEY RESPONSIBILITIES:

### 1. Mission and Identity

- Give witness to the faith life of the Catholic Church
- Maintain active membership of the Catholic Church and a manner of life which gives witness to that membership
- Promote, maintain, and enhance the Catholic identity of the College in the Edmund Rice Tradition
- Ensure that the relevance and expression of Edmund Rice values and charism is evident to all staff in the daily operational and strategic practices of the school
- Support the Principal in the implementation of the Values, Vision and Mission of the school
- Liaise with the Deputy Principal of Mission and Engagement to create a positive culture that develops the personal religious and faith formation of all staff and students
- Liaise with the Deputy Principal of Mission and Engagement to ensure that all students and staff experience Catholic faith, liturgy, culture, sacramental life, and traditions in meaningful and authentic ways
- Assist the Principal in integrating the Charter for Catholic Schools in the Edmund Rice Tradition, and its Touchstones, in the life of the school
- Develop a College community that is inclusive of First Nations students, students from other cultures and those with special learning needs by celebrating 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 and care taking account of the spiritual, moral, social, health and wellbeing of students and staff
- Ensure the safety of children by establishing and implementing child protection safeguarding 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 and EREA Safeguarding policies and procedures
- Demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect children and young people
- Liaise with the Deputy Principal of Student Wellbeing to articulate the College's pastoral care strategies and communicate, direct and monitor relevant policies and procedures around student safeguarding, welfare and behaviour
- Liaise with the Deputy Principal of Student Wellbeing to ensure that appropriate counselling, guidance and support is available to students
- Model one's own commitment to spiritual life, self-care and professional improvement, expressed through engagement in formation opportunities, professional learning and leadership development
- Pursue social justice and equity within the school and wider community

### 2. Staff Welfare and Development

- Support the Principal in the management of staff welfare and wellbeing initiatives
- Oversee Staff Welfare, Staff Professional Growth and related Staff Professional Development
- Liaise with the Principal, Deputy Principal of Learning and Innovation and the Coordinator of Professional Practice to develop and maintain a Professional Development Framework to improve teaching and learning at the College
- Liaise with the Deputy Principal of Mission and Engagement and the College Business Manager to ensure that staff are active in establishing and maintaining relevant Accreditation status

- Have a working understanding of the WA Catholic Teachers Enterprise Agreement
- Oversee and manage the content and production of the staff handbook in consultation with the Risk and Compliance Officer and Human Resources Officer
- In conjunction with the Human Resources Officer, design and implement a process of induction for new members of staff, and support the exit of staff leaving the College
- In conjunction with the Coordinator of Professional Practice, design and implement a process to support beginning (first and second year) teachers to assist their successful transition into school and to fulfil the requirements of the TRBWA
- In consultation with the Principal, lead the implementation of an effective Staff Appraisal process for Middle and Senior Leaders, and for Teaching and Support staff
- Provide appropriate opportunities for formation programs for staff
- Manage staff Professional Learning and the policies and procedures for accessing Professional Learning within the College
- In consultation with the Deputy Principal of Mission and Engagement, maintain a Professional Learning Register that records all manner of EREA, CEWA and other PL
- 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
- In consultation with the Principal, approve all leave for staff

### **3. College Staffing**

- In consultation with the Deputy Principal of Learning and Innovation, analyse the College Timetable each semester to determine the staffing required to meet the educational needs of the College
- Review of timetable structures in consultation with the College Leadership Team to facilitate the efficient delivery of the College's educational program
- In consultation with the Deputy Principal of Learning and Innovation Ensure creative and optimal utilisation of staff, mindful of industrial compliance
- Provide advice to the Principal on staffing appointments and likely staff changes
- Consult closely with the Principal to assist in the recruitment, selection and allocation of staff.
- In consultation with the Principal and other members of the CLT, and in collaboration with the Human Resources Officer, oversee all aspects of staff recruitment including:
  - production of Position Descriptions
  - advertising strategy
  - shortlisting
  - interview panels and formats
  - referee checking
  - appointment and onboarding
- Take a lead role in investigating any complaints against Staff and/or Staff Code of Conduct matters
- Ensure that appropriate counselling, guidance and professional support is available to staff
- Maintain confidentiality and care regarding private and personal matters
- Act as a mentor to other staff in terms of appropriate, professional and respectful dealings with students, parents and staff

### **4. 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 human resourcing
- Promote learning for students and innovative teaching practices for staff
- Support current pedagogical research within the curriculum
- Apply knowledge and experience in boys' education to enhance learning outcomes
- Ensure a contemporary and inclusive Vision for Learning for the school

- Liaise with the Deputy Principal of Learning and Innovation to lead and manage the quality of effective teaching, and learning for student achievement in all aspects of their development
- Encourage independent, lifelong learners who are actively engaged and have a strong student voice
- Model collaborative leadership by engaging with other schools and organisations to share practice and encourage innovation

## **5. External Accountability**

- In consultation with the CLT, develop and implement a cyclic program of review to support the EREA School Renewal process based on the EREA Charter
- Liaise with the Risk and Compliance Officer to maintain a register of policies and procedures applicable to the College (also in CompliSpace)
- In consultation with the Principal and other members of the CLT, oversee and manage the processes involved with the Registration of the College
- Lead the production of the Annual School Report

## **6. Risk & Compliance**

- In consultation with the Risk and Compliance Officer, oversee all compliance matters particularly those related to Overnight Excursions, Camps, Retreats, Immersions, Tours and similar
- Lead the planning and implementation of the staff compliance training with the Human Resources Officer and the Risk and Compliance Officer
- Assist the Director of Sport, Human Resources Officer and the Risk and Compliance Officer with effective processes for the appointment, onboarding, training and payment of casual employees, coaches, camp specialists, volunteers, etc
- Conduct regular audits of compliance to ensure legislative requirements are met
- In consultation with the Risk and Compliance Officer oversee and ensure data is updated and correct in PolicyConnect
- Oversee the College's Complaints Handling Processes
- Monitor accountabilities by embedding a culture of feedback and review of processes to achieve high standards and continual improvement
- Be a lead member of the Child Safeguarding Team at the College and a Child Safeguarding Officer

## **7. Organisation and Administration**

- In consultation with the College Leadership Team, implement, track and continually evolve aspects of the College Strategic Plan and Annual School Improvement Plan
- Lead and manage innovation and change to ensure the vision and strategic plan are realised within a culture of continuous improvement
- In collaboration with other members of the CLT, take planning and organisational responsibility for significant College events such as; Staff Briefings, Staff Meetings, College Assemblies, PL Days, Parent/Teacher/Student Interviews and similar
- In consultation with the Relief Coordinator, oversee the supervision of absent teachers' classes including absence as a result of sick leave, excursions, exams and other forms of leave
- In consultation with the Principal and Business Manager, oversee the College's Information and Communication resources to provide organisational support for matters such as:
  - The daily organisation of the College
  - Development and maintenance of student, staff and parent information systems
  - Important communications with all stakeholders of the College community
- Work co-operatively with and support the respective Year Coordinators and the College Psychologists in terms of student welfare matters and College events
- Liaise with the Deputy Principal of Student Wellbeing to oversee processes that ensures the analysis of all Student Reports in terms of the Attribute Performance Averages (APA)
- Liaise with key College staff to coordinate all programs related to the orientation and induction of new students commencing



- Liaise with key College staff to coordinate all programs related to the graduation and appropriate exit of Year 12 students
- In consultation with the Principal, plan for capital development, maintenance and strategic initiatives

## 8. 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
- 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 – Student and Staff Orientations, College Mass, Awards ceremonies, Graduation Events, Parent Information Evenings, Parent/Community functions, Retreats, Socials and other
- Prepare agenda and Chair meetings of the Combined Councils
- Regularly check and respond to emails and other communications in a timely and professional manner
- Be present at co-curricular events and sport fixtures as directed by the Principal
- Undertake other reasonable, relevant duties as required by the Principal from time to time
- The College reserves the right to modify this position to meet its operational needs

**Please Note:** As part of the EREA network, intrastate travel is an expected part of the Vice Principal role

## 9. Deputise for the Principal

- Act as the Principal in the Principal's absence
- Provide advice to Principal on strategic matters and all areas of College life
- Contribute broadly across all portfolios to assist the College Principal with oversight of College operations
- Carry out reasonable duties and tasks that may be assigned by the Executive Director, EREAC and/or the Director - Education Strategy & Performance (SA/WA/Tas) from time to time



# Essential Selection Criteria

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## Qualifications

- Hold a formal Degree in Education
- Hold (or be working towards the completion of) post graduate qualifications at Masters level or higher in Education, Leadership, Religious Education or Theology
- Have completed (or be working towards the completion of) the requirements for Accreditation to Lead in a Catholic School – and maintain this level of Accreditation
- Be currently and fully registered with the Teacher Registration Board of Western Australia (TRBWA)

## Educational Leadership Experience

- A minimum of 5 years' experience in a similar leadership position or senior management role within a school environment
- Experience in leadership within Catholic Education
- Demonstrated high levels of competency in the domains of leadership as outlined in the 'Duties and Responsibilities of the Vice Principal', with an emphasis on Mission and Identity, Child Safeguarding, Staff Welfare and Risk and Compliance
- Have a broad range of teaching experiences across subjects, schools and systems
- Demonstrated 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 successfully leading curriculum and pastoral care change and initiatives
- Experience in successfully providing professional learning and mentoring to teachers
- Demonstrated organisational and leadership skills in managing administrative and management tasks, meeting deadlines, facilitating team meetings and overseeing school events
- Experience in successfully leading and managing all matters relating to Staffing and Human Resources
- Demonstrated leadership of contemporary school-wide ICT solutions and capacity to learn new systems efficiently
- A willingness and ability to undertake the duties of the Principal (in cases of the Principal's extended absence).

## Personal, Professional Leadership Requirements

- A strong commitment to the ethos of Catholic Education and a willingness to promote, support and model Catholic values as a member of the Trinity College Community
- Demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition, and the ethos of a Catholic School in an Edmund Rice tradition
- Understanding of and ability to contribute to the Mission, Vision and Ambitions of Trinity College
- Understanding of and ability to contribute to the Strategic directions, of Trinity College
- Knowledge of current research and best practice approaches to child safeguarding, student wellbeing, pastoral care and the teaching and learning process
- Demonstrated commitment to the wellbeing of students and staff
- Commitment to and application of ongoing personal and professional learning which may include school leadership program(s)
- Demonstrated ability to lead and facilitate change within a collaborative and innovative environment
- 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

- Ongoing engagement with relevant professional associations
- Demonstrated ability to maintain composure and respectful professional relationships while managing the pressure of multiple, often complex tasks and time constraints
- Demonstrated ability work autonomously while demonstrating sound judgement regarding the need to collaborate and confer with the College Principal
- Demonstrated ability to both lead and work in a team environment
- Demonstrated ability to assist in the development of community amongst staff, students and parents

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

## Conditions of Employment

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

Much of the information gathered 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 to cause harm or detriment to any person, body of the College.

All employees understand that they 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 for the position of College Vice Principal is in line with the *Conditions of Employment for Principals and Deputy Principals of Catholic Education Western Australia (CEWA) Schools*; with an additional EREA loading of 15% of the base salary; annual leave loading; and 11.5 % 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 Vice 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 Vice Principal.

### Salary Packaging

The Vice Principal may enter a salary package arrangement, which will be in accordance with guidelines established by EREA Colleges. Paywise and SmartSalary are Trinity Colleges' current providers.

### Leave Entitlements

The Vice 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 Catholic Education Western Australia (CEWA) Schools*.

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

Sick Leave portability is covered for *Catholic Education Western Australia (CEWA) Schools*.

### Professional Renewal Leave

Professional Renewal Leave shall be provided in accordance with policies and procedures of Edmund Rice Education Australia Colleges Ltd. Professional Renewal Leave will be subject to application approval by the Chief Executive Officer of EREA Colleges.

It is expected that the Vice Principal will undertake an approved cross-cultural immersion experience during the first Contract period, preferably in the third or fourth year.

# Application Process

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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** of no more than one page outlining reasons for your interest in, and suitability for the position
3. **A Written Statement** of no more than four pages, addressing the Essential Selection Criteria 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 other relevant 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 (AWST) Thursday, 28 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.*







TRINITY COLLEGE IS A CATHOLIC DAY SCHOOL FOR BOYS  
FROM YEARS 4-12 IN THE EDMUND RICE TRADITION

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