

Principal  
Sacred Heart College  
New Town  
Application Package



Lead with purpose as a  
Principal within  
Catholic Education

Applications close: Tuesday, 16 June 2026 at 10am



# Position Description Principal



Catholic  
Education  
Tasmania

## About You

Catholic Education Tasmania (CET) is looking for individuals who are committed to the Catholic educational mission of evangelisation, dedicated to providing high-quality education for all students, and aligned with CET's goals of continuous improvement. The ideal candidate, either directly or indirectly, will be collaborative, passionate about holistic student development, and will ensure that every student, regardless of background or ability, has the best opportunities to grow academically, spiritually, and personally.

## Organisational Environment

CET serves 39 schools and colleges, over 17,000 students, their families and over 4,000 staff across Tasmania. We offer a quality education in early learning, kindergarten, primary school, high school and senior secondary education, for students of all backgrounds and abilities.

Faithful to our role in spreading the Gospel, we remain dedicated to the evangelising mission of Christ and the Catholic Church, as we work under the guidance of our Archbishop for the growth of our students in wisdom, knowledge, understanding, prayer, and holiness.

The CET educational community is committed to the Science of Learning: providing high-quality, planned and explicit instruction for learning that gives every student the very best opportunities to learn and grow in every lesson of every day.

## Achievement Framework

CET has developed an Achievement Framework—represented as 11 domains and aligned with the domains in our Strategic Priorities—to remind us of our Catholic educational mission and the role that each of us plays in it. With the Achievement Framework comes a set of goals aligned with each of the 11 domains.

The Achievement Framework sets a clear path for all staff members to contribute towards making our educational system the most improved in Australia. It's a bold goal, but one that we are all committed to achieving.

At the heart of the Framework are six key enablers for educational change, surrounded by supporting domains that underscore the breadth of our efforts. It's a roadmap that connects our daily work to the larger goal, emphasising the importance of each task and initiative.



# Achievement Framework

Alignment to the Archbishop's  
Charter for Catholic Education

- Make Disciples of All
- Nurture Leadership of All
- Excel in Learning for All





## Position Description Principal

### Classification

Non-Agreement

### School/College

Sacred Heart College

### Location

New Town, Tasmania

### Reports To

Principal Lead  
Director School Services  
School Governance (where appropriate)

### Key Relationships

CET Executive Director  
Deputy Executive Director –  
Schools  
Principal Leads  
School Governance/Advisory  
Bodies  
Principals  
Deputy Principals  
Leadership Teams  
Business Managers  
Teachers  
School Staff  
TCEO Staff  
Government & Education  
Agencies  
Visitors & Members of the  
Public  
Suppliers and Service Providers

### Main Purpose of Role

The Principal is accountable for leadership of mission, evangelisation and learning within the school community to ensure the goals of Catholic education are achieved.

The role is accountable for effective leadership of staff, students and the wider school community to ensure that students receive quality education in accordance with Catholic faith and Christian principles. This is achieved through effective planning, direction, delivery, monitoring and assessment of curriculum, teaching programs, and co-curricular activities that support the core religious and educative dimensions.

These activities require the effective and sustainable development, management and deployment of strategies, plans, staff and resources to support the future of the school and enhancement of system-wide Catholic Education effectiveness.

Within the role, the Principal supports the Catholic Identity and Evangelising Mission and works collaboratively with other staff and members of the School community to assist students to achieve enhanced learning outcomes.

### Organisational Requirements

As a leader in Catholic Education Tasmania,

- you will promote and support the achievement of our mission;
- you are required to exercise the principles of collegiality and subsidiarity in the promotion of shared ministry and teamwork within the school community and archdiocesan system;
- you must take reasonable care of your own health and safety and that of other people, including people working under your supervision or direction who may be affected by your acts or omissions at the workplace, and be aware of and apply Work Health and Safety (WHS) Officer due diligence criteria in accordance with Section 27 of WHS Act 2012 (TAS);
- you have a duty of care to protect and preserve the safety of children and students and must always act in the best interests of them in accordance with the Tasmanian Catholic Education Commission's Child Safe Organisation policy;
- you must uphold Catholic belief and practice in all the Employee's professional activities and refrain from expressing public opinions or engaging in public activity that, in the reasonable opinion of the Employer, would bring the Employer into disrepute;
- you must be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.



### Specific Functions and Duties

#### Leading Mission and Evangelisation

Influence and enrich the lives of students, staff and other members of the school community:

- Embrace and role model Jesus' mission for the Church, living and sharing the Catholic faith.
- Create and sustain a Catholic school community that is both a sign and an instrument of the evangelising mission of the Church.
- Enhance understanding of the authentic nature of our Catholic Identity, its shape, its heritage and its significance.
- Cooperate with the Parish community in the evangelising mission of the Church.

#### Leading Teaching and Learning

Ensure effective teaching and learning to ensure that all students receive quality education:

- Establish and pursue high expectations of behaviour and achievement for the whole school.
- Enable effective teaching that promotes enthusiastic, independent learners, committed to life- long learning for the common good.
- Support a Christ-centred culture of effective teaching, in leading, designing and managing the quality of teaching and learning.
- Enhance staff engagement and collaboration in planning, monitoring and reviewing the effectiveness of learning.
- Enhance students' achievement in all aspects of their development.
- Create and sustain a positive culture of challenge and support.
- Encourage active student and community engagement and a strong student voice.

#### Developing Self and Others

Enhance the technical capability, personal and team effectiveness of staff and self:

- Develop a community of learners that is focused on the continuous improvement of teaching and learning.
- Continue to deepen one's own knowledge and understanding of Catholic belief and practice.
- Further one's own leadership skills and ability by participating actively in the CET Virtues Leadership Project
- Enhance staff performance through effective feedback to achieve defined objectives.
- Develop staff leadership and team effectiveness.
- Role model constructive leadership and commitment to personal development in faith, ongoing professional development, health and well-being.



### Leading Improvement, Innovation and Change

Improve the school outcomes through effective leadership of improvement, innovation and change processes:

- Establish a clear, shared Vision and strategies to guide effective improvement.
- Develop and implement clear, evidence-based improvement plans and policies for the development of the school and its facilities.
- Ensure engagement of staff in the pursuit of school outcome enhancement.
- Monitor the effectiveness of improvements to ensure efficacy and sustainability.

### Leading the Management of the School

Ensure effective leadership and management of the school community and resources to deliver sustainable outcomes:

- Maintain effective stewardship of the school tradition and school assets.
- Provide a safe working and learning environment.
- Effectively recruit and manage staff to deliver required outcomes.
- Build staff and team engagement, effectively delegate and monitor outcomes.
- Deploy and utilise effective data management methods and technologies.
- Build relationships with associated bodies, Tasmanian Catholic Education Office, parishes, parents and others.
- Collaborate effectively within the school and Catholic Education to enhance system-wide effectiveness.
- Operate within the Policy framework of the Tasmanian Catholic Education Commission and comply with all legislative requirements.

### Engaging and Working with the Community

Ensure deep engagement and an effective relationship that promotes sound lifelong learning within the diverse Community:

- Develop and maintain positive partnerships with students, families and carers, and the school's parish and broader community.
- Build a culture of high expectations that recognises and uses the richness and diversity of the school's wider community, education systems and sectors.
- Create a Catholic culture of respect taking account of the intellectual, spiritual, cultural, moral, social, health and pastoral care of students.
- Support the needs of students, families and carers from diverse and multicultural communities facing complex challenges.
- Foster understanding and reconciliation with Aboriginal and Torres Strait Islander peoples.



## Required Skills, Experience and Attributes

- A practicing Catholic whose faith is visible and inspiring in daily life and work.
- Be an active member of your Catholic parish community, participating regularly in weekly liturgy.
- Demonstrate proven Faith leadership within the Catholic Church.
- Significant experience in a Catholic education leadership role.
- Demonstrated ability to articulate an educational vision that incorporates Catholic beliefs and values into all facets of school life and learning.
- Experience building engagement across all elements of a school community.
- A coalition builder who creates an inclusive environment that is conducive to sincere and open communication.
- Excellent oral and written communication skills, including public speaking skills.
- Well-developed knowledge and understanding of school financial and administrative functions.
- A collaborative leader with an accessible and approachable style.
- Demonstrated ability to listen to concerns and resolve conflicts constructively.
- Demonstrated experience in promoting a culture of continuous improvement, offering creative solutions and applying strong leadership to challenges.
- Demonstrated commitment to ongoing professional growth for self and others.
- Ability to develop staff and build leadership capacity.

## Qualifications Required

- Bachelor of Education.
- Masters in Education, or equivalent.
- Diploma in Theology, or equivalent.
- Current motor vehicle license.
- Accreditation for Senior Leadership or equivalent.
- Full registration with the Tasmanian Teachers Registration Board at time of commencement of duties.
- Registration to Work with Vulnerable People.
- Satisfactory National Police History Check.

## Lead a school community with purpose as a Principal within Catholic Education Tasmania

As a Principal, you will be entrusted with the crucial responsibility of leading a school community in fulfilling the mission and goals of Catholic education. Your leadership will encompass fostering a culture of faith, evangelisation, and learning, and ensuring that students receive a high-quality education guided by our Catholic faith.

With accountability for effective leadership, you will guide and inspire staff, students, and the wider school community. Through effective planning and direction, you will create an environment that supports both the religious and educational dimensions of Catholic education.

Principal positions offer an extraordinary opportunity to contribute to the rich tradition of Catholic education and empower young minds to flourish intellectually, physically, morally, and spiritually.

Join us in this fulfilling journey, where you can make a lasting difference and help shape the lives of future generations.

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Sacred Heart  
College, New  
Town



Sacred Heart College provides a comprehensive and dynamic education for students from Kindergarten to Year 10. Our 990 students are spread across a five-stream secondary campus and a two-stream primary campus enjoying a variety of curricula and extra-curricula activities extending across the sporting, cultural, leadership and spiritual arenas.

Sacred Heart Church has a prominent position at the very centre of our campus, providing a vital link between the College, church and local community. Students and staff attend regular services in the church, often joining local parishioners who access the church most days of the week.

We are committed to providing excellent schooling in a welcoming environment founded on Gospel values of love, peace, truth, justice, forgiveness and compassion, in order that each student reach their full potential - spiritually, academically and socially.

Sacred Heart College provides quality learning experiences through implementation of the Early Years' Framework in Kindergarten and The Australian Curriculum from Preparatory to Year Ten. From the play-based inquiry of Kindergarten to Year 2, a more formalised programme is introduced through Years 3 - 10. The College provides all students with comprehensive learning opportunities as mandated by the Australian Curriculum. Further emphasis on numeracy and literacy enables students to experience success across all learning areas. Students are offered enrichment opportunities and development of capabilities and proficiencies through the many and varied elective course offerings

## Insight into Learning Initiative

At Catholic Education Tasmania, we set a bold goal in 2022 - to become the most improved education system in Australia. That ambitious vision sparked a system-wide initiative called *Insight into Learning*, focused on elevating teaching practice, especially in literacy and numeracy, across our schools.

*Insight into Learning*, based on the science of learning and reading, encompasses the way we teach in every classroom. This teaching approach empowers all educators to help their students grow in knowledge, wisdom and service. We believe every student in our care deserves an exceptional education that prepares them for life and the life to come.

The *Insight into Learning* Initiative focuses on improving the four key areas of teaching and learning:

1. Knowledge Rich Curriculum - Imparting the knowledge our students need to function, flourish and contribute to human society.
2. Theory of Learning - A system-wide approach to teaching and learning, based on Cognitive Science and Rosenshine's Principles of Instruction.
3. Empowered Educators - Improving teacher practice as the key to efficient learning, deep understanding, rich knowledge and accurate recall for every student.
4. Fidelity to the Catholic Mission - Forming faith-filled students who are inspired to bring Christ to the world.

Catholic Education Tasmania is committed to supporting educators with a deep understanding of the science of learning and how it can be applied in day-to-day teaching. The better our teachers' performance, the more our students will understand, learn and know. We know our teachers are dedicated, knowledgeable and hard-working, that's why we are supporting every educator at every school to implement proven teaching practices.



## About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 39 schools and colleges serving around 17,000 students and their families across Tasmania supported by the Tasmanian Catholic Education Office (TCEO)

The Archdiocese of Hobart covers the State of Tasmania The Archbishop of Hobart authorises the existence of all Catholic Education institutes in Tasmania.

Under the governance of the Catholic Education Commission of Tasmania (CECT), Tasmanian Catholic Education Office (TCEO) is responsible for the oversight, funding and coordination of 39 Archdiocesan schools and three TCEO offices

The Archbishop delegates responsibility to other key bodies including the Catholic Education Commission Tasmania (CECT), the CET Executive Director, School Boards and other groups that support Catholic schools.

Employees are to be familiar with, have an understanding of and uphold the implementation of the Archbishop's Charter for Catholic Schools.

The TCEO, established in 1961, is the central administrative and coordinating body for the multi-faceted and diverse mission of Catholic education in Tasmania. One of its prime functions, under the CET Executive Director, is to co-ordinate the provision of Catholic education at all levels and to communicate and negotiate with appropriate authorities on behalf of all Catholic schools in Tasmania.

Some key documents include

- The Archbishop's Charter for Catholic Schools
- The Tasmanian Catholic Education Single Enterprise Agreement 2024
- CECT Constitution
- CECT Policies
- School Policies

For further information access the [Catholic Education Tasmania website](#).



## Selection Criteria

For each of the six areas below tell us how you have influenced, enriched and guided

- Leading Mission and Evangelisation
- Leading Teaching and Learning
- Developing Self and Others
- Leading Improvement, Innovation and Change
- Leading the Management of the School
- Engaging and Working with the Community

## Position Information

- Principal– Sacred Heart College, New Town - 1.0 FTE
- Commencement Date Friday, 1 January 2027

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## Final Checklist for Applicants

Before submitting your application, use this checklist to ensure you have prepared all important documents. Check that you have:

- Read the role description, which contains the key results areas,
- Supplied the contact details for three referees with your application and these referees are to be listed in your resume. The three referees required are listed below and need to be willing to comment on your recent work and your alignment to Catholic Mission and Identity
  - Present Employer
  - Professional Referee
  - Parish Priest

### Please ensure that your online application includes:

- A cover letter (no more than one page) stating the reasons why you are seeking a position with Catholic Education Tasmania and your preference of role/s, school, college or area.
- Supporting documentation addressing the Selection Criteria (no more than two pages)
- A current copy of your resume, which should include an employment history stating where you have worked, the length of service and description of the position(s) held, and duties undertaken.

Applications are to be addressed to John Wilson (Director School Services, Catholic Education Tasmania)

Please Note Applications will close promptly on Tuesday, 16 June 2026 at 10:00am and applications will not be accepted after the closing time.

If you have any further queries regarding your application, please do not hesitate to contact People Services on (03) 6210 8888 or via [careers@catholic.tas.edu.au](mailto:careers@catholic.tas.edu.au)



Catholic  
Education  
Tasmania

Student Focused  
Christ Centred  
Learning for Life

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