



Application Package

# MARIST REGIONAL COLLEGE

Deputy Principal – Pastoral Care and Wellbeing

Applications close Monday 27 July 2026



## Why Work at Marist Regional College?

Marist Regional College is a Catholic School formed from the amalgamation of two schools, run by the Sisters of Mercy and the Marist Fathers in 1972. Today we build on those foundations to enable our 900+ students to grow with confidence and purpose, secure in the knowledge that they will be known, safe and valued.

All staff and members of the school community are expected to embody our values of Hospitality, Respect, Justice, Compassion and Responsibility. It's through these values that we demonstrate our commitment to a life inspired by the Marist and Mercy charisms.

Marist Regional College is proud to be surrounded by 43 acres of rolling hills and lush sporting grounds with a panoramic view of Bass Strait, just minutes from the centre of Burnie. Being surrounded by such natural beauty drives us to be future-focused, considering the needs of the planet, nation, state, regional and local community in our pursuit of a highly dynamic and engaging curriculum. By embracing innovation, creativity, courage and "daring to be different" in our approaches, we strive to bring the very best to all.

Our staff have the privilege of working in our modern facilities that include flexible learning spaces that boast state-of-the-art technology. These include purpose-built facilities for middle and high-school students, a commercial kitchen, restaurant and fully operational café, two dedicated performance spaces and the recent development of a multi-million-dollar Technology centre.

For further information click the following link to access the Marist Regional College website: <https://www.mrc.tas.edu.au/>



Marist Regional College, Burnie

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## About the Role

This pastoral care role is integral to the well-being and support of the students, staff and the broader community. This role will be pivotal in:

- Providing ongoing wellbeing and pastoral support for all members of the College community at the direction of the Principal.
- Overseeing and implementing the promotion and facilitation of the ongoing professional learning and development of all staff.
- Ensuring a safe and supportive environment for all members of the Marist Regional College community.
- Encouraging student leadership at all levels.
- Ensuring that policies and expectations of the College are upheld by all members of the College Community.
- Leading and being responsible for the staff charged with wellbeing and management; and
- Overseeing the College's Professional Learning Program

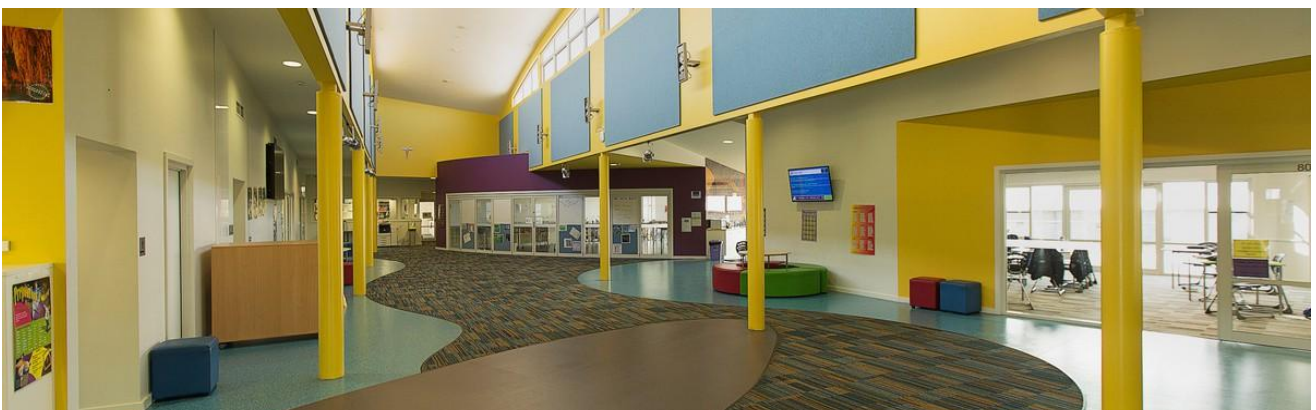
## Key Relationships

### Internal:

Principal, Teachers, Leadership Team, Pastoral Care Team, Students, and other non-teaching staff as required.

### External:

Parents, visitors, local Community, Catholic Education Office, Teachers Registration Board.





## Position Description

### Deputy Principal – Pastoral Care and Wellbeing

#### 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.



## Position Description

### Deputy Principal – Pastoral Care and Wellbeing

#### Classification

Deputy Principal

#### School/College

Marist Regional College

#### Location

Burnie, Tasmania

#### Reports To

Principal  
Principal Lead  
Director School Services

#### Key Relationships

Principal  
School Leadership Team  
School Advisory Committee  
TCEO Leadership Team and senior staff  
School Staff  
School Volunteers  
Parish Priest  
School Community Stakeholders  
External Suppliers and Service Providers  
State and Federal Government Officials  
Visitors and Members of the Public

#### Main Purpose of Role

The Deputy Principal/s are accountable for supporting the Principal to provide both strategic and day-to-day leadership of mission, evangelisation and learning within the school community to ensure the goals of Catholic Education Tasmania (CET) are achieved.

Together the Principal, Deputy Principal/s and the Business Manager form the Executive of the College, and will work collaboratively to effectively lead staff, students and the wider community to ensure that students receive quality education in accordance with the Catholic faith and Christian principles. This is achieved through effective and sustainable development, deployment and management of strategies, plans, staff and resources to support the future of the school and enhancement of system-wide Catholic Education effectiveness.

The Deputy Principal/s may assume the role of Acting Principal in the absence of the Principal in all organisational / administrative matters and in relation to discipline within the school. Within the role, the Deputy 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.

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#### 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,

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### Deputy Principal – Pastoral Care and Wellbeing



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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.
- Enhance the school community such that it 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.
- Maintain effective stewardship of the school tradition and charism.
- Collaborate with the Parish community in the evangelising mission of the Church.

##### Leading Teaching and Learning

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

- Nurture a Christ-centred and student-focussed community of learners.
- Implement and sustain a constructive culture that encourages growth and development whilst achieving goals.
- Actively facilitate effective high aspirational teaching that promotes enthusiastic, independent learners to achieve excellence in learning and in all aspects of their development.
- Communicate and ensure effective behavioural standards across the school.
- Build and sustain a learning culture that respects the intellectual, spiritual, cultural, moral, social, health and pastoral care of students.

##### Developing Self and Others

- Enhance the technical capability, personal and team effectiveness of staff and self:
- Facilitate staff development and collaboration in planning, monitoring and reviewing the effectiveness of learning and teaching.
- Lead continuous improvement of learning and teaching across the school.
- 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.
- Maintain pedagogical currency.

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#### Leading Improvement, Innovation and Change

- Improve the school outcomes through effective leadership of improvement, innovation and change processes:
- Implement a clear, shared Vision and strategies to guide effective improvement. Identify and manage improvement plans and policies for the development of the school and its facilities.
- Implement and manage change processes effectively.
- Review and report to the Principal on the effectiveness and sustainability of improvements.

#### Leading the Management of the School

- Ensure effective leadership and management of the school community and resources to deliver sustainable outcomes:
- Collaborate with the Principal to optimise and implement the school strategy and Master Plan.
- Maintain effective stewardship of school assets and resources.
- Provide a safe working and learning environment.
- Implement effective human resource processes to ensure the attraction, retention and development of high quality, passionate staff.
- Build staff and team engagement, effectively delegate and monitor outcomes.
- Deploy and utilise effective data management methods and technologies.
- Actively manage Child Safe issues.
- Build effective relationships with stakeholders.
- Collaborate effectively within the school and Catholic Education Tasmania to enhance school and system effectiveness.
- Operate within the governance and compliance framework of the Tasmanian Catholic Education Commission and all legislative requirements.

#### Engaging and Working with the Community

- Engage with and develop effective relationship that promote life-giving partnerships between home, school and Parish.
- Be inclusive and welcoming of all members of the school community.
- Develop and maintain positive partnerships with students, families and carers, the parish and broader community.
- Work closely with the Principal to build a culture of high expectations that recognises and uses the richness and diversity of the school's wider community, education systems and sectors.
- 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.

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#### Required Skills, Experience and Attributes

- A practicing Catholic whose faith is visible and inspiring in daily life and work
- Significant experience in Catholic education
- Demonstrated ability to work within an educational vision that incorporates Catholic beliefs and values into all facets of school life and learning
- Experience building engagement across a school community
- 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
- Demonstrated understanding of, or capacity to gain knowledge of, school financial and administrative functions
- 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, or equivalent
- CET Accreditation C and / or Graduate Certificate in Theology.
- Current motor vehicle license.
- Full registration with the Tasmanian Teachers Registration Board at time of commencement of duties.
- Tasmanian Working with Vulnerable People registration at time of commencement of duties.
- Satisfactory National Police Check at time of commencement of duties.





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

As a Deputy 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.

Deputy 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.

### **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.



## About Catholic Education Tasmania

Catholic Education Tasmania (CET) is a community of 38 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 38 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

- Deputy Principal Pastoral Care and Wellbeing-Marist Regional College, Burnie -1.0 FTE
- Commencement Date Friday, 1 January 2027

## 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 Dr Terry McCarthy, Interim Executive Director, Catholic Education Tasmania, and can be submitted via the [Catholic Education Tasmania careers page](#) by clicking 'Apply for Job'.

For a confidential discussion on the specific role, the North-West Coast of Tasmania and Marist Regional College, please get in touch with Human Resources Manager Ms Renee Hayes on 03 6432 7600 or [rhayes@mrc.tas.edu.au](mailto:rhayes@mrc.tas.edu.au).

To discuss the application process and Catholic Education Tasmania, please contact Jason Young on 03 6210 8843 or [jason.young@catholic.tas.edu.au](mailto:jason.young@catholic.tas.edu.au).

Applications will close promptly on **Monday, 27 July 2026 at 10:00am.**

Applications will not be accepted after the closing time.