



St Catherine's School



RECRUITMENT
INFORMATION



Our School

St Catherine's is a vibrant, close-knit community where students, teachers, and parents share in the journey of learning. We have magnificent teachers who are great activators of change for girls and who enhance their students' learning through the provision of a stimulating, tailored and future-focused education.

Our History

The School was founded in 1896 when Miss Jeanie Hood opened a school in Templeton Street, Castlemaine, which she named Castlemaine Ladies' College.

The name was changed to St Catherine's Girls' College, Castlemaine, after the Anglican School at Waverley in Sydney in 1903, and in 1920, the College moved to Williams Road, Windsor with 48 students enrolled, and soon after purchased 'Kilbride House' (formerly known as Beaulieu) at 17 Heyington Place Toorak, where the School is today.

In 1948, Barbreck, at 33 Heyington Place, was acquired for use as a Junior School, making possible further extensions to the Secondary School. Increasing enrolments facilitated the purchase of 29 and 31 Heyington Place, and in 1958, 27 Heyington Place was acquired to provide a new boarding house.

In 1961 the School had almost 600 students, and 23 Heyington Place was purchased as a residence for the Headmistress. In 1998, Illawarra, a superb 1890s mansion adjacent to the School campus was restored by the School as an additional Boarding House through a special leasing arrangement with the National Trust, owners of the property, and in 1999, the School purchased 'Wiltondale' at 25 Heyington Place.

Most recently, the School has completely refurbished the Barbreck Junior School, and is currently updating Kilbride House – now known as Sherren House – to a return to its former stately glory. We are proud of our beautiful school and our heritage, and when you walk in the doors of Sherren House, you are immediately struck by the elegant foyers, rooms, and displays of time's past.



Our Vision

A St Catherine's School student approaches her dealings with all others with absolute and unwavering integrity. She approaches both her work and the world around her with a sense of curiosity. She will always persevere, even when the path ahead seems challenging. She displays genuine empathy at all times.

School Charter

As a leading girls' school in Australia, St Catherine's School is committed to nurturing and empowering independent and globally responsive young women, enabling them to approach all their endeavours with confidence, wisdom and integrity.

School Values

Integrity
Curiosity
Perseverance
Empathy
Gratitude

School Motto

Nil magnum nisi bonum –
Nothing is great unless it is good.

Our Team

Our staff consist of over 265 full time, part time and casual teaching and non teaching staff across three campuses; Senior School, Junior School and our Early Learning Centre.

Our School is lead by the following members of our Senior Leadership Team:

Senior Leadership Team

Principal Ms Natalie Charles

Deputy Principal – Head of Senior School
..... Mr Robert Marshall

Deputy Principal – Head of Teaching & Learning
..... Ms Lisa Hanlon

Director of Business Ms Rebecca Brodie

Director of Marketing & Admissions Ms Nisha Spencer

Head of Junior School Dr Brendan Kean

Head of ELC Ms Sarah Bethune

Director of ICT Mr Vineeth Jayachandran

Deputy Business Manager Mr Joe Esposito

Director of Senior Years Mrs Allison Cassidy

Director of Middle Years Ms Freda Armstrong

Professional Development

The School provides a diverse range of professional learning opportunities including:

Individual and Department Professional Development

This includes a wide variety of conferences, workshops, courses and networks off-site as well as in-house and on-line experiences.

Induction Program for New Staff

A new employee induction is conducted during the staff days preceding the beginning of Term 1, or during the first week of each term as needed.

Regular Staff Professional Learning Days

Several days each year (at the beginning and end of Term) are dedicated to a program of staff professional learning opportunities incorporating Workplace Health and Safety (WHS), student protection, cultural and professional development learnings.

Buddy Program

All new staff are allocated a 'buddy' to assist in their orientation into the school community.

Positions of Responsibility

When current staff take extended leave, an internal recruitment process is adhered to in order to fill any vacancy of positions of responsibility – allowing for staff to step up temporarily into roles at a higher duty for professional development purposes.

Annual Appraisal Program

All staff participate in an annual appraisal program that identifies professional development requirements and opportunities available internally and externally.





Our working environment

Our Staff are engaged under the provisions of either the St Catherine's School General Staff or Teachers Agreement.

Some of our benefits include:

- Superannuation fund of choice – paid at 11%
- Salary sacrificing and salary packaging arrangements
- Positions of responsibility and allowances (teachers)
- 15 sick leave days per year

Other employment benefits include:

- Discounted school fees for children of permanent staff
- IT devices supplied for relevant roles
- Free annual staff flu vaccinations
- Employee Assistance Program (EAP)
- Access to an on-site outside school hours care and vacation care service
- An on-site café and catering
- On-site parking – permanent staff
- Use of onsite pool and gym

Recruitment Process

In applying for a role at St Catherine's School, your application should include:

1. A comprehensive curriculum vitae giving details of relevant achievements in recent roles as well as your education and professional qualifications.
2. A covering letter that summarises your interest in this role and providing evidence of your ability to match the selection criteria outlined.
3. Names and telephone numbers of two (2) recent professional referees. (Please note; we will not contact your referees without your permission and not before an interview has been offered).

Please ensure that your application reaches us by the closing date and time provided in the advertisement for the position. All applications **MUST** be submitted through the seek.com.au website or via our own careers website – do not email your application to the school as it may not be received or reviewed.

Acknowledgement

You will receive an email acknowledging your application and detailing the shortlisting and interview timeframes.



Selection Process

Short-listed candidates are contacted to arrange a time to meet with the selection panel for an initial interview.

Shortlisted candidates will be sent an application / declaration form for compliance and privacy information.

Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities.

As part of the interview process for teaching staff, short-listed candidates may be asked to demonstrate their teaching by the applicant being requested to develop and present some teaching materials.

Reference Checks

A minimum of two reference checks are undertaken. The selection panel will discuss your application with your nominated referees. The school also reserves the right to consult with other persons who may have knowledge of your experience. This is at the Principal's discretion.

Pre-employment Compliance Checks

The preferred candidate will be subject to employment screening and may be asked to undertake a psychometric assessment and a medical for this purpose.

The preferred candidate must satisfy relevant child protection legislation and:

1. for teaching roles, be a registered teacher with Victorian Institute of Teachers; or
2. for non-teaching roles, hold a current Working with Children Check

International candidates will provide the panel with relevant visa documentation supporting their right to live and work in Australia. This information will be verified with the Department of Immigration.

The School reserves its right to undertake additional pre-employment checks to support the commitment to recruiting the highest quality employees and considering the specific needs of each role.

Questions?

Please email hr@stcatherines.net.au



St Catherine's School

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