



JOHN PAUL
COLLEGE

with Him is the fullness of life

RECRUITMENT PACK
DEPUTY PRINCIPAL FAITH & MISSION

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MESSAGE FROM THE PRINCIPAL

I extend a warm welcome to you as you consider joining the dedicated and vibrant staff team at John Paul College. Our College is a place of learning and collaboration for all; a thriving community where passion, innovation, and excellence come together to create an environment that nurtures both personal and professional growth.

At John Paul College, we are committed to fostering an inclusive culture that values every member of our staff. Our goal is to support staff by ensuring they have the tools and opportunities necessary to excel in their roles and inspire our students.

John Paul College has a rich heritage in the tradition of the fCJ Sisters and the Marianist order. These men and women were instrumental in establishing a community inspired by faith in the good news of Jesus. We too are inspired to continue the journey of faith and are nurtured and guided by the charisms of these two orders, as we work together for the benefit of our young people.

As part of our team, you will have the opportunity to collaborate with other dedicated professionals who are passionate about education and committed to making a positive impact on the lives of young people. We offer a supportive and collegial environment, where your contributions are valued and your professional growth is a priority.

Thank you for considering John Paul College as the next step in your career. We look forward to the possibility of welcoming you to our exceptional team.

MR JOHN VISENTIN

College Principal

ABOUT THE POSITION

The Deputy Principal - Faith & Mission position is a senior leadership role within the College. The Deputy Principal - Faith & Mission, together with the Principal, encourages and advances the Catholic character and ethos of the school. The Deputy Principal - Faith & Mission collaborates with the Principal and the Leadership Team to integrate life and faith within the College community. This position is a member of the Faith & Mission Team and the Leadership Team and reports to the Principal.

As a leader in the College, the Deputy Principal – Faith & Mission exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The leadership role is predicated on the belief that to be effective the Deputy Principal – Faith & Mission's work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The Deputy Principal – Faith & Mission gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

This role is classified as a Deputy Principal – Category B, Level 6 with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended.

This role will be for a period of 5 years with the opportunity for renewal following the completion of that period.

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| Applications Open | Monday 30 June |
| Applications Close | Friday 25 July |
| Shortlisted Candidates Advised | Thursday 31 July |
| Interviews Conducted | Wed 6 Aug & Thurs 7 Aug |
| Applicants Notified | Wednesday 13 August |
| Announcement to staff & community | Monday 18 August |

ABOUT JOHN PAUL COLLEGE

John Paul College is a well-established Catholic school providing high quality teaching and facilities for learning, sports, music and the arts. The College was founded in 1979 in the merger of two single gender Catholic schools on this site, Stella Maris fcJ College for girls (established in 1968) and Marianist College for boys (1973).

John Paul College is a regional coeducational Catholic secondary College, which operates with the consent of the Catholic Archbishop of Melbourne and is operated and governed by Melbourne Archdiocese Catholic Schools Ltd (MACS).

OUR MISSION STATEMENT

Inspired by the Gospels' values, John Paul College provides an exemplary and holistic education within the Catholic tradition.

Our community welcomes students and their families from the parishes and communities of the greater Frankston region.

We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience and inspires faith in action.

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity and contribute to the common good – Christian discipleship for a just world.

“With Him is the
fullness of life
JOHN 10:10”

OUR VALUES

We treasure our spirit of community and the values that flow from it – courage, perseverance and generosity.

The strength of our House system is anchored in these values and the charism we inherit from the lives of our founders.

Today, we live by our values and animate them within a culture that:

- Respects the dignity of every person
- Is inclusive, compassionate, just and forgiving, and
- Honours the integrity of creation through careful stewardship

LIFE AT JOHN PAUL COLLEGE

As a valued member of our staff, you will thrive in an inclusive, collaborative environment, benefit from mentorship and professional development opportunities, and be inspired by our exceptional facilities. We provide our employees with access to outstanding resources, support, and ongoing growth opportunities.

We encourage individuals who share our passion for supporting young people and align with our core values of respect, inclusiveness, and responsible stewardship to join our community.

Having a group of people that you can come to work with every day and all be on the same page and have a common goal, that's what gets me up in the morning.

ANTHONY BUCCA, Director of College Organisation



At John Paul College, we are committed to diversity and inclusion, and we welcome applicants from all backgrounds.

Our College is led by the following members of our Leadership Team:

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| Principal | John Visentin |
| Deputy Principal Learning and Teaching | Michael O'Keeffe |
| Deputy Principal Wellbeing | Craig Judkins |
| Deputy Principal Faith and Mission | Vacant |
| Director of College Organisation | Anthony Bucca |
| Business Manager | Russell Saunders |

OUR STRATEGIC PLAN

The College's Strategic Plan 2022-2025 guides our work to improve student outcomes through targeted improvement strategies that have been enacted over a four-year period.

Our strategic intent is to embed consistent, purposeful strategies that engage our staff and students in high quality teaching and learning through:

STUDENT AGENCY AND VOICE

To increase student reflection on their progress and participation in school decision-making.

QUALITY TEACHING

To build the capacity of teachers in teaching practice, curriculum documentation and use of data.

CLARITY OF PURPOSE

To have a shared understanding about the link between individual roles and responsibilities and the College mission, goals and vision.

We are continually working on our 2025 School Review, using it to inform and shape the foundation of our next strategic plan.

Here at John Paul College, there is a huge focus on equipping our staff with what they need to be able to do their job and do it well.

MICHAEL O'KEEFFE, Deputy Principal Learning and Teaching



WELLBEING FOR LEARNING



Wellbeing and academic outcomes are inextricably linked. Our holistic approach to Wellbeing and Learning integrates physical, mental, emotional, and spiritual development to help students realise their unique potential.

As a Catholic College, we are driven by a vision to empower our students to fulfil their God-given potential, reflecting our commitment to both Learning and Wellbeing. We believe that young people truly thrive when their education fosters both academic growth and personal development.

Our Wellbeing for Learning framework guides our efforts to support every aspect of student development. By aligning our Learning and Teaching Vision with our Student Wellbeing Vision, we aim to enhance both learning and wellbeing outcomes for each student.

OUR WORKPLACE CULTURE

COLLEGIALITY

Inspired by the Gospels' values, it is our spirit of community and the values that flow from it—courage, perseverance and generosity that you will see in our staff every day, shaping our behaviours and our teaching practice. Our dedicated teachers work together to deliver authentic learning experiences. Their expertise and warmth ensure the provision of a tailored and future-focused education that recognises each students' unique needs, goals, and talents. It is this supportive and enriching environment that supports our students to thrive, develop a love of learning and realise their full potential.

PROFESSIONAL DEVELOPMENT

At John Paul College, we recognise that professional development is crucial for the ongoing growth and success of our staff. With a dedicated Professional Learning team, we are committed to providing continuous learning opportunities for all staff members. Our new EduBites program exemplifies this commitment, offering weekly micro professional learning opportunities that prioritise collaboration and the exchange of ideas among staff. By investing in professional development, we aim to empower our educators to stay current with best practices, enhance their skills, and ultimately provide the best possible learning experiences for our students.

WELLBEING

We prioritise the wellbeing of our staff because we recognise that they are the heart and soul of our community. We understand that supporting the physical, emotional, and mental health of our staff members is essential for creating a positive and productive work environment. By investing in staff wellbeing initiatives, such as wellness programs, mental health resources, and work-life balance initiatives, we aim to promote a culture of care, compassion, and support. We maintain the services of AccessEAP as a high quality short-term, professional counselling services for employees to use confidentially and voluntarily to provide support with personal and work related issues.



FAITH

John Paul College staff have an opportunity to experience community life in a faith filled environment. The College provides participation in the life of the Church and recognition of the need for a more just society. The life of the faith community is a cooperative venture of each and every member of the College community.

REMUNERATION

John Paul College employees enjoy a family-friendly workplace and excellent entitlements and provisions. Salaries and pay levels, leave opportunities, superannuation contributions and other entitlements and benefits are covered in the *Victorian Catholic Education Multi Enterprise Agreement 2022*.

SOCIAL

Social events for staff are highly valued, fostering a sense of community, camaraderie, and belonging among our team members. These events provide opportunities for staff to connect on a personal level, strengthen relationships, and build trust and rapport outside of the workplace. Our social events contribute to a positive work culture, enhancing morale, motivation, and overall job satisfaction. Ultimately, they play a vital role in creating a supportive and inclusive environment where staff feel appreciated, valued, and part of a unified team.

THE RECRUITMENT PROCESS

CHILD SAFE STANDARDS

The John Paul College community promotes the safety, wellbeing and inclusion of all children. We are a child safe employer that is committed to the welfare of children and young people in our protection. All potential employees and volunteers will be required to comply with our Child Safety and Wellbeing Policy and our Child Safety Code of Conduct. This includes

- Ensure adherence to all child safety standards and mandatory reporting requirements.
- Attend training to maintain compliance with all child safety legislation, standards and regulations.
- Complete all mandatory reporting in a timely manner.
- Escalate and report all matters related to student safety immediately.
- Understand and work diligently to deliver student duty of care responsibilities.

EMPLOYMENT OPPORTUNITIES

Vacancies are posted on our website's employment page and are also advertised externally through platforms such as Seek, LinkedIn, and other targeted websites.

The application process takes place through our online recruitment system. During this process, John Paul College collects personal information about you to assess your application for employment with us. We handle personal information in accordance with our Privacy Policy, Privacy Collection Notice, and the Australian Privacy Act 1988 (Cth) (Privacy Act).

The following documents will be required as part of your application:

1. A comprehensive, up-to-date resume providing details of relevant achievements in recent roles as well as your professional qualifications
2. A cover letter that summarises your interest in the role and provides evidence of your ability to meet the key responsibilities and attributes as outlined in the position description

You will receive an email acknowledging that your application has been received, and we will contact you in the near future if you have been shortlisted for an interview.

Please ensure that your application reaches us by the closing date/time provided in the position advertisement.

SELECTION PROCESS

- Short-listed candidates are contacted to arrange a time to meet with the selection panel for an initial interview.
- Candidates short-listed from the first interview may be required to come back for a second interview and/or further recruitment activities.

REFERENCE CHECKS

- A minimum of two reference checks including current or previous Principal, are undertaken.
- John Paul College will seek your consent to contact your nominated referees.
- The selection panel will discuss your application with your nominated referees.
- The College reserves the right to consult with a candidate's current Principal or other persons who may have knowledge of your experience.

PRE-EMPLOYMENT COMPLIANCE CHECKS

The preferred candidate will be required to complete employment screening as part of the recruitment process. This includes meeting all child safety requirements relevant to teaching roles including:

1. be a registered teacher with Victorian Institute of Teachers
2. obtain a current Police Check

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

POSITION DESCRIPTION

Role of the Deputy Principal - Faith & Mission

John Paul College, Frankston is a Catholic co-educational secondary school with a rich heritage in the traditions of the FCJ sisters and the Marianists.

MISSION

John Paul College provides an exemplary and holistic education within the Catholic tradition. We believe every student's success is grounded in quality learning and teaching, and a school culture that fosters wellbeing, promotes resilience, and inspires faith in action.

*“With Him is the
fullness of life”*
JOHN 10:10

Our motto is our vision – the commitment to ensure every member of our community is empowered to achieve success, act with integrity, and contribute to the common good – Christian discipleship for a just world.

The work of the Deputy Principal – Faith & Mission will be informed by the vision of Catholic education that is Gospel-based, people-centred, inclusive and holistic. The Deputy Principal – Faith & Mission will work to develop an understanding of the Catholic, Marianist and Sisters of the Faithful Companions of Jesus ethos and the values of the College and ensure that they work within those foundational traditions and mission of the school.

PURPOSE OF POSITION

The Deputy Principal - Faith & Mission position is a senior leadership role within the College. The Deputy Principal - Faith & Mission, together with the Principal, encourages and advances the Catholic character and ethos of the school. The Deputy Principal - Faith & Mission collaborates with the Principal and the Leadership Team to integrate life and faith within the College community. This position is a member of the Faith & Mission Team and the Leadership Team and reports to the Principal.

The Deputy Principal – Faith & Mission is required to be familiar with and comply with the College's Child Safety Policy and the Code of Conduct. The Deputy Principal – Faith & Mission will provide students with a child-safe environment, which proactively monitors and supports student wellbeing and exercises pastoral care in a manner which reflects school values.

As a leader in the College, the Deputy Principal – Faith & Mission exercises a shared responsibility to ensure that the mission of the Catholic Church is brought to life in the College. The leadership role is predicated on the belief that to be effective the Deputy Principal – Faith & Mission's work will be informed by a vision of Catholic education that is Gospel-based people-centred, inclusive and holistic. The Deputy Principal – Faith & Mission gives witness to gospel values in all aspects of their work and encourages and supports staff to do likewise.

Specific Responsibilities

The specific responsibilities of the Deputy Principal - Faith & Mission are:

- Develop and implement student faith development activities
- Promote issues of faith and spirituality through the wider school community
- Develop and coordinate the College Retreat Program
- Develop and implement the Social Justice/Outreach Program
- Manage Faith Development programs
- Lead the Faith Development Team
- Develop and coordinate opportunities for staff growth in faith
- Oversee and organise whole school community events such as, College Assemblies, Parent Information Workshops, the Staff Wellbeing Committee, etc
- Other duties as directed

LEADERSHIP

- Models, inspires and supports staff and students with a focus on continually improving student learning and wellbeing outcomes
- Fosters and promotes reflective practice, professional dialogue and a collaborative approach with the staff they lead and the wider community
- Supports teams and individuals to embrace change and innovation
- Is an active member of College Leadership including implementing College & MACS strategic and annual goals
- Is involved with the Annual Review Meetings of Staff

DEVELOP AND IMPLEMENT STUDENT FAITH DEVELOPMENT ACTIVITIES

- Liaises with the Principal and Faith Development Team regarding programs related to student faith development
- Provides opportunities for student prayer, meditation and reflection
- Develops and implements a range of faith development activities for individuals, groups, and the whole school
- Implements and coordinates a sacramental preparation program for students as required
- Liaises with local parishes regarding programs as required
- Raises student awareness of wider Church activities and ministries, particularly related to the local parishes
- Coordinates and supports Student Leaders and guide the work of the School Leadership Coordinator
- Provides regular opportunities for discussion with students and staff regarding matters of faith and spirituality

PROMOTE ISSUES TO DO WITH FAITH AND SPIRITUALITY THROUGHOUT THE WIDER SCHOOL COMMUNITY

- Encourages understanding within the school community of the tradition of John Paul College while reflecting and respecting the charisms of the Sisters – Faithful Companions of Jesus and the Society of Mary (Marianists)
- Encourages and supports reflection on matters of faith and spirituality in school publications, including the College website and on special school occasions
- Promotes and reports on significant faith development activities to others within the school community
- Creates opportunities for parents and the wider school community to serve as a reference point for discussions on faith and spirituality

DEVELOP AND COORDINATE THE COLLEGE RETREAT PROGRAM

- Plans and oversees the Retreat program including the budget from Years 7-12
- Supports staff regarding the running of the Retreat Program

DEVELOP AND IMPLEMENT THE SOCIAL JUSTICE/OUTREACH PROGRAM

- Encourages a range of opportunities for social justice/student outreach activities
- Oversees outreach activities throughout the school, including staff
- Develops and implements the Social Justice/Outreach Policy, particularly through the Faith Development Team and the Pastoral Care Team
- Oversees and coordinates the Community Companion Van
- Liaises with the Learning Area Leader - RE and the Faith Program Coordinator to ensure that the RE program and social justice/outreach activities complement each other
- Coordinates the organisation of the Mission Action Day program
- Ensures that the school community is regularly updated on opportunities for social justice/outreach activities both within and outside the school
- Oversees the work of the Catholic Identity Coordinator and Faith Program Coordinator, ensuring alignment with the College's Mission and Vision, particularly in the coordination of the fundraising program and broader faith development initiatives
- Develops and communicates an awareness of the work and needs of organisations supported under the Social Justice/Outreach Policy

MANAGE FAITH DEVELOPMENT PROGRAMS

- Ensures the provision of adequate and appropriate resources for the Faith Development Program
- Prepares an annual budget and supervises the expenditure of these funds
- Oversees the purchase, storage and auditing of resources

COORDINATE THE FAITH DEVELOPMENT TEAM

- Liaises with members of the Faith Development Team in the implementation of specific activities

- Chairs regular meetings of the Faith Development Team, and maintain an overview of faith development activities resulting from these meetings
- Provides guidance and support to the Youth Ministers, ensuring effective collaboration and direction in their roles.

DEVELOP AND COORDINATE OPPORTUNITIES FOR STAFF GROWTH IN FAITH

- Lead and organises staff professional learning in Faith and Mission including professional learning days in consultation with the Professional Learning Coordinator and the Leadership Team
- Provides information, guidance and learning opportunities for new staff with regard to accreditation and professional learning
- Provides opportunities and direction to all teaching staff to increase the number of staff who fulfil the requirements of “Accreditation to Teach in a Catholic School”, and “Accreditation to Teach Religious Education in a Catholic School” in line with CECV and MACS policies

COMMUNITY

- Oversees the organisation of all College Assemblies in consultation with members of the College Leadership Team
- Chairs the Staff Wellbeing Committee
- Oversees Parent Information Workshops (e.g., Time and Space)
- Collaborates with the Deputy Principal – Learning and Teaching to coordinate the Annual Student Awards process and Awards Evening
- Supports the Marketing Team to engage and grow Alumni events
- Organises Opening Ceremonies (e.g., for new buildings)

CHILD SAFETY

Every person employed or volunteering at John Paul College has a responsibility to understand the important and specific role he/she plays individually and collectively to ensure that the wellbeing and safety of all students is at the forefront of all they do and every decision they make. (CECV (Catholic Education Commission of Victoria) Commitment Statement to Child Safety). Such responsibility requires employees to:

- provide students with a child-safe environment
- be familiar with and comply with the school's child-safe policy and code of conduct, and any other policies or procedures relating to child safety
- proactively monitor and support student wellbeing
- exercise pastoral care in a manner which reflects school values
- implement strategies which promote a healthy and positive learning environment

KEY SELECTION CRITERIA

- A demonstrated understanding and commitment to the ethos of a Catholic school and its mission
- Proven ability to lead proactively and manage continuous improvement in faith and mission programs with highly developed educational leadership skills
- Extensive knowledge and understanding of contemporary educational research, issues, trends, practices, and policies
- Highly developed interpersonal and communication skills, with a proven ability to build and support effective teams
- Ability to develop and implement strategic plans that align with the school's mission and vision
- Strong engagement and relationship building skills within the school community, including parents, local parishes, and other stakeholders
- A commitment to fostering a learning community and the ability to collaborate with all members to enhance the faith and mission programs
- Extensive experience in advocating for issues of faith and spirituality within the wider school community
- Encourages and promotes reflective practice, professional dialogue and collaboration among staff
- Extensive experience in developing and implementing programs such as student faith development activities, retreat programs, and social justice / outreach initiatives
- A commitment to supporting and promoting professional development among staff
- Ability to lead and manage change, fostering innovation in educational practices and programs
- Possess an understanding and respect for cultural diversity, promoting inclusivity within the College
- Exceptionally organised and efficient
- Proven ability to collaborate effectively with others to achieve common goals
- Exhibits a strong understanding and commitment to child safety
- Appropriate qualifications and / or experience / accreditation in Religious Education / Theology or relevant field is required

- Accreditation to Teach Religious Education or Lead in a Catholic School
- Current VIT Registration

REPORTING RELATIONSHIPS

REPORTS TO: The Principal

ASSOCIATED RELATIONSHIPS: Deputy Principal – Learning and Teaching, Deputy Principal - Wellbeing, Heads of Middle and Senior School Learning, Heads of Middle and Senior School Wellbeing, Director of College Organisation and other positions as appropriate

POSITION CLASSIFICATION

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|--|------------------------------------|
| START DATE: January 2026 or earlier by negotiation | THIS POSITION IS: Full Time |
| <p>This role is classified as a Deputy Principal – Category B, Level 6 with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (<i>CEMEA</i>) as amended.</p> <p>Teaching Load – a teaching load will be negotiated with the successful candidate</p> <p>This role will be for a period of 5 years with the opportunity for renewal following the completion of that period. A formative review will be held at or after the second half of the third year.</p> | |
| Must hold valid <i>Victorian Institute of Teaching</i> Registration | |

Additional Information

John Paul College is committed to developing a culture to maintain the safety of each student in our care. The College regards its child protection responsibilities with the utmost importance and as such, is committed to providing the necessary resources to ensure compliance with all relevant child protection laws and regulations and maintain a child safe culture. All staff employed at John Paul College are required to abide by our Child Safe Policies and commit to our Child Safe Code of Conduct.