



EMMAUS
COLLEGE

2026 INFORMATION PACK

DEPUTY PRINCIPAL - FAITH AND MISSION





15 August 2025

Thank you for your interest in the recently advertised position of Deputy Principal – Faith and Mission at Emmaus College.

You will be joining a very cohesive, skilled, passionate, dedicated and tight-knit Leadership Team who enjoy working together to achieve our College Vision and Strategic Plan. The Emmaus College community is special indeed. Our students are respectful and our families are engaged and supportive. It is a beautiful school community to be a member of and our Catholic Identity and Faith is at the core of everything we do.

Enclosed are the following documents related to this important position:

- Advertisement for Deputy Principal: Faith and Mission
- Statement of Principles regarding Catholic Education
- Emmaus College Vision, Mission, Values and Graduate Attributes
- Position Description
- Selection Criteria
- Tenure and Remuneration Statements
- Proposed timeline for the appointment of Deputy Principal – Faith and Mission

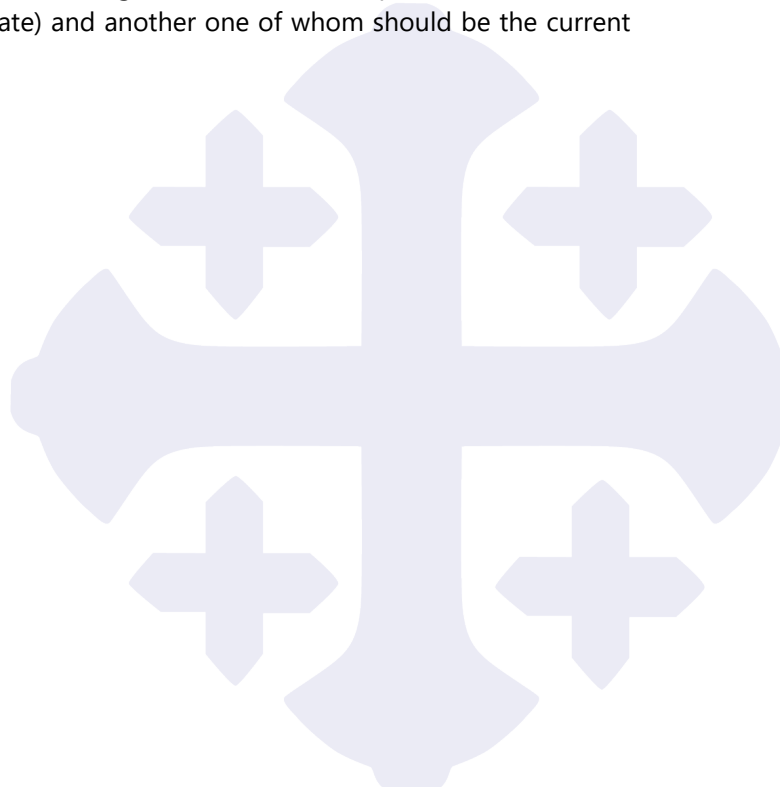
Further information about Emmaus College can be found on the College website: www.emmaus.vic.edu.au

Applications should include an introductory letter that addresses the selection criteria (no more than three pages in length), accompanied by a full curriculum vitae including the names of three professional referees, one of whom should be your Parish Priest (as appropriate) and another one of whom should be the current employer.

Applications to be submitted via the College website.

Yours faithfully,

Karen Jebb
PRINCIPAL



CATHOLIC EDUCATION OFFICE ARCHDIOCESE OF MELBOURNE

A STATEMENT OF PRINCIPLES REGARDING CATHOLIC EDUCATION

The task of the Catholic school:

"is fundamentally a synthesis of culture and faith, and a synthesis of faith and life: the first is reached by integrating all different aspects of human knowledge through the subjects taught, in the light of the Gospel; the second in the growth of the virtues characteristic of the Christian."

- Congregation for Catholic Education, The Catholic School, 1977

This same goal is expressed by the Victorian Catholic Community which desires its schools to be communities of faith.

This broad philosophical stance reveals a concern for an education that combines sound knowledge and skills with an overall personal development rooted in Christian values. Such an education involves a high level of interpersonal transaction between staff and pupils.

Pope John Paul II spelt out key implications of this for staff who work in Catholic schools:

"The Church looks upon you as co-workers with an important measure of shared responsibility...To you it is given to create the future and give it direction by offering to your students a set of values with which to assess their newly discovered knowledge...(The changing times) demand that educators be open to new cultural influences and interpret them for young pupils in the light of Christian faith. You are called to bring professional competence and a high standard of excellence to your teaching...But your responsibilities make demands on you that go far beyond the need for professional skills and competence...Through you, as through a clear window on a summer day, students must come to see and know the richness and joy of a life lived in accordance with Christ's teaching, in response to his challenging demands. To teach means not only to impart what we know, but also to reveal who we are by living what we believe. It is this latter lesson which tends to last the longest."

- Pope John Paul II, Address to Catholic Educators, September 12, 1984

Pope John Paul II clarified this further when he spoke on Catholic education in Melbourne:

"I welcome you into that chosen group called by the Church to educate young Catholics in the faith. In a very special way, you share in the Church's mission of proclaiming the good news of salvation. Not all of you may be teaching catechetics but if you are on the staff of a Catholic school, it is expected, and it is of the utmost importance, that you should support the whole of the Church's teaching and bear witness to it in your daily lives...Certainly your work demands professionalism, but it also demands something more. Your professionalism as teachers involves tasks that are linked to your Baptism and to your own commitment in faith. No matter what subject you teach, it is part of your responsibility to lead your pupils more fully into the mystery of Christ and the living tradition of the Church...The parish primary school, where younger children receive their early lessons in the faith, remains a cornerstone of the pastoral care of Australian Catholic people. Here the community of faith hands on the timely message of Jesus Christ to its youngest members...More difficult challenges face the Catholic secondary school. Here students must be helped to achieve that integration of faith and authentic culture which is necessary for believers in today's world. But they must also be helped to recognise and reject false cultural values which are contrary to the Gospel."

- Pope John Paul II, Address to Catholic Education, November 28, 1986

This philosophy of Catholic education, expressed in a growing number of documents and policy statements over the last decade, guides the Catholic school in its functioning. The Catholic school is accountable to the general community for the provision of quality education to young citizens and is also accountable to the church community for providing this within the context of the Gospel and its values as expressed in Catholic doctrine. The catholic school is more than an educative institution: it is a key part of the Church, and an essential element in the Church's mission. So too staff in the Catholic school are more than employees - they minister in the name of the church and of the Gospel.

All staff in the Catholic school have an indispensable role to play. It is expected of all employed in a Catholic school that they:

- Accept the Catholic educational philosophy of the school;
- Develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work;
- By their teaching and other work and by personal example, strive to help students to understand, accept and appreciate Catholic teaching and values;
- Avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community in whose name they act;
- Comply with the accreditation policy of the CECV to teach in a Catholic school and other CECV policies;
- Be committed to regular ongoing professional development;
- Be qualified as required by state authorities.



Our College Vision

MOTTO

To Know Christ

VISION

To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus.

MISSION

Emmaus College, as a Christ centred Community, has fundamentally at the heart of its spirituality, the person of Jesus Christ. The story of the Walk to Emmaus in the Gospel of Luke and from which the College is named, nourishes our spirituality. Students are encouraged to live by the key core values of faith, community, respect, excellence, integrity and service and to empower them to achieve their best academically. Emmaus aims to ensure that learners acquire and utilise the knowledge and skills to be future ready. Our mission as a Christ-centred community, provides a caring and supportive environment that enables students to develop their full potential in all areas of life. Pastoral care is a key focus of the College, and promotes and enhances student wellbeing of a personal, social, physical, emotional, cognitive and spiritual nature.

CORE VALUES

Faith, Community, Respect, Excellence, Integrity, Service.

GRADUATE QUALITIES

Compassionate, Curious, Faith-filled, Independent, Resilient, Creative.

WE SUPPORT THIS WITH FOUR VITAL FOUNDATIONS

- Catholic identity and mission
- Learning, innovation and improvement
- Wellbeing and student engagement
- Community and sustainability



Deputy Principal - Faith and Mission

Emmaus College is a proudly co-educational Catholic secondary college, established in 1980 through the amalgamation of St Thomas More College, a Christian Brothers' school for boys (1969 – 1979) and Chavoin College, a Marist Sisters' school for girls (1966 – 1979). The next stage of the amalgamation, 2025, with Holy Saviour Primary School, Vermont South and St Timothy's Primary School, Vermont. The College operates over multiple campuses in Vermont South, Vermont and Burwood. One campus is dedicated to Years 7, 8, 10, 11 and 12, another campus is designated to the Year 9 program, Y9@E, and another is a dedicated Junior School K to Year 6. All staff at Emmaus may be required to work at any of our campuses.

Our school motto

To Know Christ.

College Vision

To foster a community that nurtures the full flourishing of each learner, inspiring excellence as they come 'To Know Christ' on their own road to Emmaus.

College Mission

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EXPECTATIONS OF STAFF IN A CHILD SAFE SCHOOL

Emmaus College is committed to the creation and maintenance of a child safe school environment. The care, safety and welfare of students are embedded in policies and procedures, which ensure a commitment to zero tolerance of child abuse. All actions and programs will maintain high ethical standards and work in accordance with child safety standards and child protection reporting guidelines. All employees have a shared legal responsibility to contribute to a safe working environment for staff and students in their area. Emmaus College is an equal opportunity employer.

TEACHERS AT EMMAUS COLLEGE

Teachers at Emmaus College work together in a spirit of cooperation in the best interests of all students within the confines of College policies and procedures to achieve the goals of the College.

PRINCIPLES OF LEADERSHIP

This role is a senior leadership role. Emmaus College strives to create an enriching, positive and excellent learning community for both staff and students. Teachers are encouraged in the pursuit of knowledge and skills to enhance their classroom teaching practices and their ability to be effective leaders and managers in the school community. The approach to leadership and management valued by the school community is characterised by consultation, collaboration, purpose, professionalism, empowerment, communication, authenticity, knowledge, flexibility and growth.

As a member of the College Leadership Team, the Deputy Principal – Faith and Mission has a responsibility to:

- reflect and nurture the vision and mission of the College



- provide strategic leadership and management
- enthuse staff, students, and parents by fostering quality relationships and community development
- use consultative and collaborative approaches to provide opportunities for staff contribution to the growth of the school as a learning community
- provide effective role modelling to the staff using appropriate conflict resolution and negotiation skills
- promote and foster the effectiveness of the Leadership Team
- maintain confidentiality, loyalty and support of the principal, and other members of the Leadership Team, by word and deed
- maintain professional competence and current knowledge of educational trends
- maintain a relationship-centred approach to all aspects of their work
- attend, and at times, leads College evening or weekend events as negotiated each term
- represents the College leadership in forums external to the College, maintaining a professional representation

THE ROLE

Working collaboratively with the Principal and the Leadership Team, the Deputy Principal – Faith and Mission assists in developing and executing the strategic directions of the College, with particular oversight of those matters relating to faith, our Catholic ethos and our College mission. The work of the Deputy Principal – Faith and Mission will be informed by the vision of Catholic Education and the College motto, To Know Christ. Inspired by Scripture, the Deputy Principal – Faith and Mission, will embrace and enhance the rich traditions and Charisms of Emmaus College.

Utilising current research and analysing available data, the Deputy Principal – Faith and Mission coordinates responses to all faith and mission matters, to enhance the faith experience for every student enrolled at the College. At all times, the Deputy Principal – Faith and Mission aims to inspire students and staff by promoting our Catholic Identity, mission and the faith life at the College and in line with the policies and procedures of the College. This includes maintaining a focus on the liturgical life of the school, and the implementation of the Social Justice Program, both of which aim to continue a school culture that respects and values all members of the school community while promoting wider Catholic mission, values and traditions.

KEY RESPONSIBILITIES AND DUTIES

- assisting the Principal in ensuring that a clear vision of the Catholic school as an integral part of the Church's mission, is demonstrated at Emmaus College
- promote issues of faith and spirituality through the wider school community
- providing a range of opportunities for all members of the College community to reflect upon and extend their faith journey
- clearly articulating the College position on the place of faith development within the religious education program and actively encouraging engagement and commitment
- responsibility for the spiritual life and faith formation of the entire College community
- raising awareness of the significant Liturgical seasons and feast days in the Catholic Calendar
- responsibility for liturgical leadership, promoting prayer life and developing the liturgical life of the College in conjunction with College Chaplains, Student Liturgy Captains, committee members and leaders
- preparing the annual calendar of liturgical events in consultation with the Leadership Team
- planning for and coordinating all wider school community liturgies and celebrations, including but not limited to Opening and End of Year masses, Emmaus Day Eucharist, End of Semester Mass, Graduation liturgies, etc.
- planning for and coordinating whole school, staff, and House liturgies (in consultation with the relevant

House Leaders)

- deepen the awareness of our House patrons and the charism of Emmaus College
- planning for and coordinating occasional liturgies, as required
- engaging staff and students in the preparation and organisation of liturgies, Eucharists, prayers, etc.
- arranging for suitable priests to celebrate Masses, in consultation with the Principal
- attending all major school liturgical celebrations
- assisting the Junior School with the sacraments program and other faith initiatives
- working closely with the Director of Music to ensure that the musical involvement in liturgy is vibrant and that the music selected and prepared is appropriate to the occasion
- liaising with the Physical Resources Team and Library staff regarding logistical and audio-visual requirements for large scale liturgies
- providing an appropriate liturgical response to any traumatic event in the school or wider community
- developing and overseeing the Retreat Programs (students and staff) throughout the College
- liaising with visiting priests and other religious leaders
- promoting the involvement of students with their local parish
- assisting and advising staff on prayer and liturgical matters, as requested
- providing training and encouragement to students to enable them to participate confidently in liturgies, and wherever possible assume roles in liturgical celebrations
- meeting with student liturgy leaders and committee members to discuss ideas for major liturgies and to allocate responsibilities to them accordingly
- overseeing the preparation of a Daily Prayer to be published in the Daily Bulletin each day
- overseeing and coordinating the preparation of a prayer for meetings
- reviewing and evaluating liturgical celebrations in consultation with staff, and where appropriate with students, and considering recommendations for improvement
- preparing a Liturgy Budget and purchasing necessary liturgical items and resources
- evaluating Archdiocesan, VCEA and MACS policies in the light of the Emmaus School Improvement Framework and advising, where appropriate, the Principal and the Leadership Team of implementation processes and/or issues and concerns regarding implementation
- communicating Archdiocesan, VCEA and MACS policies effectively to teachers
- analysing the outcomes and impact of College policies and procedures on the faith development of students
- contributing effectively to policy and procedures development related to Religious Education

Social Justice including:

- providing opportunities for student involvement and leadership in appropriate and wide-ranging social justice activities at all year levels.
- developing processes for student led fundraising and awareness raising activities
- promoting opportunities for staff and parents to engage and involve themselves in social justice activities, lectures, and events
- building links with other social justice community agencies, such as St Vincent de Paul, where appropriate
- advertising and promoting Social Justice activities via reports in the College Newsletter, daily bulletins and College Annual
- enhancing Emmaus' commitment to Reconciliation by through building awareness and recognition of indigenous issues and seeking partnership with Indigenous Australians wherever possible
- overseeing the work of the FIRE Carriers



School Improvement including:

- seeking meaningful and relevant engagement of students, staff, and parents in their faith journey
- working proactively to facilitate the achievement of Education in Faith goals
- undertaking all relevant annual reporting procedures as required from time to time

Religious Education Leadership including:

- supporting the Learning Area Leader – Religious Education, as a leading teacher in the ongoing development, implementation and evaluation of existing courses, existing and innovative teaching practices, in response to student needs and current educational practices
- supporting the Learning Area Leader – Religious Education, and the Learning and Teaching Team, in ensuring that the religious dimension of the College's mission is appropriately integrated into the curriculum
- liaising effectively with professional associations, relevant Church bodies, staff from other schools, and MACS personnel and, communicating relevant information to the College community
- supporting pastoral and subject teachers in celebrating and promoting the religious dimension of their role
- ensuring that a Religious Education perspective is provided on committees formed within the College
- supervising, displaying, and coordinating special events relating to, or emerging from the RE program
- overseeing and chairing meetings related to retreats, social justice issues, and other relevant projects.

Professional Learning including:

- overseeing the year-long induction program for new staff
- creating, and planning for a five-year Professional Learning cycle which enables all teaching staff to gain and maintain their Accreditation to Teach or Lead in a Catholic school within this specified timeframe
- ensuring that all Religious Education Professional Learning opportunities run for Emmaus Staff have been approved for the purpose of gaining Accreditation to Teach in a Catholic school
- monitoring when staff have fulfilled the requirements for accreditation and supporting them in preparing their application for accreditation
- promoting opportunities for staff to be informed of, and participate in, developments in Religious and Faith Education
- leading and coordinating the Staff Faith Formation Day
- assisting the Learning Area Leader – Religious Education in monitoring and supporting individual staff in the performance of their teaching duties and acting as a mentor for their ongoing career development

Community Engagement including:

- liaising with the Deputy Principal Students and the Directors of Students to ensure that support is available to students and their families at times of need
- collaborating with other school leaders to continue to develop a school culture that is in harmony with Catholic tradition, and the Emmaus Charism
- working with the Principal to select a theme for each school year i.e. "To Know Christ through..."
- developing ongoing staff, parent and student formation programs in the Emmaus and Catholic tradition
- helping to foster a sense of partnership and shared mission and understanding amongst school staff
- promoting the mission of the school and the wider Emmaus community through the College Newsletter and other forums
- overseeing the agenda, script and organisation of all College Assemblies in consultation with members of the College Leadership Team
- overseeing Parent Information evenings and workshops
- collaborating with the Deputy Principals to coordinate Presentation Night and the allocation of Student Awards

- implementing a plan to engage and grow Alumni via events
- organising Opening and Blessing Ceremonies (e.g., for new buildings)

GENERAL DUTIES AND RESPONSIBILITIES OF A DEPUTY PRINCIPAL

- providing an exemplary standard of pastoral care to staff, students and parents
- developing, implementing and maintaining appropriate channels of communication between staff, parents/guardians, students and the local community
- leading the College in establishing effective organisational processes and procedures which are consistent with established policies
- facilitating the provision of external and school-based support services to meet the particular spiritual, educational, emotional, social and physical needs of staff
- overseeing relevant school compliances in the area of individual portfolios
- overseeing relevant Communication and Marketing in the area of individual portfolios
- deputising for the Principal as required
- liaising with specified external authorities (eg MACS, VCAA, VCEA) as appropriate
- interviewing prospective families and students seeking a place at the College as directed by the Principal
- overseeing the College environment ensuring cleanliness of the property
- assisting the Principal in ensuring that the College is appropriately staffed. This includes recruitment, induction, annual review meetings and professional learning
- assisting the Principal in student enrolments and interviews as required
- actively role modelling effective teaching and differentiation
- involvement in co-curricular programs of the College is expected
- contributing appropriate articles to the College newsletter, other school publications and the wider community as required, paying particular attention to regular communication via the College's Instagram and Facebook feeds
- ensuring compliance with regulatory and statutory requirements
- ensuring the safety of our community by attending to OH&S issues in an appropriate and timely manner
- supporting a performance and development culture
- modelling a professional approach for all staff, this includes conduct, professional dress, and in dealing with all members of the school community
- being available as needed for consultation with staff, students and parents
- following the College's financial requirements in relation to budgeting, record keeping, ordering and deliveries
- contributing to the life of the College by participating in College functions, events, camps, excursions, etc.
- undertaking other duties as required by the Principal

COMMITTEES, TEAMS AND ADDITIONAL MEETINGS

The Deputy Principal – Faith and Mission is a member of the following committees and/or teams and as such is required to attend any associated meetings and action the minutes accordingly.

- Leadership Team
- School Advisory Council
- Organisation Team
- Other teams and committees as required from time to time

SKILLS AND QUALITIES REQUIRED

- ability to work as part of a team
- excellent interpersonal and communication skills
- excellent oral and written communication skills, including the ability to communicate with students, parents and the school community
- experience and proven record in effective learning and teaching skills
- ability to demonstrate an understanding of appropriate behaviours when engaging with students
- experience in policy development and policy writing skills (preferred), with strong attention to detail
- ability to manage complex tasks with minimal supervision
- ability to develop and maintain excellent working relationships with key stakeholders
- demonstrated organisational skills including strong attention to detail
- proven capacity to work independently
- proven time-management skills
- demonstrated positive leadership qualities
- exhibited self-motivation
- ability and willingness to accept policy directives
- displayed maturity and personal qualities including integrity, resilience, emotional intelligence and good humour

ESSENTIAL QUALIFICATIONS

- Full Registration with the [Victorian Institute of Teaching](#) including a current National Criminal Record Check
- Relevant tertiary qualifications
- Accreditation to Teach Religious Education in a Catholic School and Accreditation to Teach and/or Lead in a Catholic School
- In addition to a teaching qualification, it is desirable for the Deputy Principal – Faith and Mission to hold, or to be working towards a post-graduate qualification in the field of Theology or Religious Education

Emmaus College provides the Deputy Principal – Faith and Mission with membership of the Victorian Catholic Secondary Schools Deputy Principal Association.

Please note that in accordance with *Ministerial Order No. 870* both VIT Registration and relevant tertiary qualifications must be sighted by the school.

CONDITIONS OF EMPLOYMENT

This role is classified as a Deputy Principal – Category B with employment conditions as per the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA) as amended/updated. 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 in the third year. The Deputy Principal – Faith and Mission will be required to work before and after school hours to attend/run school events as a member of the College Leadership Team. The successful applicant will be required to teach approximately 0.30 FTE.

This Position Description is intended as a framework for professional review.

This position statement is a guide only and is not intended to be an exhaustive or exclusive list of the duties attached to this position. It is subject to review and modification by the Principal in response to the changing needs of the College and the development of skills and knowledge.

SELECTION CRITERIA

An appointee to the position of Deputy Principal - Faith and Mission in a Catholic secondary school assumes a significant senior leadership position.

The following selection criteria must therefore be met before an applicant can be considered.

Applicants should:

- be fully supportive of the objectives and ethos of Catholic education
- have demonstrated leadership experience in education and have a proven exemplary teaching record
- show evidence of significant competence in the leadership of faith and mission in a school setting
- demonstrate an ability to facilitate the planning, implementation and evaluation of sound educational policies and practices
- have the ability to work in a collaborative decision-making structure
- be committed to personal and professional learning
- exhibit an ability to communicate effectively with the whole school community as well as with the wider community
- possess appropriate postgraduate qualifications

TENURE

The successful applicant will be appointed to Emmaus College as a teacher in an ongoing capacity. In being appointed to the position of Deputy Principal – Faith and Mission, the successful applicant shall be appointed for an initial period of five years and following a successful performance appraisal, will be appointed for a further five years.

RENUMERATION

The appointee's salary will be at Category B Deputy Principal according to Schedule 2B - WAGES AND ALLOWANCES: DEPUTY PRINCIPALS of the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA), the level is determined according to the enrolment of the school. If the successful applicant has previous experience as a Deputy Principal, then an appropriate salary will be negotiated. The role also attracts other benefits to be discussed upon appointment. The Deputy Principal – Faith and Mission is entitled to enter into Salary Packaging under current guidelines from the Melbourne Archdiocese Catholic Schools and subject to current legislative requirements.

APPLICATION

Applications must be submitted via the Employment section of the College Website at

www.emmaus.vic.edu.au and must include a letter of introduction that addresses the selection criteria, (no more than three pages in length), and a full curriculum vitae including the names of three professional referees, one of whom should be the applicant's Parish Priest (as appropriate) and another one of whom should be the current employer.





Deputy Principal: Faith and Mission Applications

PROPOSED TIMELINE:

1. Advertisement – from Saturday 16 August 2025
2. Applications close on **Wednesday 27 August at 4.00pm**
3. Applicants shortlisted for an interview will be contacted no later than Friday 29 August
4. Interviews to be conducted in the week beginning 1 September
5. Referees may be contacted from 29 August 2025



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