



ST PATRICK'S COLLEGE
BALLARAT

Deputy Principal - Community

Applicant Information Package

Commencing January 2027

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About us

St Patrick's College, Ballarat is a Catholic day and boarding school for boys in the Edmund Rice tradition. The College is structured into two schools — Middle (Years 7, 8 and 9) and Senior (Years 10, 11 and 12) — and has an enrolment of approximately 1300 boys.

The College was founded in 1893 and is conducted and governed by Edmund Rice Education Australia Victorian Schools Limited (EREA VSL). The College's vision is centred around:

"Educating hope-filled, compassionate and confident young men for their place in the world".

St Patrick's College is inspired and informed by a commitment to its four pillars, which remain the bedrock of a St Patrick's education. These pillars are:

- Faith
- Tradition
- Excellence
- Joy



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As a Catholic school in the Edmund Rice tradition, the College proclaims the Charter for Catholic Schools in the Edmund Rice tradition, which uses four Touchstones to describe the culture of an authentic Catholic school in the Edmund Rice tradition. The Touchstones are:

Liberating Education:

Empowered by liberating teaching and learning experiences, we open our hearts and minds, so that we are hope-filled and free to build a better world for all.

Gospel Spirituality:

Jesus' invitation to love, justice, compassion, peace and faith, calls us to life-giving relationships within our communities and the wider world.

Inclusive Community:

We welcome and celebrate diversity in our local, national and global communities, responsive to each person's aspirations and needs, and committed to the common good.

Justice and Solidarity:

We are committed to local and global justice and peace, grounded in a spirituality of action and reflection, inspiring us to listen to, walk with and learn from all creation, especially those who experience powerlessness.

Further Information:

- [Edmund Rice Education Australia](#)
- [St Patrick's College](#)
- [St Patrick's College Strategic Plan](#)



Duties & Responsibilities



Deputy Principals of EREA schools are employed by the Chief Executive Officer on behalf of the Board of EREA Victorian Schools Ltd. The Deputy Principal provides leadership and supervision to staff and students of the school, working collaboratively with the Principal, CEO of EREA Victorian Schools Ltd and other EREA personnel as required.

A Deputy Principal is responsible for:

IDENTITY LEADERSHIP by

- Giving witness to the faith life of the Catholic Church;
- Ensuring that the relevance and expression of Edmund Rice values and charism is evident to all staff in the daily operational and strategic practices of the school;
- Supporting the Principal in the implementation of values, vision and mission of the school;
- Assisting the Principal to integrate the Charter for Catholic Schools in the Edmund Rice tradition and its Touchstones in the life of the school;
- Ensuring the safety of children by establishing and implementing child protection safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and the EREA Child Safeguarding Standards and within the requirements of Ministerial Order 1359 and its associated Child Safe Standards.

EDUCATIONAL LEADERSHIP by

- Providing leadership in the development of a school-based curriculum which promotes the holistic development of young people;
- Supporting the ongoing development of a safe and inclusive place of learning for all students with particular attention given to the diverse needs of learners;
- Knowledge of current educational issues.



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RELATIONAL LEADERSHIP (Young People) by

- Adhering to the EREA Code of Conduct;
- Providing leadership in the establishment and implementation of child safeguarding preventative procedures according to annually reviewed, locally developed, contextually appropriate policies that are consistent with EREA and the EREA Child Safeguarding Standards and within the requirements of Ministerial Order 1359 and its associated Child Safe Standards;
- Ensuring that all child safety matters are addressed in compliance with the EREA Child Safeguarding Standards and the EREA Child Safeguarding Standards and within the requirements of Ministerial Order 1359 and its associated Child Safe Standards;
- Providing leadership in the school's appropriate response to the pastoral and wellbeing needs of each young person;
- Ensuring that the voice of young people informs the daily actions of the school;
- Providing opportunities for students to participate in decision-making processes that affect their safety and wellbeing;
- Maintaining visibility and presence amongst students at the school;
- Playing a key role facilitating conflict resolution strategies between staff, students and parents.

RELATIONAL LEADERSHIP (Staff) by

- Adhering to the EREA Code of Conduct;
- Ensuring that all child safety matters are addressed in compliance with the EREA Child Safeguarding Standards and the EREA Child Safeguarding Standards and within the requirements of Ministerial Order 1359 and its associated Child Safe Standards;
- Providing leadership in the school's appropriate response to the pastoral and wellbeing needs of each young person;
- Ensuring that the voice of young people informs the daily actions of the school;
- Maintaining visibility and presence amongst students at the school;
- Playing a key role facilitating conflict resolution strategies between staff, students and parents.



COMMUNITY LEADERSHIP by

- Demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect all children and young people;
- Nurturing a culture of collaboration, team and co-creation;
- Supporting the co-curricular life of the school;
- Supporting the Principal in the engagement of parents, carers and community members to participate in decision-making processes that affect the safety and wellbeing of the children and young people in the school;
- Upholding the school's duty of care of all young people;
- Promoting and maintaining a quality learning and teaching environment underpinned by high expectations of behaviour and positive relationships in the College community.

ADMINISTRATION LEADERSHIP by

- Supporting the Principal in the induction and ongoing and refresher training in all mandated training areas, including child safety and wellbeing in accordance with the requirements of the EREA Child Safeguarding Standards and within the requirements of Ministerial Order 1359 and its associated Child Safe Standards, for all staff, relevant volunteers, and contractors;
- Meeting regularly with the Principal to share information regarding staff, students and school matters;
- Working cooperatively with external educational bodies and maintaining effective communication with them;
- Supporting the implementation of school improvement processes and assisting the Principal in maintaining compliance with annual government and EREA reports;
- Communicating competently and clearly with the school community;
- Assisting the Principal in the implementation of the school's Strategic Plan;
- Assisting the Principal in school organisation, preparation and coordination as required.

AND

- Carrying out reasonable duties and tasks that may be assigned by the CEO from time to time.

Specific Responsibilities & Expectations



The *Deputy Principal – Community* supports the Principal in leading the strategic direction and operations of the College while upholding its Catholic traditions and Edmund Rice charism. The role provides leadership across employment, staffing, human resources, student wellbeing, administration, and planning, ensuring strategic alignment, effective decision-making and College operations.

As a key member of the College Leadership Team, the *Deputy Principal – Community* oversees, supports and mentors senior leaders and their portfolios, fostering collaboration and organisational effectiveness. The role also leads engagement with students, staff, parents, and alumni, building strong relationships that positively influence the life and direction of the College.

The *Deputy Principal – Community* oversees the College's commitment to best practice in child safeguarding and contributes strongly to Risk and Compliance strategy, policy and procedures. The *Deputy Principal – Community* contributes strongly as a member of the College Leadership Team and assumes the role of Acting Principal in the absence of the Principal.

The role requires a strong capacity to:

- Lead people with clarity, care, and consistency;
- Support high standards of teaching, learning, and student wellbeing and conduct;
- Uphold and model the Catholic and Edmund Rice identity of the College;
- Act with sound judgement, discretion, and integrity.

The *Deputy Principal – Community* is a visible and approachable leader who supports students, staff, and families and contributes positively to the culture of the College.





STRATEGIC LEADERSHIP

- Work with the Principal and other senior staff to implement the College's Strategic Plan;
- Be a member of the College Leadership Team, as such, assist and support the Principal in all aspects of College operations and leadership;
- Together with the other members of the College Leadership Team, be responsible for implementing the College strategy and philosophy, and ensuring that relationships within the College community are consistent with our ethos;
- Lead and build a strong, positive and trusting culture in the College community which will enable and foster growth and improvement;
- Lead and manage student wellbeing and behaviour, in collaboration with the Assistant Principal – Pastoral Care and Wellbeing, in order to support educational outcomes;
- Promote educational innovation and change, in line with the College's Strategic Plan;
- Ensure that St Patrick's College complies with all organisational and legislative requirements, including procedures and control systems to mitigate risk, protect the College community and its learning environment and optimise the use of College resources;
- Take responsibility for the day-to-day administration of the College;
- Provide key support to the Principal at all times.



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COMMUNITY LIAISON & LEADERSHIP

- Developing a collaborative and constructive partnership with parents and carers and lead innovative programs to build capacity in this domain;
- Contributing to the development of a spirit of welcome and hospitality within the school;
- Providing appropriate liaison between the Principal, staff, students, parents and Old Collegians;
- Fostering positive staff relationships;
- Consulting and negotiating with relevant staff members as appropriate;
- Providing practical support for the school's pastoral care of students and families and especially of staff.

ADMINISTRATION & OPERATIONS

The following list should not be seen as limiting and aims to provide an overview of the key areas of responsibility:

- Ensuring the College is managed efficiently and effectively on a daily basis.
- Be responsible for organisational aspects of the College including:
 - Plan and chair Staff Briefings and meetings
 - Plan Student Free Days
 - Lead production and management of the College calendar and Student Diary
 - Lead production of the College's Annual Report to the Community
- Communicate with parents regarding staffing matters, including issues of concern;
- In collaboration with members of the College Leadership Team, provide organisational support for school activities and events;
- Lead the planning and production of significant College events such as Open Day and Speech Day;
- Ensuring, in liaison with the Deputy Principal – Academic Culture, Assistant Principals and Heads of Schools that staff are fulfilling their duties to the highest standards;
- In collaboration with the Assistant Principal – Pastoral Care & Wellbeing, the Heads of Schools and the Director of Students, overseeing the behaviour management of students in the College;



- Promoting a culture of continuous improvement within the College, for both staff and students;
- Overseeing and promoting all College sporting and co-curricular programs;
- Communicating effectively with all members of the College community;
- Bringing to the various committees and the Principal recommendations in relation to the improvements of the operations, programs and culture of the College;
- Advising the Principal on staffing requirements in conjunction with the Deputy Principal – Academic Culture and leading the recruitment and induction process;
- Monitoring the performance of staff and enhancing school culture, in liaison with the College Leadership Team;
- Ensuring that the College is compliant in relation to all requirements including VIT and VRQA;
- Ensuring that there is a smooth transition of students between all sections of the College;
- Leading by example around the College ensuring that the highest standards are achieved in all that we undertake;
- In collaboration with the Assistant Principal – Faith & Identity and other members of the College Leadership Team overseeing 'whole school' events;
- Chairing the College Management Committee and ensuring that meetings are appropriately minuted and key recommendations are brought to the Principal and College Leadership Team;
- In collaboration with key stakeholders, overseeing the operation and development of the College Indigenous Education Program.



GENERAL DUTIES

- Support the College's stated mission, purpose and goals as a Catholic school in the Edmund Rice tradition;
- Adhere to all College's policies and practices;
- Fulfill all legal obligations in relation to:
 - Duty of care;
 - Child safety and protection;
 - Equal opportunity;
 - Workplace Health and Safety guidelines;
 - Workplace relations.
- Commit to personal and professional improvement, review, appraisal and development;
- Work in a respectful, supportive and collegial manner with all colleagues;
- Provide advice and support to the Principal in strategic matters and all areas of College life;
- Consult closely with the Principal to assist in the recruitment, selection, allocation and management of staff;
- Contribute broadly across all portfolios to assist the Principal with oversight and leadership of College operations;
- Foster a culture of collaboration and shared responsibility;
- Contribute actively to develop and implement the College's Strategic Plan;
- Represent the College at EREA and Diocesan network meetings, ACC DP meetings, professional associations and liaise with relevant educational bodies;
- Represent the College at OCA meetings, Parent Support groups and promotional events and gatherings (as required);
- Prepare and present reports, as required, falling within the brief of the role for the College's Annual Report, School Review documentation, the College's Advisory Council and EREA;
- Attend school meetings, conferences and after school services/assemblies, sporting events, mass, community and faith days as required by the Principal;
- Be available on call during the term break and other 'out of school hours' times for emergency situations that may arise;
- The *Deputy Principal – Community* will be required to deputise for the Principal in his absence and so he/she should be prepared and capable of representing his perspective without warning;
- Any other duties as required by the Principal.



COMMITTEE MEMBERSHIP

The *Deputy Principal – Community* is a member of the following Committees:

- College Leadership Team;
- School Advisory Council;
- Old Collegians' Association (OCA);
- College Management Committee – CMC (Chair);
- Finance and Risk Committee;
- Education Committee;
- College Foundation Committee;
- Community Engagement, PR and Marketing Committee.

DIRECT REPORTS

The *Deputy Principal – Community* leads the following direct reports:

- Head of Middle School;
- Head of Senior School;
- Clontarf Academy Director;
- First Nations Cultural Officer;
- Head of Sport;
- Head of Performing Arts;
- Assistant Principal – Pastoral Care & Wellbeing.



ATTRIBUTES – ESSENTIAL CRITERIA

- Demonstrated understanding of, interest in and commitment to the Catholic traditions and ethos of St Patrick's College and the Edmund Rice charism;
- Ability to articulate a clear vision for holistic educational excellence for the College community;
- Demonstrable capacity as an exceptional teacher in their chosen subject discipline;
- A demonstrated commitment to relationship building with students, staff, parents, alumni, EREA and the wider community;
- Awareness of the opportunities and challenges that exist for a Catholic school community in the 21st century;
- Demonstrated interest in the promotion of the education of boys, in designing programs and activities that are in line with current research and practice in boys' education;
- Demonstrated leadership competence and a capacity for strategic leadership whilst providing for the leadership of others;
- A commitment to ongoing professional learning and staff professional development;
- Capacity for leading improvement and change with a sense of common purpose and optimism;
- Exceptional planning, organisational, communication and relational leadership skills;
- An understanding of and commitment to the Edmund Rice tradition and the EREA Touchstones;
- Demonstrable commitment to the safety, wellbeing, inclusion and holistic formation of all children.

PERSONAL QUALITIES

- Excellent communication skills, both written and verbal, that are used effectively with staff, students, alumni and parents;
- Demonstrated planning, organisation, and time management skills;
- Excellent interpersonal skills underpinned by the St Patrick's College and/or EREA values;
- Willingness to support the co-curricular program;
- The ability to laugh at one's self, to reflect and to persevere in the efforts to achieve change and improved outcomes.



QUALIFICATIONS

- Relevant tertiary and post graduate qualifications and/or experience related to the leadership responsibility required by this position;
- Current VIT Registration and the ability to maintain their registration in accordance with the relevant Acts as varied from time to time.

LEADERSHIP EXPECTATIONS

A Deputy Principal at St Patrick's College is expected to:

- Lead with presence, humility, and confidence;
- Build trust through consistency and integrity;
- Be visible and engaged in the daily life of the College;
- Model professional conduct and respectful relationships.

EMPLOYMENT DETAILS

- **Commencement date:** January 2027 (by negotiation)
- **Tenure:** 5 years
- **Remuneration:** Deputy Principal Category A (plus EREA loading)
- **Teaching load:** As determined by the Principal
- **Accreditation:** Victorian Institute of Teaching (VIT) registration and appropriate Catholic accreditation are required

CHILD SAFETY AND PROFESSIONAL CONDUCT

St Patrick's College, Ballarat is committed to providing a safe environment for all children and young people. All staff are expected to comply with child safety legislation, EREA policies, and the College's Child Safety Code of Conduct.

St Patrick's College is an equal opportunity employer and encourages applications from suitably qualified and committed educators who share our values and vision.

Application process



Expressions of interest should be addressed to Mr Steven O'Connor, Principal of St Patrick's College, and submitted via our College website stpats.vic.edu.au.

Applications should include the following:

- Curriculum Vitae;
- Cover Letter, outlining the reasons for your interest in and suitability for the position (no more than one page);
- A statement responding to the Essential Criteria outlined in this Information Package (no more than four pages).

All applicants will be subject to the College's and relevant legislative screening procedures. These checks are consistent with the College's and EREA's commitment to child safeguarding and all relevant child protection policies and procedures.

Expressions of interest will be acknowledged by reply email. Any further questions or for further information, please contact Ms Jo McKee, Principal's Executive Assistant at St Patrick's College, via email jmckee@stpats.vic.edu.au.

EXPRESSIONS OF INTEREST CLOSE 5.00pm Monday, 31 August 2026.





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