



Celebrating over 800 years of tradition and the search for Truth, Blackfriars remains the Dominican Friars only Australian school. Founded in 1953 on the northern fringe of the Adelaide business district, Blackfriars provides modern facilities with world-class tuition for around 760 boys from ELC (co-ed) to Year 12. The School affirms the Dominican tradition by engaging spirit, mind and body in the pursuit of knowledge. A committed team of approximately 100 staff and a vibrant, culturally diverse and inclusive School community, Blackfriars is regarded as one of Australia's finest independent Catholic boys' schools.

Blackfriars Priory School is committed to the Four Pillars of Dominican Life:

*Prayer | Study | Community | Service*

Applications are invited from suitably qualified and experienced candidates for the position of:

## DEPUTY PRINCIPAL, SECONDARY (7-12)

Fixed-Term | Full-Time

Blackfriars Priory School is delighted to announce that Mr David Ruggiero has been appointed as Principal, commencing January 2022. David Ruggiero is an old scholar and the current Deputy Principal (Secondary) of Blackfriars. In appointing David as the Principal, the Board now seeks applications for the appointment of Deputy Principal (Secondary) to commence January 2022.

Reporting directly to the Principal and overseeing both pastoral and academic outcomes, the Deputy Principal (Secondary) responsibilities will include:

- ensuring an inspiring and contemporary learning community where boys develop as resilient, connected and engaged young men;
- fostering a team of dedicated and progressive professionals and a supportive and inclusive workplace and community culture;
- leading and managing the curriculum and administrative operations of the Senior School;
- as needed, deputising for the Principal in regard to the management and development of the School's financial, physical and, most importantly, people assets.

Applications are encouraged from appropriately qualified and experienced individuals with excellent communication, negotiation, leadership, strategic planning and relationship management skills, complemented by the warmth, integrity, authenticity, energy and passion necessary to engage with and inspire the School community.

A fundamental appreciation of and alignment to the Catholic ethos within the Dominican tradition is essential in this pivotal and career defining leadership role.

For further information, please visit [blackfriars.sa.edu.au](http://blackfriars.sa.edu.au)

To apply, please visit [henderconsulting.com.au](http://henderconsulting.com.au) Applications should be addressed to Andrew Reed and Justin Hinora. For a confidential discussion, please call (08) 8100 8827.

Applications close: **Monday, 20 September 2021**

**NB: You are required to complete the attached Employment Declaration and attach it to your application.**





## DEPUTY PRINCIPAL, SECONDARY (7 – 12) POSITION INFORMATION DOCUMENT

As the only school founded by the Dominican friars in Australia, Blackfriars Priory School remains faithful to the search for Truth (Veritas) as lived and taught over the last 800 years by the Order of Preachers (Dominicans), and exemplified by Saint Dominic, our founder, and Saint Albert the Great, our Patron.

Saint Dominic's commitment to study continued throughout his life. The pursuit of knowledge was not for its own sake but to better understand God's creation and to use in the works of the Order, which has continued through the centuries. Today, Dominicans can be found throughout the world.

An Early Member of the Dominicans was Saint Albert the Great. He became a lecturer, scientist, philosopher and Bishop. After his death, he was recognized as a Doctor of the Church, The *Doctor Universalis* - The Universal Doctor, in recognition of his extraordinary genius and extensive knowledge, for he studied every branch of learning known at his time. His quest for knowledge saw him study everything he could find, as it was through learning about creation that he was able to know more about the creator, God, and then hand on that information to all he taught.

The lifelong commitment of Saint Dominic and Saint Albert to discovering and applying Truth to hand on to others remains at the core of the Blackfriars Priory School teaching pedagogy and its community. Blackfriars Priory School is built upon the Four Pillars of Dominican Life: Prayer, Study, Community Life and Service.

It is expected that all members of staff will support and live in harmony with the Catholic ethos of Blackfriars Priory School, support Work Health and Safety policies, and contribute towards the growth of the community. Blackfriars Priory School is an Equal Opportunity Employer.

<b>NAME:</b>	<b>NAME</b>
<b>EMPLOYMENT AGREEMENT:</b>	Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Diocesan Schools. (As adopted by the Dominican Fathers Australia and the School Board)
<b>EMPLOYMENT CLASSIFICATION:</b>	Deputy Principal
<b>EMPLOYMENT STATUS:</b>	Tenure: 5 + 5   Full Time (FTE 1.0)
<b>DATE OF APPOINTMENT:</b>	January 1 2022
<b>TEACHING ALLOCATION:</b>	6 Lessons Per Week
<b>REPORTING RELATIONSHIP:</b>	Principal
<b>APPOINTMENT AUTHORITY:</b>	Dominican Fathers Australia

## CONTEXT

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The Deputy Principal, Secondary (7–12) will support the Principal in providing both strategic and day to day leadership of the School. The Deputy Principal, Secondary (7–12) is a member of the Principal's Executive Team and will assume the role of Principal in the absence of the Principal.

The Deputy Principal, Secondary (7–12) is also delegated to exercise direct responsibility in specifically designated areas, including Years 7–12 teaching and learning, student academic, spiritual and personal development that is consistent and coherent with relevant academic and wellbeing frameworks, governance compliance processes, budget management, staffing management and parent/community relations.

The Deputy Principal, Secondary (7–12) will lead and work collaboratively with Curriculum Leaders, the Administration Coordinator and the Wellbeing Team to ensure that the Blackfriars Priory School Vision and Mission statement and objectives of the Strategic Plan are implemented.

Whilst the primary responsibilities of the position are articulated within this document, it is expected that the incumbent will engage with the wider school community and participate fully in events and activities, representing the School as an ambassador, both internally and externally.

This Position Description is a guide only and is not intended to be an exhaustive or exclusive list of the duties of this position. It is subject to review and modification by the Principal at any time in response to the changing needs of the School.

## RESPONSIBILITIES

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The following are indicative, but not conclusive of the Deputy Principal, Secondary (7-12) duties and responsibilities.

The Deputy Principal, Secondary (7-12) will:

### FAITH & IDENTITY LEADERSHIP

- Demonstrate a commitment to the Catholic and Dominican charism and ethos of Blackfriars; bringing to life the Four Pillars of Prayer, Study, Community and Service as the touchstones of the School
- Ensure the values and mission of a Dominican education is evident to all staff in the daily operational and strategic practices of the school
- Provide leadership to the Assistant Principal: Religious Identity and Mission (APRIM) and the Curriculum Leader: Religious Education to ensure that spiritual life of the School is confirmed through prayer, liturgy and retreat programs
- Promote a child safe culture and environment in accordance with child protection safeguarding legislation and Blackfriars and CESA policy and guidelines
- Encourage, endorse and support staff and students in facilitating social justice initiatives and programs
- Ensure students have a strong sense of, and respect for, self and other members of the Blackfriars community
- Embrace and celebrate the life story and journey of every student, and by example to the community, value each student as a child of God and therefore, sacred.

### OPERATIONAL LEADERSHIP

- Assist the Principal in the Human Resource Management and staffing of the School
- Welcome and induct new teaching staff in both administrative and curriculum matters
- Conduct annual professional review conversations with staff in Positions of Responsibility (POR)

- As the Executive Manager of secondary teaching staff:
  - provide pastoral and professional leadership and management
  - monitor the presence and absences of staff
- Consult with Administration Coordinator to ensure where necessary, lesson relief is facilitated and Temporary Relief Teachers (TRT) are engaged appropriately
- As a member of the Professional Development Committee, assess staff applications for Professional Development and education and provide a recommendation to the Principal for approval based on specific benefit to the employee and the School
- Assist the Principal by:
  - advising of identified professional training needs that will enhance the quality of staff
  - monitoring and flagging staff mandatory child protection training and First Aid training including periodic refresher modules
  - Ensuring secondary teaching staff complete Learning Manager Training modules as per the requests from the WHS Coordinator
- Encourage staff to be life-long learners and responsible for their own professional and career advancement
- As a member of the Principal's Executive Team, provide a key leadership role in the development of the annual Professional Development Week Program for all staff
- Attend and where appropriate Chair meetings, such as:
  - Administrative
  - Wellbeing
  - Learning and Teaching
  - Professional Development
- Represent the Executive Team on the Consultative Committee and facilitate effective communication across the School community
- In collaboration with the Assistant Deputy Principal, Wellbeing (7-12) and the Administration Coordinator, coordinate Secondary Years (7-12) activities and events including parent information evenings, student, parent and teacher conversations and orientation days
- Undertake the leadership role in the following areas:
  - In collaboration with the Assistant Deputy Principal, Wellbeing (7-12) and the Administration Coordinator, oversee, monitor and supervise student detention
  - In Collaboration with the Administration Coordinator, create, maintain and where necessary, modify the timetable for Years 7-12 each semester
  - In Collaboration with the Head of Primary and the Administration Coordinator, maintain Primary/Secondary timetable links
- Assess requests for incursions, excursions, camps and other student activities and approve following:
  - Review of event plan, risk analysis, Consent2go compliance, staffing implications and costings
- In collaboration with the Blackfriars Educational Learning Leaders (BELL) Team, develop the examination timetables and manage the staffing implications
- Oversee the daily teaching and learning staffing matters, including the allocation of yard duties and supervision duties as required
- Produce and analyse data associated with assessments/examinations, including timetable effectiveness and facility suitability to enable future logistics planning
- Oversee the phased implementation and ongoing effectiveness of the Education Quality Teachers' Assistant' (SEQTA) program

- Manage curriculum budgets, maintaining financial controls, records and inventories, including the monitoring of the Temporary Replacement Teacher (TRT) budget; bring to the attention of the Principal any concerns.

## **CURRICULUM**

- Chair and lead the Professional Development Committee in the introduction, implementation and review of the teaching and learning programs in accord with the AITSL, Teaching and Leadership Standards
- Provide leadership to the Blackfriars Educational Learning Leaders (BELL) group and the Principal's Executive Team on a regular basis to ensure that the curriculum structure, subjects and programs are current and responsive to local and global change; ensuring a contemporary curriculum design and delivery
- Research, develop and implement a diverse, challenging, creative and differentiated curriculum which appropriately reflects the Australian Curriculum and SACE and fosters academic excellence to prepare each student for personal success
- Through research and analysis of data, implement evidence-based innovation that informs and drives educational staff in delivering a holistic learning and teaching culture
- Research educational practice to continually improve teaching and learning outcomes through the introduction and application of new and emerging technologies and resources
- Encourage and promote active involvement of parents and the wider community in the academic education and personal development of our students
- In collaboration with the APRIM and Curriculum Leader: Religious Education, ensure the integration of Gospel values across the curriculum and confirm that all curricula are consistent with, and supportive of, Catholic Church teachings
- Regularly meet with BELL team to ensure the quality of teaching and learning for students
- Oversee, monitor and audit the quality of student assessments, grades, reports and comments on SEQTA to confirm that records effectively and holistically summarises the academic and personal development of each student
- Work closely with the Wellbeing Team to respond to student matters and where necessary, intervene and assist with providing holistic support for students identified as being 'at risk', including those with learning and/or mental health needs
- Support the Learning Engagement and Pathways Coordinator in the operational logistics of examinations across Years 10 to 12, including SACE final moderation and examinations.

## **PASTORAL**

- In collaboration with the Assistant Deputy Principal, Wellbeing (7-12):
  - establish clear expectations and guidelines to ensure structures and systems are in place that best support the development and welfare of students
  - regularly monitor and review the Wellbeing Framework; ensuring that the House system, student activities and retreats best support and encourage student personal and spiritual development
  - research and implement programs and structures that enhance the wellbeing, resilience and spiritual growth of boys that will support all students to feel safe and secure at school
- Work in close liaison with the Wellbeing Team to respond to student pastoral care needs and management of student behaviour issues
- Review applications for student academic achievements, Gold Awards (Yr 12) and personal development certificates to ensure that the criteria for awards has been applied and supports recommendation to the Principal

- In collaborations with the Principal and the Assistant Deputy Principal, Wellbeing (7-12):
  - develop student leadership programs that will promote effective and inspirational student leadership in the School community
- In collaborations with the Assistant Deputy Principal, Wellbeing (7-12) and other key leadership staff, develop the Whole School Assembly Program and format.

## **ADDITIONAL RESPONSIBILITIES**

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The Deputy Principal, Secondary (7-12) will:

- Be a member of the Principal's Executive Team
- Attend and report at School Board meetings when requested
- As a teacher in a position of leadership, the Deputy Principal is expected to be an active member of the appropriate professional association, and take a lively interest in their own professional development
- As the Operational Manager of:
  - the School Psychologist, the Deputy Principal, Secondary (7-12) will develop a collaborative, professional relationship that will promote student wellbeing, safety, mental health and personal growth
  - the Cultural Inclusion and Wellbeing Officer, the Deputy Principal, Secondary (7-12) will provide clear direction and expectations of the role to ensure that the Vietnamese community and broader multicultural members of the School are supported, have a voice and feel inclusive of the community
- Provide advice and direction to the:
  - Overseas Students Program and staff to support the academic and pastoral well-being of Overseas Students
- Perform other responsibilities and duties as deemed appropriate and assigned by the Principal.

## **ESSENTIAL CRITERIA**

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The Deputy Principal, Secondary (7-12) will:

- Be a member of the Catholic Church with a strong commitment to promoting the teachings of the Church
- Have a minimum of 5 years teaching experience in a Catholic school
- Have relevant teaching qualifications for Years 7 - 12
- Have or be working towards post graduate qualifications in education, leadership, religious education or theology
- Membership of appropriate professional organisation
- Be able to demonstrate a high level of competency in senior leadership.

## **CERTIFIED COMPLIANCE**

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### **ACQUIRE AND MAINTAIN**

- Teacher Registration Board (SA) Certified
- Working with Children Check
- Responding to Risks of Harm, Abuse and Neglect – Education and Care
- Senior First Aid training

## WORK HEALTH AND SAFETY

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All Employees will:

- Perform duties in line with any safe work practices and processes, and conduct oneself at work in a manner that is safe to self and others
- Be familiar with and understand WH&S policies of the School
- Report all hazards, incidents, accidents when witnessed, in accordance with the School's WH&S policies and procedures
- Complete WH&S education and training modules as required
- Use correctly any equipment provided for health or safety purposes
- Follow reasonable instructions given by the School, in relation to health and safety at work.

## CONDITIONS OF EMPLOYMENT

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- The Deputy Principal will attract salary and entitlements offered in accordance with the Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Schools, as adopted by the Dominican Fathers Australia and the School Board.
- It is essential that the person appointed to this position has the appropriate, formal qualifications.
- The employee must undertake performance review on an annual basis; the appraisal will be conducted in accordance with the Conditions of Employment for Principals & Deputy Principals of S.A. Catholic Diocesan Schools.
- At a mutually agreed time, consultation will occur between the employer and the employee to ensure that the Position Information Document (PID) is accurate and conforms to the classification levels set out in the current Enterprise Agreement.

## ACKNOWLEDGEMENT

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I have read and understand the requirement of this position. I acknowledge that this position information document has been designed to indicate the general nature and level of work performed by the incumbent and is not a comprehensive listing of all responsibilities, task and outcomes.

EMPLOYEE (Signature) \_\_\_\_\_  
(NAME)

PRINCIPAL (Signature) \_\_\_\_\_ Date \_\_\_\_\_  
SIMON COBIAC

*You are not required to sign this document unless you are appointed to the position.*



## EMPLOYMENT DECLARATION

SURNAME: ..... GIVEN NAMES: ..... TITLE: .....

FORMER SURNAME: ..... DATE of BIRTH: .....

ADDRESS: ..... POSTCODE: .....

TELEPHONE: Home: ..... Work: ..... Mobile: .....

EMAIL ADDRESS: .....

TEACHER REGISTRATION No: ..... WORKING WITH CHILDREN CHECK (WWCC): Yes  No

*Please note:* You must provide the **ORIGINAL TRB** issued Teacher Registration Certificate (if applicable) and evidence of a valid, current DHS issued Working With Children Check (WWCC) for sighting at your work location.

POSITION FOR WHICH YOU ARE APPLYING: **Deputy Principal, Secondary (7-12)** .....

*Please respond to the questions below, sign the Declaration and submit with your application:*

1. Have you ever been investigated, charged, arrested, reported for, pleaded to, or been found guilty of any criminal offence? (Excludes offences issued with an expiation notices ie speeding fines) Yes  No
2. Have you ever received a written counselling or warning or been dismissed or resigned following allegations of improper or unprofessional conduct or unsatisfactory work performance? Yes  No
3. Have you ever or are you currently the subject of an investigation or any other process relating to alleged unsatisfactory performance or misconduct by you as an employee? Yes  No
4. Have you ever been the subject of allegations of misconduct by you of a sexual nature towards or in relation to a child (person under 18 Years of age) or towards any other person to whom you were responsible for providing education or other services? Yes  No
5. Our process includes asking referees whether there are any child protection concerns in respect to you. Do you foresee any problem arising from this process? Yes  No
6. Do you have conditions on your Teacher Registration? N/A  Yes  No

*Please note:* If you answered **YES** to any of the above questions, you are required to provide comprehensive supporting details, including relevant documentation in order to be considered for employment. (Please attach as a separate document)

If you choose not to answer one or more of the above questions, please indicate by ticking the box below that you wish to meet with the Principal (or Principal's delegate) to discuss:

I wish not to answer one or more of the above questions and request that a meeting be arranged between myself and the Principal (or Principal's delegate).

*Please note:* If you wish to meet with the Principal (or delegate), you must submit your application at less one week prior to the closing date.

### Further information and ongoing requirements:

Evidence of a criminal history that may be unrelated to any risk of harm to children will not automatically preclude a person from being or remaining employed.

The requirement for full and honest disclosure is a condition of initial and ongoing engagement. In signing this form, you declare that you are a fit and proper person of good character, and if you are successful in your application, you will notify the **Principal** should there be a relevant change in your circumstances; for example, criminal charges and convictions, restraining orders, intervention orders, injunctions, disciplinary proceedings and investigations.

If you are accused, charged with, granted bail or convicted in relation to a sexual offence against a child, you are to immediately inform the **Principal** and must immediately cease providing services to Blackfriars.

### Declaration

I understand that any false or misleading information I provide will result in me not being considered for employment or may result in the termination of my employment. I declare that I have answered this Employment Declaration truthfully.

Applicant Signature: ..... Date: / /

Declaration reviewed by the Principal of Blackfriars: Signature: ..... Date: / /