



EDMUND RICE COLLEGE



Candidate Information Pack
COLLEGE PRINCIPAL

About Us



Edmund Rice College is an Independent Catholic secondary boy's school (Years 7 - 12), centrally located in the heart of the Illawarra and within walking distance of the University of Wollongong.

One of over 50 schools across Australia in the Edmund Rice Education Australia network, the College is located on nine magnificent hectares in Mt Keira. The College is a regional comprehensive school for boys drawing students from all regions of the Illawarra.

The College offers substantial modern facilities set in a picturesque setting.

With a broad curriculum and an extensive co-curricular program, Edmund Rice College caters for interests, skills and abilities across a wide spectrum in a contemporary technologically rich educational setting. Strongly inclusive, the College prides itself on its diversity as it welcomes students from all backgrounds and cultures.



MISSION STATEMENT

The mission of Edmund Rice College is to be an authentic Catholic community grounded in Gospel values and inspired by the tradition of Blessed Edmund Rice. Through quality learning and teaching experiences, the College seeks to challenge each person to be critical and reflective thinkers who engage with the world in a context of service and solidarity.

VISION STATEMENT

Our vision is to educate boys for life, a holistic approach that integrates faith, leadership and service in the Edmund Rice tradition. We commit to excellence where boys are motivated to discover what is possible within themselves.

CORE VALUES

The core values of ERC are expressed through each of the four Touchstones. These four guiding values of Edmund Rice Education Australia (EREA), shape the identity and mission of Catholic schools in the Edmund Rice tradition. They reflect the Gospel message, the vision of Blessed Edmund Rice, and a commitment to creating a just, inclusive, and spiritually grounded learning environment. These values call our College community to both faithfulness to tradition and transformation for the future.

To learn more about Edmund Rice College, please visit www.edmundricecollege.nsw.edu.au



Position Description

DATE – August 2026

POSITION TITLE – Principal, Edmund Rice College

CLASSIFICATION & CONTRACT TENURE – Full Time (five year contract + five years on review)

DUTIES AND RESPONSIBILITIES

Principals of EREA Colleges within the Australian Capital Territory, New South Wales, Queensland, South Australia, Tasmania, and Western Australia are employed by EREA Colleges Ltd. It is a key role within the organisation and requires diversity and flexibility in order to undertake the duties and responsibilities associated with the position.

Direct reports:

- Deputy Principal
- Business Manager
- Director of Professional Services

Other Key Relationships include:

- College Leadership Team
- School Advisory Council (SAC)
- Finance Committee
- Risk & Compliance Committee
- EREA Colleges Ltd CEO, CFO and Board



Position Description

KEY RESPONSIBILITIES & ACCOUNTABILITIES

The College Principal is responsible for:

1. Identity Leadership

- giving witness to the faith life of the Catholic Church
- providing spiritual, religious and theological leadership for the school community
- articulating the values, vision and mission of the College and EREA
- 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 relevant state/territory legislation
- promoting a child safe culture and environment in accordance with the requirements of relevant state/territory legislation
- providing appropriate opportunities for formation programs for staff
- integrating the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College
- developing a school culture of rituals and practices which reflect being a Catholic school in the Edmund Rice Tradition
- promoting the rich heritage of the Christian Brothers in Australia
- making provision for the implementation of the Religious Education requirements of the (Diocesan) Bishops
- advocating for the poor and marginalised in accord with the Strategic Direction of EREA
- creating opportunities for student involvement and voice in the life of the College.

2. Educational Leadership

- providing leadership in the development of a school-based curriculum which promotes the holistic development of young people
- enabling effective teaching that promotes lifelong learners
- ensuring a safe and inclusive place of learning for all young people with particular attention given to those with specific learning needs
- providing regular feedback to the School Advisory Council and broader College community on educational outcomes based on an explicit improvement agenda informed by evidence, feedback and data
- promoting a culture of learning and continuous improvement amongst staff through appropriate professional development
- establishing high expectations for staff in relation to child safety, the EREA Code of Conduct, pedagogy, assessment and reporting
- implementing a curriculum which integrates the Charter for Catholic Schools in the Edmund Rice Tradition and its Touchstones in the life of the College
- ensuring that the College complies with statutory requirements and relevant state/territory legislation in regard to the delivery of the curriculum
- being actively involved in appropriate professional associations and other external bodies
- collaborating with parents and carers in the educational wellbeing of young people
- demonstrating opportunities for students to be engaged in the development of their learning journey.

Position Description

3. Community Leadership

- demonstrating a strong commitment to child safety by modelling and reinforcing attitudes and behaviours that value and respect all children and young people
- safeguarding exemplary child safe standards and practices in accordance with relevant state/territory legislation
- nurturing a culture of collaboration, team and co-creation
- ensuring parents, carers and relevant communities participate in decision making processes that affect the safety and wellbeing of the children and young people in the school
- providing for appropriate care of staff
- upholding the school's duty of care of all young people
- ensuring the highest standards of a child safe institution
- promoting and maintaining a quality learning and teaching environment underpinned by high expectations of behaviour and positive relationships in the College community
- inducting and providing ongoing training for staff in the areas of:
 - the EREA Code of Conduct
 - child safe practices in accordance with relevant state/territory legislation
 - best practice in pedagogy
 - spiritual and faith formation
 - capacity building and mentoring
 - workplace health and safety
 - relevant compliance training
- engaging parents and carers as active members of the school community.



Position Description

4. Administrative Leadership

- ensuring the school actively engages in annual attestation of all relevant state/territory and Commonwealth regulatory requirements
- managing school finances in accordance with the College's Strategic Directions and Priorities and the annual budget within EREA frameworks
- providing a vision in the development, implementation and review of the College's Strategic Plan and Priorities, Master Plan and Business Continuity Plan
- appointing and terminating staff (exclusive of the Deputy Principal and Business Manager however so named) in accord with applicable industrial agreements
- ensuring all staff, relevant volunteers, and contractors receive induction and ongoing training and refresher training in child safety and wellbeing in accordance with the requirements of relevant state/territory legislation
- planning and providing, with the School Advisory Council, facilities best suited to the pastoral and learning needs of young people
- ensuring compliance with the EREA Child Safeguarding Standards which are in compliance with the recommendations of the Royal Commission into Institutional Responses to Child Sexual Abuse and the National Catholic Safeguarding Standards
- ensuring all relevant state/territory legislative requirements and obligations regarding reportable conduct and mandatory reporting are strictly adhered to
- securing and maintaining College property
- ensuring compliance with all relevant EREA specific policies
- ensuring compliance with EREA's Risk Management Framework
- admitting young people accordance with the enrolment policy of the College and the EREA Student Inclusion policy
- keeping parents and carers regularly informed of student progress and College events;
- seeking ways to keep the local community engaged with the College
- working co-operatively with the School Advisory Council
- working co-operatively with EREA both nationally and regionally
- working co-operatively with local and Catholic Education Commissions and Offices.

Selection Criteria

In the selection of a Principal, Edmund Rice Education Australia Colleges Ltd is seeking to appoint an educator and administrator of the highest calibre who is called to serve and utilise their gifts in bringing to life the mission of our Church through Catholic education in the Edmund Rice tradition. The following criteria will be used by the selection panel when short-listing candidates. Candidates must address each of the following Selection Criterion in their written applications:

Essential Criteria

The successful applicant will:

- Be able to demonstrate an understanding of the charism of Blessed Edmund Rice as articulated in the Charter for Catholic Schools in the Edmund Rice Tradition
- Have a minimum of five years teaching experience in a Catholic school
- Have relevant teaching qualifications and post graduate qualifications in Education, Leadership, Religious Education or Theology
- Be able to demonstrate a high level of competency in the domains of leadership (as outlined in the Duties and Responsibilities/Role Description)
- Demonstrate an ability to authentically lead a Catholic community in the Edmund Rice tradition, as evidenced by a strong commitment to the teachings and values of the Catholic Church and EREA, leading the religious life of the school, and building a vibrant Catholic identity within the school community.

Desirable Criteria

The successful applicant will:

- Have successful experience in a leadership position at a senior level (e.g. Principal, Deputy Principal, College Dean, CEO, Senior Officer) in more than one educational setting
- Have a proven ability to work in a collaborative environment as the leader of a senior team
- Have experience in strategic and financial leadership in a school setting
- Have experience in working with School Boards/Advisory Councils
- Have knowledge of First Nations issues and culture.

Conditions of Employment

Remuneration

A competitive remuneration package will be negotiated with the successful candidate including superannuation at 12%.

Tenure

A five-year Contract is offered with the potential opportunity for a further Contract.

Salary Packaging

The Principal may enter a salary package arrangement, with providers engaged by EREA Colleges Ltd.

Position Responsibilities

The requirements of this position description are intended to describe the general nature and responsibility of work in this position. These statements are not to be construed as an exhaustive list of all duties, tasks and skills required of the position.

This position description should be read in conjunction with the employee's contract of Employment. Employees will also be required to follow any other position-related instructions and EREA Colleges' policies, and to perform other position-related duties required to support EREA Colleges' compliance with its legislative obligations.

Through consultation with the employee, EREA Colleges may vary the responsibilities of the position temporarily as required, but within the skills and responsibility levels appropriate to the position.



Application Process

To apply for this role, please email your application directly to ereacollegeshr@erea.edu.au
Please address your application to the Director of Education, EREA NSW Colleges, Mr John Couani.
Your application should include:

1. Current CV
2. Covering Letter, outlining reasons for your interest in and suitability for the position (two pages max)
3. A Written Statement, outlining your reflection on the four domains of leadership listed in the Key Responsibilities and Accountabilities of the Principal (e.g. Identity, Educational, Community and Administrative) (five pages max).

Please upload the application together in one PDF document.

Shortlisted candidates will be required to provide three nominated Referees, including a Priest Referee.

CLOSING DATE

5:00pm AEST Wednesday 26 August 2026

The successful applicant must possess (or be eligible to obtain) and maintain a current Working With Children Check. All applicants will be subject to EREA and legislative screening procedures. These checks are consistent with EREA's commitment to child protection policies and procedures. Edmund Rice Education Australia is committed to ensuring the safety, wellbeing and dignity of all children and young people. Aboriginal and Torres Strait Islander people are encouraged to apply. Edmund Rice Education Australia is an Equal Opportunity Employer.





EDMUND RICE COLLEGE

ESTABLISHED 1926

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Edmund Rice College acknowledges and pays respect to the first people of this country, the traditional custodians of the land on which we work.