

POSITIONS OF LEADERSHIP 2027– 2029

APPLICATIONS &
TENURE BOOKLET



ST JOSEPH'S
COLLEGE MILDURA

ST JOSEPH'S COLLEGE MILDURA

OUR VISION

St Joseph's aspires to be a living sign of faith, hope and love as we build a welcoming learning community for students, staff and families.

OUR MISSION

We aim for the education of the whole person in an inclusive Catholic community, where dignity and respect for the individual complements the fulfilment of potential in all of our endeavours.



COLLEGE WELCOME

All faiths, genders, sexualities, and cultures are respected and welcome within the St Joseph's College community.



ACKNOWLEDGEMENT OF COUNTRY

We acknowledge the Traditional Custodians of the land and pay our respects to their Elders past and present. We extend that respect to all Aboriginal and Torres Strait Islander peoples.

CONTENTS

FOREWORD FROM OUR PRINCIPAL	4
LEADERSHIP PHILOSOPHY	5
POL APPLICATION & INTERVIEW PROCESS	6
SELECTION CRITERIA FOR ALL POSITIONS OF LEADERSHIP (POLS)	7-10
POSITIONS OF LEADERSHIP - TENURE AVAILABLE FROM 2027	11

POSITIONS OF LEADERSHIP

DIRECTOR OF LEARNING AND TEACHING (MERCY)	12
DIRECTOR OF LEARNING AND TEACHING (ENRIGHT)	13
DIRECTOR OF STUDENTS (MERCY)	14
DIRECTOR OF STUDENTS (ENRIGHT)	15
DIRECTOR OF STAFF	16
DIRECTOR OF SENIOR SCHOOL	17
DIRECTOR OF FAITH AND MISSION	18
YEAR LEVEL COORDINATOR	19
LEARNING AREA LEADER (MERCY)	20
LEARNING AREA LEADER (ENRIGHT)	21
HOUSE PATRON	22

APPLICATION

APPLICATION FOR POSITION OF LEADERSHIP ROLE	22
TO APPLY / PRE-EMPLOYMENT DISCLOSURE	23
APPLICANT DECLARATION	23

FOREWORD FROM OUR PRINCIPAL

Leadership is a responsibility, but it is also a privilege. To lead is to be entrusted with the opportunity to influence, inspire and contribute to the growth of others and, ultimately, to the growth of our college community.

St Joseph's College is a place of growth. Our students grow in knowledge, confidence and character, while our staff continue to grow as educators and professionals. At the heart of this growth are our college values, which guide us in the way we act, the decisions we make and the way we serve one another.

Leadership at St Joseph's is therefore not simply about holding a position or taking on additional responsibility. It is about service. It is about building relationships, fostering collaboration, supporting colleagues and students, and contributing to a culture in which every member of our community can flourish.

I encourage those within our college who have the desire, skills and commitment to lead to put themselves forward. Have the courage to step outside your comfort zone, to share your ideas and to contribute your experience and energy to the continued development of St Joseph's College.

I invite prospective leaders to consider applying for a Position of Leadership in the next POL cycle. Your leadership can make a difference, and our college is stronger when people are willing to step forward in service of others.

Leadership is a privilege. It is an opportunity to serve, to grow and to make a lasting contribution to our College community.

Mr Greg Kluske
COLLEGE PRINCIPAL



[RETURN TO CONTENTS](#)

DEVELOP A CULTURE OF SHARED LEADERSHIP

1. BE CURIOUS – PROMOTE A CULTURE OF INNOVATION

Excellence

Innovation, improvement

- Demonstrate and encourage a love of learning
- Be innovative and open to new ideas
- Clearly communicate expectations of yourself and others
- Be brave, move out of your comfort zone and be vulnerable
- Always look for ways to do things better.

2. BE GUIDED BY OUR COMMON MORAL COMPASS

Spirituality

Respect, kindness, humility, guidance, relationships (God, charism, self)

- Be calm and kind
- Treat others with dignity and respect
- Show empathy and concern for others
- Help people achieve their goals to be the best they can be
- Show genuine care for each other and the community
- Acknowledge great work, affirm people with authenticity
- Support the Catholic ethos and Mercy tradition of the college.

3. BE A POSITIVE CONTRIBUTOR TO THE SCHOOL COMMUNITY

Community, Compassion, Hospitality, Service, Justice

Belonging, acceptance, inclusive, relationships, wellbeing, giving without reward

- Be solution driven and find ways to make things happen
- Understand the impact on the whole school community
- Be collaborative and cohesive in working towards our college vision
- Strive to be proactive rather than reactive
- Be guided by what best serves the college community
- Demonstrate servant leadership.

POL APPLICATION & INTERVIEW PROCESS

Position Descriptions for all Positions of Leadership (POL) are included with this booklet, and all applicants should refer to these descriptions when applying for a POL.

Positions of Leadership applications will open on **9 September 2026**. Applications must be submitted by **4pm, Sunday 20 September 2026** using the Application Form and sent to Human Resource Manager via email together with a covering letter and a document addressing the key selection criteria.

Applicants should possess appropriate experience and qualifications and provide evidence of these on request.

- Applicants should possess sound knowledge in the area for which they are applying.
- Applications should contain the names and contact details of two (2) referees.
- The letter of application should address the Position Description and the selection criteria listed on the next page.

Where no applications are received or the applicants do not meet the application criteria, the position may be re-advertised. Applicants will be notified of this prior to the publication of the advertisement. Consequential vacancies will be advertised and follow the same appointment process as outlined here.

INTERVIEWS:

- If a single applicant applies for a POL, at the discretion of the Principal, an interview may not be conducted.
- The interview panel will consist of a member of the College Executive Team, who will chair the panel, and at least one other staff member.
- Interview panel members will be covered if an interview occurs during class time. No additional payment will be made for participating on an interview panel.
- A pre-interview discussion to formulate questions and a post interview debriefing will occur to recommend a preferred applicant to the Principal.

POST INTERVIEW:

- The HR Manager or Principal will notify an applicant of the outcome of the interview as soon as practicable after the interview.
- Successful applicants will be issued with a letter of appointment, documenting the tenure and conditions of the appointment.
- Staff will be notified of POL appointments via the staff newsletter 'Kaleidoscope'.

TENURE:

- POL appointments will have tenure for three (3) years unless otherwise stated.
- Within the three-year cycle, the opportunity to participate in a review process will be provided. This will normally be in the second year of the appointment.
- A staff member may apply for several Positions of Leadership but may only hold one POL unless decided by the Principal.

ALLOWANCE:

At the time of printing, the current allowances* for POL positions are as follows:

01 Jul 2025	POL 4: \$13,018	POL 3: \$9,629	POL 2: \$6,326	POL 1: \$3,133
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*2027 allowances are subject to the CEMEA and may increase.

SELECTION CRITERIA FOR ALL POSITIONS OF LEADERSHIP (POLs)

Purpose	To lead and inspire students, staff, and parents in processes and practices that nurture and enhance student wellbeing, learning, and engagement in school life. All Positions of Leadership (POLs) at St Joseph's College require the position holders to demonstrate and be accountable for the AITSL, VIT, and Child Safe Standards.
Skills and Experience	• Significant experience in the education of secondary school students with a demonstrated record in the development and implementation of progressive student care systems and protocols. • Successful educational leadership experience within a school context. • A demonstrated capacity to build teams, negotiate, and focus on solutions. • A demonstrated ability to work both with and within a team. • The ability to lead and assist others in growing their practice. • Outstanding interpersonal and communication skills, both written and verbal. • Well-developed organisational and administration skills, including the ability to plan and work to deadlines. • A willingness to display a high degree of accountability and efficiency in the carrying out of the duties for this position.
Personal Attributes	• Authentic with a strong personal presence, poise, and a natural capacity to inspire students, staff, and stakeholders. • Confident in engaging with parents. • Articulate and engaging with a personal warmth that engenders mutual respect and builds commitment to the college. • Models optimism and demonstrates a growth mindset. • Demonstrates initiative, is self-motivated, and practices accountability. • Supportive of the ethos and values of St Joseph's College with a willingness to participate in the total life of the College.
Key Responsibilities and Duties	Wellbeing & Learning • Responsible for the planning, development, implementation, and evaluation of student-related policies, strategies, and systems across the college. • Foster and provide a supportive approach to the care of each student within the College. • Meet regularly with the relevant teams, as well as coordinate and monitor student-related initiatives across the college. Continued on next page.

SELECTION CRITERIA FOR ALL POSITIONS OF LEADERSHIP (POLs) CONTINUED

Key Responsibilities and Duties

Student Leadership and Management

- Work collaboratively with relevant staff to monitor the wellbeing, learning, and co-curricular engagement of college students.
- Oversee the consistent and effective application of student-centred procedures and processes, including those concerned with student wellbeing, behaviour management, anti-bullying, attendance, and uniform.
- Manage escalated wellbeing and disciplinary issues consistently, fairly and sensitively, in coordination with relevant staff and parents and in accordance with college policies.
- Work with relevant staff to implement a coordinated approach to student learning for new and existing students.
- Liaise with relevant staff to manage the learning programmes of students that require modification.

Staff Leadership and Management

- Support and liaise with key personnel in the College.
- Communicate in a clear, timely, and effective manner with students, teachers, and parents.
- Demonstrate a commitment to and awareness of matters relating to Child Safety and Occupational Health and Safety.

Operational Leadership and Management

- Work to ensure the effective management of school operations and compliance with school policies and legislative requirements.
- Prepare and manage relevant recurrent budgets.
- Maintain and promote the principles of OH&S within the workplace in accordance with policy.
- Demonstrate a flexible and collaborative approach to the POL role by supporting and undertaking other tasks as required.
- Share and distribute information and changes to policy and/or practice related to all areas of wellbeing and/or learning.
- Work with relevant staff to develop and implement the College Strategic Plan in the student domain.

Community

- Develop programs and opportunities to build community spirit and connection amongst the students across the college.
- Foster community cohesion, a collective identity, and connection among all members of the college community.
- Provide articles for publications and curriculum materials as requested by the Events & Communications Manager.
- Be available to interview prospective Year 7 students on the allocated interview days, including after school.

Continued on next page.

SELECTION CRITERIA FOR ALL POSITIONS OF LEADERSHIP (POLS) CONTINUED

Key Responsibilities and Duties	Compliance - Develop and implement policy and procedures for the areas of responsibility to ensure all legislation and legal responsibilities are met. - Oversee and manage an effective system for the management of Risk. - Prepare and manage associated budgets. Additional Responsibilities - Any other duties as required by the Principal.
Remuneration Terms and Conditions	- CEMEA 2022 3 year tenure
Appraisal	An appraisal process may be conducted, the type and timing of which will be directed by the Principal.

Declaration

I hereby declare that I have the physical capability to undertake the duties required for this role and that I do not have any pre-existing conditions which would hinder this capability.

Print Name

Signature

Date

Acknowledgement

I have read and understood the contents of this position description and accept the following:

This position description is not to be considered as a complete list of responsibilities and that other duties may be required of me from time to time.

All positions are dynamic, and that continuing development, change, and improvement of processes, practices, knowledge, skills, and behaviours is expected by St Joseph's College.

Signature

Date

Note: Make sure to save your changes and signatures to this booklet after completion. Please email this completed booklet with your application.

APPROVED	
Signature:	
Position: Principal	Date

GENERAL NOTE REGARDING TIME RELEASE

All positions which involve time allowances provide release measured as part of the 18.5 hours of face-to-face teaching per week. According to the Agreement, teachers nominally work 38 hours per week, not just 18.5 hours per week.

Teaching responsibilities extend well beyond the time in the classroom. Teaching also involves preparation for classes, the marking of student work, follow-up in regard to behaviour, communication with parents, subject team meetings, liaison with colleagues regarding teaching and assessment, report writing, etc.

Therefore, as a matter of fairness, the actual time that roles require should be considerably more than the 'release time', which is a fraction of only 18.5 hours per week, not 38 hours.

PROFESSIONAL REVIEW

This Position Description is intended as a framework for professional review. As St Joseph's College evolves to meet the changing needs of our learning community, so will the roles required of its entire staff.

As such, staff should be aware that this document is not intended to present the role in which the occupant will perform in perpetuity. This role statement is intended to provide an overall view of the incumbent's role as at the date of engagement.

All POL position descriptions are a guide only and not an exhaustive list of duties. All are subject to review and modifications by the Principal in response to the changing needs of the college.

[RETURN TO CONTENTS](#)



POSITIONS OF LEADERSHIP – TENURE AVAILABLE FROM 2027

	POL	Time Release* (periods per cycle)
DIRECTOR OF LEARNING & TEACHING (MERCY)	4	5
DIRECTOR OF LEARNING & TEACHING (ENRIGHT)	4	6
DIRECTOR OF STUDENTS (MERCY)	4	5
DIRECTOR OF STUDENTS (ENRIGHT)	4	6
DIRECTOR OF STAFF	4	10
DIRECTOR OF SENIOR SCHOOL	4	9
DIRECTOR OF FAITH AND MISSION (AND RE LAL)	4	10
YEAR LEVEL COORDINATOR 7-10 (4 positions)	3	5
LEARNING AREA LEADERS (MERCY) (4 positions) English & Languages Science & PE Maths & Technology Arts & Humanities	2	3
LEARNING AREA LEADERS (ENRIGHT) (8 positions) English Maths Languages Science PE Technology Arts Humanities	2	2
HOUSE PATRONS (5 Positions)	1	1

DIRECTOR OF LEARNING AND TEACHING (MERCY)

Direct report: **Deputy Principal (Learning & Teaching)**
Works with: **Learning Area Leaders and all teaching staff**
Allowance: **POL Level 4 + 5 periods of time release per week**

Position Description

The Director of Learning and Teaching supports and advises the Deputy Principal Learning and Teaching on all matters concerning learning, curriculum, and pedagogy. This role assists in developing and maintaining the college's reputation for excellence by overseeing the quality of learning programs and promoting innovation. The Directory of Learning and Teaching will work closely with the Director at the other campus.

Key Responsibilities

- Lead the strategic direction and development of learning in the college.
- Embed and lead relevant Professional Learning, developed in line with the College Strategic Plan.
- Develop and implement policies and practices which reflect the college's commitment to excellence.
- Develop programs to promote academic excellence that identify clear targets, timelines, and success criteria for their development and/or maintenance in line with the College Strategic Plan.
- Collaborate with other key stakeholders (Learning Area Leaders, Director of Staff, Year Level Coordinators) to oversee the planning and implementation of:
 - An innovative and challenging 21st century learning program that integrates Gospel values.
 - A program to ensure assessment and reporting comply with Government requirements, VCAA/ACARA.
 - A well-documented and resourced curriculum maintained on the network, regularly updated.
 - The transition and progression of students between year levels.
- Book Lists.
- Subject selection and reporting.
- Parent/Teacher/Student meetings.
- NAPLAN Year 7.
- Contribute to the formation of Meeting schedules for the campus.
- Facilitate regular Learning Area meetings.
- Liaise with Learning Area Leaders, Year Level Coordinators, and other key staff on matters relating to students' academic progress.
- Represent the college on appropriate educational and curriculum forums.
- Facilitate dialogue between teaching colleagues to share effective and contemporary teaching practice.
- Liaise with the Director of Staff to arrange coaching for members of the teaching staff who seek to enhance their teaching practice (after having undertaken training provided at the college's expense, if necessary), as well as the coaching and mentoring of Graduate level teachers and other teachers requiring support.

[RETURN TO CONTENTS](#)



DIRECTOR OF LEARNING AND TEACHING (ENRIGHT)

Direct report: **Deputy Principal (Learning & Teaching)**
Works with: **Learning Area Leaders and all teaching staff**
Allowance: **POL Level 4 + 6 periods of time release per week**

Position Description

The Director of Learning and Teaching supports and advises the Deputy Principal Learning and Teaching on all matters concerning learning, curriculum, and pedagogy. This role assists in developing and maintaining the college's reputation for excellence by overseeing the quality of learning programs and promoting innovation. The Directory of Learning and Teaching will work closely with the Director at the other campus.

Key Responsibilities

- Lead the strategic direction and development of learning in the college.
- Embed and lead relevant Professional Learning, developed in line with the College Strategic Plan.
- Develop and implement policies and practices which reflect the college's commitment to excellence.
- Develop programs to promote academic excellence that identify clear targets, timelines, and success criteria for their development and/or maintenance in line with the College Strategic Plan.
- Collaborate with other key stakeholders (Learning Area Leaders, Director of Staff, Year Level Coordinators) to oversee the planning and implementation of:
 - An innovative and challenging 21st century learning program that integrates Gospel values.
 - A program to ensure assessment and reporting comply with Government requirements, VCAA/ACARA.
 - A well-documented and resourced curriculum maintained on the network, regularly updated.
 - The transition and progression of students between year levels.
- Book Lists.
- Subject selection and reporting.
- Parent/Teacher/Student meetings.
- Effective exam timetables.
- NAPLAN Year 9.
- Contribute to the formation of Meeting schedules for the campus.
- Facilitate regular Learning Area meetings.
- Liaise with Learning Area Leaders, Year Level Coordinators, and other key staff on matters relating to students' academic progress.
- Represent the college on appropriate educational and curriculum forums.
- Facilitate dialogue between teaching colleagues to share effective and contemporary teaching practice.
- Liaise with the Director of Staff to arrange coaching for members of the teaching staff who seek to enhance their teaching practice (after having undertaken training provided at the college's expense, if necessary), as well as the coaching and mentoring of Graduate level teachers and other teachers requiring support.

[RETURN TO CONTENTS](#)



DIRECTOR OF STUDENTS (MERCY)

Direct report: **Deputy Principal (Students)**

Works with: **Year Level Coordinators, Learning Area Leaders and all teaching staff**

Allowance: **POL Level 4 + 5 periods of time release per week**

Position Description

The Director of Students (Mercy) supports the Deputy Principal Students in all matters relating to student management, wellbeing and engagement, with responsibility for supporting the Year Level Coordinators with day-to-day coordination of student wellbeing, behaviour management, restorative practices and student support processes.

Key Responsibilities

- Deputise for the Deputy Principal Students as required.
- Designated Child Safe Officer of St Joseph's College Mercy Campus, ensuring a college-wide approach to Child Safety Practices and Programs.
- Provide support to the Deputy Principal Students in the wellbeing and management of all Mercy students including student attendance and induction of new students.
- Provide support to the Deputy Principal Students with Student Leadership Programs.
- Oversee the EPC calendar for Year 7 & 8.
- Work collaboratively with relevant staff members in implementing School-Wide Positive Behaviour Support.
- Oversee the Year 7 and 8 Coordinators in supporting student management and wellbeing concerns.
- Liaise with Year Level Coordinators in identifying students 'at risk'.
- Conduct parent meetings on escalated matters relating to student wellbeing, student management, and progress.
- Provide professional support to students and staff.
- Exercise a high level of visibility and presence across the Mercy Campus.
- Assist relevant staff with major school functions including Assemblies, Masses, Feast Day, Information Evenings, Open Days, etc., and attend other events and activities as appropriate.
- Be available to support the college by interviewing prospective students, including the out-of-school interviews of incoming Year 7 students.
- Manage escalated behaviour, uniform, and attendance issues.
- Approve and coordinate suspensions in consultation with the Deputy Principal Students.
- Oversee school detentions for systematic infractions (uniform, lateness, etc).
- Be familiar with current educational issues, including wellbeing initiatives at local and national level and support responses at the school level.
- Establish and promote strong links between wellbeing and learning diversity.

Pastoral Care

- Work with the Year Level Coordinators and Wellbeing Team to develop and review pastoral care and wellbeing practices.
- Assist with the transition process of Year 7 students.
- Assist with the integration of new students into the school.
- Act as a link in the behaviour support chain.
- Liaise with parents associated with the school and the local community.
- Conduct and oversee the transition process in and out of the school.
- Assist in the development and delivery of Homeroom/ Wellio activities.

Administration

- Assist in allocating new students to classes in liaison with the Deputy Principal Students.
- Compile and keep current records e.g. pastoral care groups, subject class lists, student behaviour record cards.
- Convene student management meetings and provide input on matters pertaining to administration and student business, including maintaining agendas/minutes of meetings.
- Provide guidance to Year Level coordinators in organising specific activities for a given year level.
- Assist in the Student Handbook preparation processes.

Skills Required

- The ability to coach and mentor Year Level Coordinators.
- Have skill in influencing teachers to build their capacity and enhance their practice.
- Able to positively influence the culture of the college.
- Able to contribute to the implementation of the College Strategic Plan.
- Able to implement the College Child Safety Program.
- Support the Catholic Identity of the College.

DIRECTOR OF STUDENTS (ENRIGHT)

Direct report: **Deputy Principal (Students)**

Works with: **Year Level Coordinators, Director of Senior Years, Learning Area Leaders and all teaching staff**

Allowance: **POL Level 4 + 6 periods of time release per week**

Position Description

The Director of Students (Enright) supports the Deputy Principal Students in all matters relating to student management, wellbeing and engagement, with responsibility for supporting the Year Level Coordinators with day-to-day coordination of student wellbeing, behaviour management, restorative practices and student support processes.

Key Responsibilities

- Deputise for the Deputy Principal Students as required.
- Designated Child Safe Officer of St Joseph's College Enright Campus, ensuring a college-wide approach to Child Safety Practices and Programs.
- Provide support to the Deputy Principal Students in the wellbeing and management of all Enright students including student attendance and induction of new students.
- Provide support to the Deputy Principal Students with Student Leadership Programs.
- Oversee the EPC calendar for Year 9 - 12.
- Work collaboratively with relevant staff members in implementing School-Wide Positive Behaviour Support.
- Liaise with Year Level Coordinators and Director of Senior Years in identifying students 'at risk'.
- Conduct parent meetings on escalated matters relating to student wellbeing, student management, and progress.
- Provide professional support to students and staff.
- Exercise a high level of visibility and presence across the Enright Campus.
- Assist relevant staff with major school functions including Assemblies, Masses, Feast Day, Information Evenings, Open Days, etc., and attend other events and activities as appropriate.
- Be available to support the college by interviewing prospective students, including the out-of-school interviews of incoming Year 7 students.
- Manage escalated behaviour, uniform, and attendance issues.
- Approve and coordinate suspensions in consultation with the Deputy Principal Students.
- Oversee school detentions for systematic infractions (uniform, lateness, etc).
- Be familiar with current educational issues, including wellbeing initiatives at local and national level and support responses at the school level.
- Establish and promote strong links between wellbeing and learning diversity.

Pastoral Care

- Work with the Year Level Coordinators, Director of Senior Years and Wellbeing Team to develop and review pastoral care and wellbeing practices.
- Act as a link in the behaviour support chain.
- Liaise with parents associated with the school and the local community.
- Assist in the development and delivery of Homeroom/Wellio activities.

Administration

- Assist in allocating new students to classes in liaison with the Deputy Principal Students.
- Compile and keep current records: e.g. homeroom groups, subject class lists, student behaviour record cards.
- Provide guidance to Year Level coordinators in organising specific activities for a given year level.
- Assist in the Student Handbook preparation processes.

Skills Required

- The ability to coach and mentor Year Level Coordinators.
- Have skill in influencing teachers to build their capacity and enhance their practice.
- Able to positively influence the culture of the college.
- Able to contribute to the implementation of the College Strategic Plan.
- Able to implement the College Child Safety Program.
- Support the Catholic Identity of the College.

DIRECTOR OF STAFF

Direct report:

Deputy Principals and Principal

Works with:

College Executive, All SJC staff,
Mercy Education Limited and
External agencies as required

Classification:

- POL Level 4 (Allowance of \$13,018.00) + 10 periods of time release per week
- Will be a member of the Senior Leadership team
- Will be provided with some administration support
- Tenure will be from commencement until end of next POL Cycle (January 2030)

Position Description

The Director of Staff is responsible for the **strategic leadership and management of all staff-related functions** within the College. This includes **recruitment, induction, professional learning, performance and development, wellbeing, and compliance**, ensuring alignment with the College's **Catholic identity, Mercy values, and strategic priorities**. The role plays a key part in **building a positive, high-performing professional culture** where staff are supported to grow, lead, and contribute to student learning and wellbeing.

Key Responsibilities

- Provide strategic leadership in all areas relating to staff recruitment, induction, professional learning, performance and development, wellbeing, compliance and workforce planning to ensure that staff-related practices align with the College's strategic priorities.
- Work collaboratively with the Principal, Deputy Principals, College Executive, teaching and education support staff, Mercy Education Limited and external agencies as a member of the Senior Leadership Team to support the effective operation of the College.
- Foster a positive, respectful and collaborative professional culture that reflects the College's Catholic identity and Mercy values and promotes shared leadership, professional growth and accountability.
- Contribute to recruitment, selection and workforce planning processes, including succession planning, to ensure the College can attract, develop and retain high-quality staff.
- Oversee the induction of teaching staff and work collaboratively with other leaders to ensure that new staff are supported in understanding the College's expectations, policies, procedures and culture. Use of EMS 360 to maintain qualifications and accreditations.
- Support the implementation of the College's Professional Learning Plan in partnership with the Deputy Principal – Learning and Teaching, ensuring that professional learning opportunities align with the needs of staff and the strategic direction of the College.
- Coordinate teaching staff performance and development processes by working with College leaders to facilitate professional conversations, provide constructive feedback and support staff in setting and achieving professional goals.
- Lead initiatives that promote staff wellbeing, work-life balance, mentoring and professional support while ensuring staff have access to appropriate wellbeing services and resources. (Not VIT mentoring)
- Assist the College in meeting legislative and industrial obligations, including compliance with the Victorian Catholic Multi-Enterprise Agreement, the Victorian Child Safe Standards and other relevant policies and procedures.
- Support leaders in managing workplace concerns, including conduct, performance and grievance matters, while ensuring that issues are addressed fairly, professionally and confidentially.
- Identify and develop future leaders by providing opportunities for mentoring, coaching, professional learning and leadership development across the College.
- Ensure that all staff are supported, developed and aligned with the College's mission and commitment to providing high-quality Catholic education and positive outcomes for students.
- Designate and organise staff desk/office arrangements.
- Assist with student teachers, introduce new staff in meetings and kaleidoscope and assist in staff meetings as required.

Key Skills

- **Leadership and culture building:** The ability to create and sustain a positive, collaborative and high-performing professional culture that reflects the College's Catholic identity and Mercy values.
- **Communication and relationship management:** Highly developed interpersonal and communication skills, with the ability to build trust, develop strong professional relationships and work effectively with staff at all levels of the College.
- **Coaching and staff development:** The ability to mentor, support and develop staff through professional conversations, performance and development processes, professional learning and leadership opportunities.
- **Conflict resolution and professional judgement:** The ability to manage complex and sensitive situations, address workplace concerns fairly and professionally and maintain confidentiality when dealing with staff matters.
- **Strategic thinking and change management:** The ability to align staff initiatives with the College's strategic priorities, lead change effectively and implement processes that improve staff wellbeing, engagement and professional practice.
- **Industrial relations knowledge** – An understanding of the Victorian Catholic Multi-Enterprise Agreement, employment obligations and workplace relations.

DIRECTOR OF SENIOR SCHOOL

Direct report: Deputy Principal (Learning & Teaching) & Deputy Principal (Students)

Works with: Directors, Year Level Coordinators, and all teaching staff

Allowance: POL Level 4 + 9 periods of time release per cycle

Position Description

The Director of Senior School leads the academic development of VCE VM and VET studies at Years 10, 11 & 12 and carries out the administrative duties associated with students and staff in these areas. They also oversee the behaviour management and wellbeing of Year 11 & 12 students.

Key Responsibilities

Pastoral Care

- Review student programs on a regular basis and revise as needed in consultation with the student and parent/guardian whilst prioritising the desired outcomes of participation for individual students.
- Work collaboratively with whole school events such as Anzac Day activities including War Grave and Henderson Park Services.

Administration

- Coordinate VCE VM and VET programs to ensure course requirements are achieved and staff and students are familiar with rules and regulations of relevant studies.
- Liaise with the VCAA and provide advice to the college on all matters to do with Senior Pathways.
- Coordinate VCE VM and VET Student administration, including monitoring learning programs and quality assurance in accordance with agreement provisions.
- Provides information for the Senior College Handbook.
- Supports and contributes to the Senior School Subject Selection and Careers Information Sessions.
- Attend relevant meetings both within the college and externally.
- Provide support to the Director of Students (Enright) and the Deputy Principal Students in the wellbeing and management of Year 11 & 12 students including student attendance and induction of new students.
- Provide support to the Deputy Principal Students with Student Leadership Programs and presentation to the Year 10 students about pathways.

- Together with the relevant staff, assist with the planning and organising of facilities, activities, programs, and events for senior year levels. These include, but are not limited to, Graduation Mass & Dinner, Academe, the Head Start Program, Novus, Elevate Sessions, Leadership/Seminar Days, the selection of student leaders at Years 11 & 12, VCE VM, VET, and VO Information evenings, the acceleration process for Years 11 & 12, Year Level Meetings for VASS enrolment, SAC processes/redemption.
- Oversee and monitor effective student use of the Common Rooms, assisted by the relevant staff.
- Attend and participate in CMT, Learning Team, and VCE VM Panel meetings.
- Be open to the needs of students, including personal issues, behavioural issues, academic progress, and the orientation of new students.
- Organise and conduct Year Level assemblies as required.
- Plan, organise, and supervise specific Year Level events and activities.
- Act as a link in the behaviour support chain.
- Monitor student progress – overseeing behaviour support plans and student monitoring cards.
- Assist with PSG meetings if required.
- Assist in arranging information sessions for students and parents as required by the college administration.
- Compile and keep current records relevant to the Year level: e.g. subject class lists, student behaviour record cards.
- Locker allocation and upkeep.

Progression of Learning

- Works with the Deputy Principal Learning and Teaching, the Director of Learning and Teaching, and other relevant staff to discuss each student's learning program as they enter Year 11 and follow up with students and parents/carers as required.
- Convenes meetings in consultation with students, parents/carers, and other staff as appropriate regarding student progression.

Assessments, Examinations & Student Records

- Arrange Unit 3–4 examination and General Achievement Test (GAT) schedules and environments consistent with VCAA requirements.
- Assist the VASS Administrator in ensuring accurate recording and reporting of all student enrolment details and assessment results on the VASS system.
- Oversee the SAC calendar and SAC redemption timetable.
- Analyse data on student performance to inform improvements in teaching and learning.
- Coordinate VTAC scholarship/accommodation/SEAS/Special provision applications.

DIRECTOR OF FAITH AND MISSION

INCLUDING RE LEARNING AREA LEADER

Direct report: Deputy Principal (Students) and Deputy Principal (Learning & Teaching)

Works with: Principal, Year Level Coordinators, Wellbeing Team, and all teaching staff

Allowance: POL Level 4 + 10 periods of time release per cycle

Position Description

The Director of Faith and Mission promotes the mission of the college as a Catholic school in the Mercy tradition. This role works closely with the Principal and leads the development of an informed understanding of Church teaching and traditions.

Key Responsibilities

- Lead the development and implementation of college policies related to Catholic Identity, Mercy charism, Faith, and Mission.
- Lead the Religious Education learning Area.
- Ensure alignment of the above policies with the College Mission and Vision Statement, as well as the Strategic Plan.
- Model and inspire a commitment to the faith life of the college by working in an effective partnership with the College Executive, the staff in the Religious Education Learning Area, and those with ministry responsibilities.
- Work with relevant staff to develop, implement, and evaluate innovative faith and mission programs for students, staff, and the wider Sunraysia community, including student retreats and seminar days and staff faith formation days and retreats.
- Organise and lead the Year 12 Retreat.
- Coordinate and promote rich liturgical and sacramental opportunities for students, staff, and parents, including regular opportunities for prayer and reflection.
- Support teachers at all levels with prayers, liturgies for Homeroom, and year level assemblies as required (e.g. Ash Wednesday).
- Organise and hold overall responsibility for major college masses, including the Opening Mass, End of Year Mass, and class masses.
- Ensure the Catholic Identity of the college is promoted, maintained, and enhanced through active participation in local parishes and the wider Church.
- Raise awareness of liturgical seasons, significant feast days, and special dates such as St Joseph's Feast Day.
- Provide leadership in the provision of appropriate faith development activities, professional learning and spiritual formation of staff, including opportunities for accreditation.
- Assist in the development and the provision of an appropriate induction and mentor program concerning the College Ethos and Mission for all new staff to the college, including provisionally registered teachers and staff returning from extended leave.
- Inform the Principal and staff about developments in ministry, faith, and Religious Education, and ensure access to current and relevant resources.
- Report to the Principal and the College Executive on issues of Catholic Identity, Faith, and Mission.
- Empower students and staff to be resilient contributors to right relationships and the common good by raising awareness of and encouraging action in response to local and global justice issues.
- Hold responsibility for the Community Service Program.
- Contribute items written about Catholic Identity, Faith, and Mission regularly to college publications and the college website.
- Work with the Principal and the College Executive to develop and articulate a strategic vision for the future of the college.
- Provide effective shared leadership in developing, implementing, and reviewing the college's Strategic Plan.
- Embed high expectations and the pursuit of excellence in both students and staff.
- Along with the Principal and Leadership Team, be visible at the college and within the wider community.
- Develop authentic relationships which promote collegiality and open dialogue with students, staff and parents.
- Show tact, respect, and discretion in dealing with individuals and groups and ensure the confidentiality of information as appropriate.
- Lead and oversee the work of the Mercy Works and Mercy Action Group and its development and operation.
- Represent the college at Mercy and Faith Development Network meetings and activities.

YEAR LEVEL COORDINATOR

Direct report: **Director of Students (Mercy or Enright)**

Works with: **Director of Students, Learning Area Leaders, and all teaching staff**

Allowance: **POL Level 3 + 5 periods of time release per cycle**

Position Description

Year Level Coordinators foster a strong sense of belonging, team spirit and camaraderie within their Year Level, providing positive and consistent leadership to a large cohort of students. They support students across all aspects of student management, wellbeing and engagement, with responsibility for the day-to-day coordination of wellbeing, behaviour management, restorative practices and student support processes.

Key Responsibilities

Pastoral Care

- Coordinate the pastoral care and personal counselling programs of all students in the Year Level, referring to the Director of Students and Wellbeing Team when necessary.
- Be a visible presence in the yard before/after school and at recess and lunchtime.
- Provide support to the respective Director of Students in the wellbeing and management of students in the year level including student attendance and induction of new students.
- Serve as a liaison link between students, parents, and college teaching and administrative staff.
- Be open to the needs of students, including personal problems, behavioural problems, academic progress, and the orientation of new students.
- Work with Homeroom/Pastoral Care Group teachers to ensure that Principal and Virtue Conquers Award nominations are promoted, submitted, and followed up when required.
- Monitor and accurately record students' absences and tardiness.
- Be responsible for referring students who have exceeded the limits in the areas of absenteeism and lateness to appropriate authorities.
- Inform the parents of students who are experiencing difficulty with their schoolwork.
- Be available to discuss matters concerning students with their parents.
- Withdraw students from class for the purpose of counselling or interview as required.
- Organise progress reports for students with additional needs and attend PSG meetings.
- Supporting students with the transition into the year level and transition into the next year.

Administration

- Organise and conduct Year Level assemblies as required.
- Plan, organise, and supervise specific Year Level events and activities (including camps and community days).
- Work collaboratively to oversee the Year 8 Peer Support Program (Year 7 & 8 coordinators).
- Work collaboratively with the Director of Faith and Mission with organising student participation in whole school masses.
- Act as a link in the behaviour support chain.
- Monitor student progress – overseeing and implementing behaviour support plans, safety plans and student monitoring cards.
- Assist with PSG meetings if required.
- Assist in allocating new students to classes in liaison with the Deputy Principal Students and the Director of Students.
- Assist in arranging information sessions for students and parents as required by the college administration.
- Compile and keep current records relevant to the Year level: e.g. subject class lists, student behaviour record cards.
- Convene year level meetings and provide input on matters pertaining to administration and student business, including maintaining agendas/minutes of meetings.
- Locker allocation and upkeep.

Skills Required

- Have skill in influencing teachers to build their capacity and enhance their practice.
- Able to positively influence the culture of the college.
- Able to contribute to the implementation of the College Strategic Plan.
- Able to implement the College Child Safety Program.
- Support the Catholic Identity of the College.

LEARNING AREA LEADER (MERCY)

Direct report: **Director of Learning and Teaching**

Works with: **All teaching staff**

Allowance: **POL Level 2 + 3 periods of time release per cycle.**

Position Description

Learning Area Leaders hold responsibility for the overall curriculum and results within a given Learning Areas. They work to ensure that curriculum content is relevant, engaging, and stimulating for students. The combination of areas assigned to each Learning Area Leader may change after consultation.

Key Responsibilities

- Work collaboratively with Learning Area members using data to improve curriculum.
- Provide support to Learning Area members introducing innovative approaches to learning.
- Oversee and monitor curriculum design, delivery and storage on Knowledge Banks/Learning Areas.
- Support subject teachers in developing their content knowledge and pedagogy.
- Facilitate the sharing of learning and teaching strategies.
- Work with members of the Learning Area to prepare lesson plans and arrange marking of work for classes where a teacher is on extended absence due to illness.
- Support teachers to provide for highly able students and students with special needs.
- Provide relevant Learning Area support materials for Subject Selection and Information Evenings in a timely manner when requested by the Communications and Events Manager.
- Attend appropriate professional development activities related to leadership in learning and teaching.
- Develop and implement collaborative team teaching opportunities in a variety of disciplines and year levels.
- Work with the Head of Learning Enhancement to help subject teachers meet special learning needs.
- Audit the learning and teaching strategies utilised within their campus when required.
- Facilitate collaborative Learning Area meetings.
- Work with the Director of Staff on the induction of new staff to the College within your Learning Area.
- Work with the relevant Director of Learning and Teaching for reporting and assessment.
- Promote Professional Development opportunities for staff within the Learning Area.
- Attendance and contribution to Learning Area Leader meetings.
- Resourcing.

[RETURN TO CONTENTS](#)



LEARNING AREA LEADER (ENRIGHT)

Direct report: **Director of Learning and Teaching**

Works with: **All teaching staff**

Allowance: **POL Level 2 + 2 periods of time release per cycle.**

Position Description

Learning Area Leaders hold responsibility for the overall curriculum and results within a given Learning Area. They work to ensure that curriculum content is relevant, engaging, and stimulating for students.

Key Responsibilities

- Work collaboratively with Learning Area members using data to improve curriculum.
- Provide support to Learning Area members introducing innovative approaches to learning.
- Oversee and monitor curriculum design, delivery and storage on Knowledge Banks/Learning Areas.
- Support subject teachers in developing their content knowledge and pedagogy.
- Facilitate the sharing of learning and teaching strategies.
- Work with members of the Learning Area to prepare lesson plans and arrange marking of work for classes where a teacher is on extended absence due to illness.
- Support teachers to provide for highly able students and students with special needs.
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- Work with the Director of Staff on the induction of new staff to the College within your Learning Area.
- Work with the relevant Director of Learning and Teaching for reporting and assessment.
- Promote Professional Development opportunities for staff within the Learning Area.
- Attendance and contribution to Learning Area Leader meetings.
- Resourcing.

[RETURN TO CONTENTS](#)



HOUSE PATRON

Direct report: **Director of Students (Mercy or Enright)**

Works with: **Director of Students, Year Level Coordinators, Sport Coordinator**

Allowance: **POL Level 1 + 1 period of time release per cycle**

Position Description

House Patrons foster connection, belonging and House spirit, maintaining a strong sense of identity and community within the College's House system. They support House activities and events, including Sporting Carnivals and House Assemblies, and work alongside House Captains and student leaders to encourage student participation, engagement and pride in their House.

Key Responsibilities

- Build House identity and pride – encourage students to identify with and take pride in their House.
- Oversee respective House Assemblies at the Mercy and Enright campuses, these may include specific House celebrations relating to the House Namesake.
- Recognise student contributions – acknowledge participation, achievement, leadership and contribution to House life.
- Work with House Captains in fostering connection, belonging and House Spirit.
- Encourage student attendance and participation in House events – Swimming, Athletics and Cross-Country carnivals, Carpenter's Classic.
- Encourage inclusive participation – particularly ensuring students who are less involved in sport or competitive activities still feel connected to their House.
- Provide support to the Deputy Principal Students and Directors of Students in Student Leadership programs.
- Liaise with relevant staff regarding the organisation and promotion of House activities and events.
- Assist with student entrance and dismissal at whole school events in the Sacred Heart Church.

Administration

- Organise and conduct House assemblies and celebrations as required.
- In collaboration with the Sports Coordinator, support student participation in Sporting Carnivals, and the Carpenter's Classic.

Skills Required

- Able to positively influence the culture of the college.
- Able to implement the College Child Safety Program.
- Support the Catholic Identity of the College.

APPLICATION FOR POSITION OF LEADERSHIP ROLE ST JOSEPH'S COLLEGE MILDURA

St Joseph's College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check;
- Proof of personal identity and any professional or other qualifications;
- The person's history of work involving children;
- References that address the person's suitability for the job and working with children.

TO APPLY

Please address your application to:

Mr Greg Kluske, Principal
St Joseph's College Mildura

INTERNAL CANDIDATES

Please submit the completed Application Form by clicking the link below:



EXTERNAL CANDIDATES*

Please submit your application via email to Mrs Emma James ejames@sjcmda.vic.edu.au including:

- A current CV
- The names and contact details of three professional referees

* External applicants are not required to complete the Application Form.

THE PRE-EMPLOYMENT DISCLOSURE

It is an inherent requirement of the position that you be a person suitable to work in child-connected work. Each of the following questions are relevant to the College in understanding and determining your likely ability to carry out the inherent requirements of the advertised position.

All applicants, both internal and external, are required to complete the Pre-Employment Disclosure Form found here:



Any questions regarding the application process can be addressed to:

Mrs Emma James, Human Resources Manager
ejames@sjcmda.vic.edu.au

Applications close at 4:00pm Sunday 20 September 2026.

APPLICANT DECLARATION

I declare that the contents of these forms are true and correct and complete to the best of my knowledge and no information concerning my employment history has been withheld.

I understand that any wilfully incorrect or misleading answer or material omission which relates to any of the questions in this form may make me ineligible for employment, or if employed, liable to disciplinary action which may include dismissal.

I understand that all applicants are required to undergo background screening which may include a National Police Record Check. I consent to such screening and checks in connection with my application for employment. I consent to the prospective employer making inquiries of any current and/or previous employers in connection to the information and answers I have provided in this form to verify the accuracy of the information in this form and to confirm my ability to carry out the inherent requirements of the position including my suitability to perform child-connected work. I understand and accept that my appointment to this position requires compliance with the school's child-safe policy and code of conduct.

I have read and understand the school's child-safe policy and code of conduct.

I understand and accept that my appointment to this position requires a commitment to Catholic Education.

I have read and understand the Statement of Principles regarding Catholic Education.



ST JOSEPH'S
COLLEGE MILDURA



ENRIGHT CAMPUS

154 TWELFTH STREET, MILDURA VICTORIA 3500

MERCY CAMPUS

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[RETURN TO CONTENTS](#)