



EMPLOYMENT INFORMATION PACK

DEPUTY PRINCIPAL

STAFF & COMPLIANCE



Melbourne Archdiocese
Catholic Schools



ABOUT US:

Loyola College was established in 1980 and is set on 27 acres in Watsonia, servicing north-eastern Melbourne and - by special arrangement - international students.

The land on which Loyola College was built was donated to the Archdiocese of Melbourne by the Society of Jesus (Jesuits) in 1979 for the purpose of building a Catholic secondary school. The Jesuit Order had a presence on the site from 1934 to 1974 where a house of formation and studies for the Society of Jesus was located. The current Old Loyola building was purchased by the College in 2002. Loyola College is a member of the Ignatian Network, a group of Jesuit and non-Jesuit schools in Australasia together with others worldwide.

Inspired by the spiritual and educational philosophy of Saint Ignatius of Loyola, known as the Ignatian tradition, Loyola College seeks excellence in the fourfold dynamic of Catholic, Care, Curriculum and Co-Curriculum.

Distinctive characteristics of the Ignatian tradition include:

- Commitment to a faith that does justice – awareness of needs of others and readiness to place one's talents at their service
- Personal concern for the whole person (*cura personalis*)
- development of a broad, liberal education
- Emphasis on critical thinking and effective communication
- Striving for excellence
- Pervading philosophy with emphasis on actions rather than words
- Seeking out and doing what God is wanting a person to do in their lives

As a Catholic co-educational College we focus on the importance of belonging to our community, strongly encouraging each student to discover their God-given talents and to use their talents in the service of others.

Jesuit and Companion Schools Australasia

As an Ignatian school, Loyola College is a member of the Jesuit and Companions School Australasia (JACSA). This educational network provides a forum to share expertise, resources and professional development programs and to engage with formation programs. Opportunities for immersions and pilgrimages within the JACSA network build a common and integrated spiritual foundation - grounded in Ignatian spirituality and pedagogy.



POSITION DESCRIPTION

DEPUTY PRINCIPAL STAFF AND COMPLIANCE

CLASSIFICATION	TIME ALLOCATION	REPORTS TO:
Category B Deputy Principal	29 periods per 10-Day Cycle	The Principal
DIRECT REPORTS	Director of Professional Learning Director of Co-Curriculum Staff & Compliance Assistant Staff & Operations Assistant Director of Operations	

APPOINTMENT TERMS
<ul style="list-style-type: none"> Fixed Term The salary will be at Category B Deputy Principal according to Schedule 2B- Wages and allowances: Deputy Principals of the Catholic Education Multi-Enterprise Agreement 2022 (CEMEA)

ABOUT THE ROLE
<p>The Deputy Principal Staff and Compliance plays a key leadership role in supporting the Principal through strategic oversight of staffing, human resources, compliance, and staff wellbeing. This position ensures the College meets legal and regulatory obligations, fosters a safe and professional work environment, and promotes the Ignatian charism in all aspects of College life.</p> <p>With responsibility for recruitment, induction, performance management, and industrial relations, the Deputy Principal also leads initiatives that enhance staff development, wellbeing, and collegiality. The role is central to maintaining a culture of excellence, care, and accountability across the College community.</p>

KEY RESPONSIBILITIES:

Promote the College philosophy in particular, the charism of St Ignatius of Loyola

- As a member of the College Consult, the Deputy Principal is responsible for promoting the philosophy of the College
- The living of the charism of St Ignatius of Loyola is an integral part of College life. The Deputy Principal promotes this charism in all aspects of College life

Recruitment and Selection:

- Prepare and maintain up-to-date position descriptions.
- Perform background and reference checks on applicants.
- Coordinate interview panels, in conjunction with the Principal's Personal Assistant.
- Conduct prospective staff interviews in conjunction with the Principal and/or other staff as required.
- Communicate with all applicants regarding outcomes in a timely manner.
- Preparation of contracts for all staff in liaison with the Principal's PA.
- Coordinate the appointment of Casual Relief Teachers and ensure their information is forwarded to the Operations Team.

Staff Orientation and Induction:

- In consultation with Consult, oversee the induction of all new staff.
- Liaise with relevant staff regarding computer, workspace, key and uniform allocation for new staff.
- Develop, coordinate and conduct inductions for all
 - Volunteers in conjunction with the Community Liaison,
 - Contractors in conjunction with the Property Manager,
 - Coaches in conjunction with the Director of Sport and
 - Sessional Music staff, in conjunction with the Director of Music.

Human Resource Management and Administration:

- Advise the Principal and oversee Human Resources improvement projects and activities.
- Liaise with relevant organisations to keep abreast of trends and developments in the area of Human Resource management.
- Innovate and streamline all administrative processes and records relating to Human Resources management.
- In consultation with the Principal, Deputy Principals and College Daily Organiser/Timetabler, stay well-informed of staffing requirements for the year ahead.
- Coordinate written documentation and correspondence for all staffing changes and time fraction alterations.
- In consultation with the Principal, Principal's Personal Assistant and Payroll coordinate and manage long service leave, parental leave, annual leave, leave without pay and extended sick leave requests.
- Monitor staff absences and develop strategies to maximise staff attendance.
- Monitor tenure periods and contract expiration dates including updates to the Principal each term.
- In consultation with the Business Manager, maintain Catholic Education of Victoria Network (CEVN) Online Staffing Records & Personnel Records including Leave.
- Ensure the proper administration, filing and safekeeping of all HR records and reports, as required by law and best practice.
- Produce confidential reports, including management of departure notifications, checklists for all incoming and departing staff and Workplace Gender Equality Administration reports, as required.
- Conduct, document and record exit interviews for departing staff who request an interview.
- Deliver feedback to unsuccessful applicants of leadership positions.

- Ensure the completion of the College exit form and return/retention of all College property, including intellectual property, when staff exit the College.
- Allocate individual teacher's total school load (oversee Co-Curriculum).
- Allocate Collegial colleagues (buddies) for new staff in consultation with the Teacher Formation Coordinator.

Performance Evaluation and Management

- Conduct Annual Review Meetings for selected staff.
- Provide training to staff in Positions of Leadership on the conduct and process of Annual Review Meetings.
- Develop and implement procedures for the Annual Review of staff in Positions of Leadership (POL) within the College.
- In collaboration with the Principal and Leadership Team, develop and implement appropriate recognition and acknowledgement processes for all staff.

Industrial and Employee Relationships:

- Maintain up-to-date knowledge of State and Federal legislative changes particularly in relation to Industrial Relations and Award changes, brief members of the Leadership Team and communicate such changes to all staff as appropriate.
- Oversee the development, review and implementation of College policies and procedures relating to complaints procedures and other industrial matters.
- Provide support and advice to the Principal, Business Manager and Consult on matters associated with the Victorian Catholic Education Multi Enterprise Agreement (VCEMEA) and employment contracts.
- In consultation with the Principal, coordinate and oversee processes and associated documentation in relation to the performance management of staff, conduct related issues, consultation about change, dispute resolution and grievance procedures.
- Assist and support staff in working through issues associated with industrial relations.
- Liaise with the College Accountant in regard to Workcover administration.
- Act as Equal Opportunity Officer for the College.
- Liaise on behalf of the College with IEU and other representative groups.
- Oversee all remuneration changes and communicate changes to Payroll.

Compliance:

- Work with members of Consult to review and document College processes as evidence of compliance.
- Stay abreast of legal and regulatory changes that affect the College and to ensure that policies and procedures are compliant with current legislation, especially the Child Safety Standards in consultation with the Deputy Principal Students.
- Lead the introduction (and eventual management) of a governance, risk and compliance program to ensure that all compliance policies and practices are up to date, known and embedded in school culture.
- Oversee the responsibility for all HR compliance issues including VIT registration, WWCC currency and National Police Record Checks (as appropriate) with the Principal's Personal Assistant, Property Manager, Community Liaison and College Accountant.
- Oversight of all employee data held on College systems and CEVN.

- Compliance Audits.
- Safe Work Method Statements.
- Risk Assessments and Controls.
- Complete audit of VRQA Minimum Standards and College review
- Ensure Evacuation/Lock Down Emergency Management Plan for the school.
- Liaise with the Principal/Business Manager to ensure that the College complies with regulatory requirements in regard to the provision of a safe workplace and professional work environment.
- Chair the OH&S Committee and ensure meetings are regularly scheduled (one per term).

Staff Management and Wellbeing

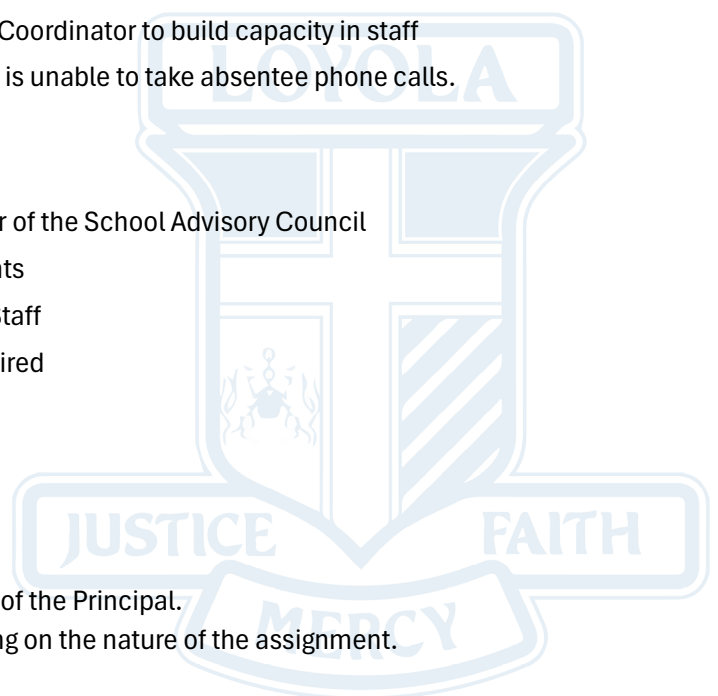
- Organise and facilitate the agenda for Teaching Staff Meetings
- Co-ordinate and organize Pre- Service Teachers, including:
 - Liaise with tertiary institutions regarding the placement of student teachers
 - Organise Loyola staff to supervise student teachers during their rounds
 - Organise orientation program, school tour and accommodation for student teachers and monitor the progress of student teachers on their rounds
- Maintain the Staff, Pre-Service Teacher, Casual Relief Teacher and New Teacher Handbooks
- Promote and encourage staff wellbeing in the performance of their professional duties, e.g., punctuality, professional dress, office locations, quality teaching
- Monitor staff professional standards
- Provide avenues of support for staff, pastoral, spiritual and personal
- Initiate staff wellbeing programs and/or opportunities
- Chair the Staff Wellbeing committee
- Support staff to deal constructively/positively with changing College/educational demands
- Promote collegiality
- Foster and promote professional dialogue amongst teachers
- Continue to build leadership capacity and assist the facilitation of a College Leadership Professional Learning program
- Work closely with the Professional Development Coordinator to build capacity in staff
- Cover for the Director of Operations when he/she is unable to take absentee phone calls.

Provision of Assistance to the College Principal

- Assist the Principal in his role as Executive Officer of the School Advisory Council
- Assist the Principal with new staffing appointments
- Be involved with the Annual Review meetings of Staff
- Advise the Principal on industrial matters as required
- Prepare an Annual College magazine report
- Delegate for the Principal when required

Special Projects

Take on particular portfolios or projects at the request of the Principal.
These projects may be short term or ongoing depending on the nature of the assignment.



Time Allocation

This position attracts a time allocation of 29 periods per 10-day cycle.

Annual Report to the Principal

Provide an annual written report to the Principal in August of each year to address the following areas: achievements, progress on goals for the year, any issues or concerns and recommendations for the following year.

Other

- The Deputy Principal Staff and Compliance may be required to attend planning meetings during holidays or work for short periods on weekends.
- Attendance at respective House Mass, House Eisteddfod, House Public Speaking, House Swimming, Annual Awards Evening, Saturday duty, Partnership with Parents, Information Evenings, Orientation Evenings, Activities week events and others as requested by the Principal.
- Perform other such duties as required by the College Principal

OUR VISION:

Loyola, as a Catholic co-educational College in the Ignatian tradition, seeks the education of the whole person and strives to ensure that each student achieves his or her unique potential.

We aspire to develop articulate, adaptable, discerning and confident young men and women of conscience committed to living the values of Jesus Christ in a global community.

*As a community we recognise that this is best achieved in a welcoming and collaborative environment committed to **Justice, Mercy and Faith**.*

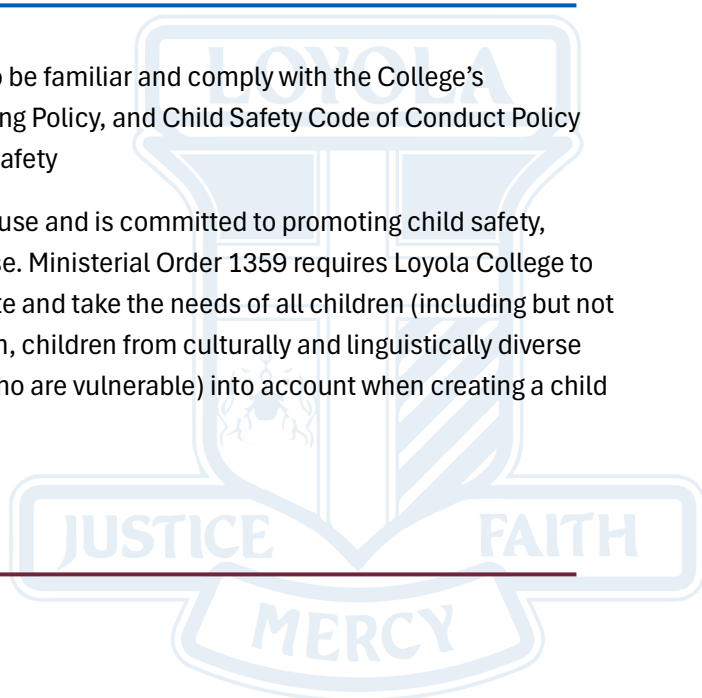
CHILD SAFETY:

The successful application is required and expected to be familiar and comply with the College's Commitment to Child Safety, Child Safety and Wellbeing Policy, and Child Safety Code of Conduct Policy and any other policies or procedures relating to child safety

Loyola College has a zero-tolerance policy for child abuse and is committed to promoting child safety, children's wellbeing and protecting children from abuse. Ministerial Order 1359 requires Loyola College to implement child safety standards and to accommodate and take the needs of all children (including but not limited to: Aboriginal and Torres Strait Islander children, children from culturally and linguistically diverse backgrounds, children with disabilities and children who are vulnerable) into account when creating a child safe environment.

VERSION:

April 2025



APPLICATION & SELECTION CRITERIA

Application

Applications must include a letter of introduction that addresses the selection criteria (no more than three pages) and full curriculum vitae including the names of three professional referees, one of whom should be the current employer.

Selection Criteria:

An appointee to the position of Deputy Principal Staff and Compliance in a Catholic secondary school assumes a significant senior leadership positions.

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

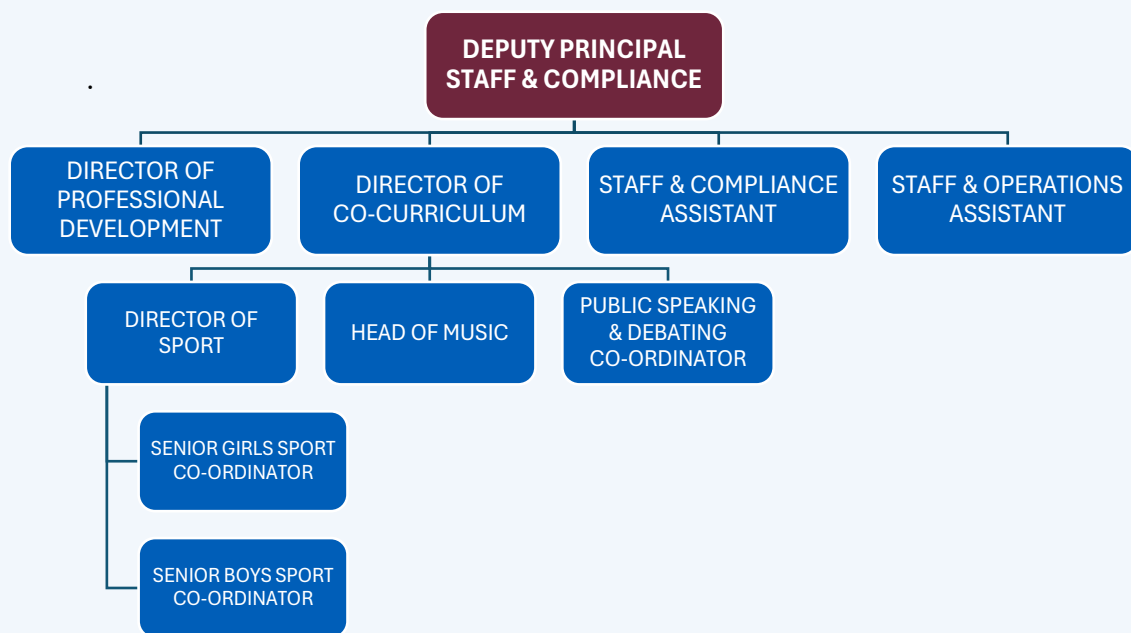
- 1. Faith Leadership**
Demonstrated commitment to Catholic education and the Ignatian tradition, fostering a school culture grounded in Gospel values, service, reflection, and justice.
- 2. Leadership Experience:**
Significant educational leadership experience, including a proven ability to lead teams, manage change, and inspire staff.
- 3. Staff Development and Wellbeing**
Proven ability to lead and support staff through professional growth, pastoral care, and collaborative practices that reflect cura personalis (care for the whole person).
- 4. Interpersonal Skills:**
Highly developed communication, organizational, and interpersonal skills to foster positive relationships with all stakeholder
- 5. Compliance and Risk Management**
Strong knowledge of legislative and policy frameworks, with experience ensuring school-wide compliance
- 6. Child Safety:**
A clear understanding of appropriate behaviours and legal obligations when engaging with children, demonstrating commitment to child safety.
- 7. Qualifications:**
Relevant tertiary qualifications, with postgraduate qualifications in education or leadership.

APPLICATION TIMELINE

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|------------------------------|---------------------------------------------|
| 1. Advertisement | Wednesday, 17 August 2025 |
| 2. Applications Close | Monday, 8 September |
| 3. Interviews | Thursday, 11 September |
| 4. Referees Contacted | Friday, 12 September – Monday, 15 September |
| 5. Offers Made | Wednesday, 17 September |



ROLE ORGANISATION



APPLICATIONS

Applications are to be submitted online to the Principal via email at principal@loyola.vic.edu.au by 9.00am on Monday, 8 September 2025.





LOYOLA COLLEGE

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www.loyola.vic.edu.au



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