



**Monivae**  
College Hamilton

# CANDIDATE PACKAGE

*Deputy Principal*

# PRINCIPAL'S WELCOME

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Dear Applicant,

Thank you for your interest in the position of Deputy Principal at Monivae College, Hamilton. On behalf of our students, staff, families and the broader Monivae community, I warmly invite you to consider what we believe is one of the most exciting and rewarding leadership opportunities in Catholic education in Victoria today.

Monivae College is a vibrant, faith-filled community in the heart of Western Victoria. Founded in 1954 and conducted by the Missionaries of the Sacred Heart (MSC), the College has a proud and enduring tradition of providing a holistic education that genuinely nurtures each student; mind, spirit and heart. We are the largest provider of secondary education in the Western District, and our reputation for pastoral care, academic achievement and community connection is one we are deeply proud of and continue to strengthen.


This is a genuinely exciting moment in the life of the College. We are in a period of significant strategic growth; investing in our people, our facilities and our systems, building a leadership culture that is collaborative, accountable and deeply aligned with the MSC charism of 'Heart Spirituality'. Our new Strategic Intent, our commitment to governance excellence and our focus on student-centred learning position Monivae well for a strong future, and the Deputy Principal will be central to that journey.

The Deputy Principal role is a pivotal one. You will work alongside me and our Executive Leadership Team to shape the operational, cultural and strategic life of the College. This is a role for someone who is deeply committed to Catholic education, inspired by the MSC spirit, and ready to lead with both rigour and heart. You will find a team that is energetic, supportive and genuinely committed to each other and to the young people in our care.

Hamilton itself is a wonderful place to live and raise a family. A welcoming regional city with strong community ties, excellent sporting and cultural life, and ready access to some of Victoria's most spectacular landscapes; the Grampians, the Great Ocean Road and the Southern Ocean coast are all within easy reach. On-campus residence is available and contributes to a genuine sense of belonging to the Monivae community from day one.

I encourage you to read this package carefully, visit our website, and reach out with any questions. If Monivae College sounds like the community you have been looking for, I look forward to hearing from you.

Warm regards,



Mr Jonathan Rowe  
Principal, Monivae College

# ABOUT MONIVAE *College*

Monivae College is a Catholic co-educational day and boarding school located in Hamilton, in the scenic Western District of Victoria. Founded in 1954 and conducted by the Missionaries of the Sacred Heart (MSC), the College is one of four MSC schools in Australia, alongside Downlands College (Toowoomba), Chevalier College (Bowral) and Daramalan College (Canberra); united by the motto Fortes in Fide - Strong in Faith. Monivae is the largest secondary school in the Western District, providing education to approximately 625 students across Years 7 to 12 through both day and boarding enrolments.

## OUR MISSION

Monivae College is a heart-centred learning community that embodies the core MSC values of love, positive relationships and compassion. Ours is a proactive and future focused educational environment which embraces and engages with the world.

## OUR VISION

Monivae College is a Catholic secondary coeducational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart, students are at the heart of all we do. We nurture success through developing personal and physical growth, resilience, empathy, academic achievement and spirituality.

## OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

## MSC CHARISM — HEART SPIRITUALITY

The MSC charism ‘a spirituality of the heart’ underpins everything at Monivae. Known as ‘Heart Spirituality’, it holds that relatedness is at the core of all educational pursuits, and that belief in God’s love transforms the lives of students and staff alike. An MSC education seeks to empower young men and women to use their gifts to better themselves and benefit the world around them.

The message is simple: remember the power of love.

Inspired by this vision, Monivae strives to provide a holistic education rich in authentic ‘heart-centred’ learning. Learning, personal and spiritual development, and the wellbeing of each student remain the key focus of the College.

## OUR CAMPUS AND COMMUNITY

Set on 48 beautiful hectares in Hamilton, the Monivae campus is a genuinely impressive facility for a regional school. Recent capital investment has delivered outstanding learning and community spaces, including dynamic learning environments, a six-lane indoor cricket centre, double stadium, indoor heated 25-metre swimming pool, performing arts centre with seating for 200 and stadium seating for 700, heated undercover student recreation area and on-campus boarding facilities. The local Parish primary school, St Mary's, is also located on the property, reinforcing the deep connection between the College and the local Catholic community. Several staff residences are available on site.

The Chevalier Wellbeing Centre is recognised as a regional hub for student wellbeing, housing counsellor and Headspace rooms, a mindfulness room, gymnasium and a function café. It is also home to the Performing Arts Centre and the Arts spaces and serves as the main gathering space for whole-College events. This facility reflects the College's genuine and sustained commitment to the wellbeing and flourishing of every student.

The student community at Monivae is warm, engaged and diverse. Students draw from the surrounding rural regions, with boarding students joining from across the state, interstate and internationally. The College is known for students who are open, polite and genuinely connected to their school. The MSC spirit is alive in daily life, and there is a distinctive sense of family, care and belonging that staff and students speak of with real affection.

## LEARNING

Monivae offers students a broad and diverse curriculum with a strong focus on 21st-century skills, critical thinking and autonomous growth. The curriculum aligns with the Victorian Curriculum for Years 7–10 and VCAA studies (VCE and VCE Vocational Major) at Years 11 and 12, with a range of VET courses available internally and through external providers. The College also offers a strong Learning Support Program and a Learning Enrichment and Extension Program for students who benefit from additional challenge.

Students are encouraged to be the best they can be. Approximately 70% progress to university or tertiary study, and the College has well-established connections that support strong apprenticeship and vocational pathways for the remainder.

## WELLBEING

Monivae's commitment to student wellbeing is deep, genuine and well-recognised. As a Regional Lead School in Respectful Relationships, wellbeing programs are embedded throughout the curriculum. Positive Education initiatives equip students with strategies to build resilience, emotional intelligence, self-awareness and a positive outlook on life. Pastoral care operates at year level, with POD teachers as the first point of contact, supported by Year Level Coordinators, the Director of Students, Director of Student Wellbeing, and the College Counsellors.



## CO-CURRICULAR AND COMMUNITY LIFE

Life at Monivae extends well beyond the classroom. A culture of active participation runs through the College, with students encouraged to explore their gifts and passions across a rich range of co-curricular offerings.

### Sport

The College has excellent sporting facilities and strong representation at local, regional, state and national levels. Sports include Athletics, Basketball, Cricket, Football, Golf, Hockey, Netball, Rowing, Swimming, Tennis and Triathlon, among others.

### The Arts

Students perform, exhibit and showcase their talents in College Musicals, Theatre Productions, Choir and Creative Arts exhibitions. The Sacred Heart Day Talent Quest is a much-loved highlight of the College calendar.

### Cadets

A well-regarded point of difference for the College, the Cadet program builds Courage, Initiative, Respect and Teamwork through outdoor activities and leadership challenges. Part of the Year 8 curriculum and offered from Year 9 – 12; highly regarded by employers.

### Sports Academy

Monivae College Sports Academy (MSCA) is a full time integrated academic and sporting program for students in years 7 - 10. Specialist sports covered are: cricket, basketball, football (AFL), netball and swimming. The program is planned to allow student athletes to develop their sporting talent at a state-of-the-art training facility, under the tutelage of expert sport and fitness coaches, while receiving their secondary education in an innovative and integrated approach.

### House System

The College's vertical House System fosters peer support, student leadership and whole-school connectedness. House activities include sport, singing, debating, chess and charity fundraising events.

### Spiritual Life

Students of all faiths are welcome at Monivae. College Liturgy and Retreat Programs promote spiritual and personal development, respect for the sacred and for one another, grounding the community in the MSC values.

# WHY MONIVAE

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Monivae College is a community where staff are known, valued and supported. You will join a professional team that cares deeply about each other and about the students in their charge. You will have access to outstanding facilities, a genuine sense of community and meaningful leadership opportunities. The College invests in professional learning and MSC formation, and actively supports the growth and wellbeing of its staff.

Hamilton is a thriving and welcoming regional city, with a strong community spirit, excellent local services and a lifestyle that is genuinely enviable. The Grampians National Park, the Great Ocean Road, Lake Bellfield and a host of local wineries and producers are all within easy reach. For those relocating, on-campus accommodation is available and the community is known for making newcomers feel at home quickly and warmly.

## **Fortes in Fide — Strong in Faith.**

Come and be part of something genuinely special.



# APPLICATION PROCESS

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Applications will be received no later than  
**Sunday 19 July 2026, 5:00pm.**

Commencement date is the start of the 2027 school year.

Enquiries are welcome and can be directed to the Director – Compliance, Risk and Culture via email: [employment@monivae.vic.edu.au](mailto:employment@monivae.vic.edu.au)

Applications should be submitted as a single PDF document to and must include the following:

- A one-page cover letter
- Completed Application Form
- A statement addressing the Key Selection Criteria outlined in the Position Description (maximum four pages)
- A current Curriculum Vitae, including contact details of three professional referees
- Copies of relevant qualifications

Applications should be addressed to the Director – Compliance, Risk and Culture, Elle Guthrie, and must be emailed to [employment@monivae.vic.edu.au](mailto:employment@monivae.vic.edu.au) by the time and date specified above.

Referees will only be contacted with your prior consent; you do not need to notify them at this stage.

# POSITION DESCRIPTION

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<b>POSITION:</b>	Deputy Principal
<b>DEPARTMENT:</b>	Executive Leadership
<b>DATE PREPARED:</b>	May 2026
<b>REPORTS TO:</b>	Principal

## WORKING ENVIRONMENT

Monivae College, is a co-educational day and boarding school offering a dynamic Catholic education in the charism of the Missionaries of the Sacred heart (MSC). We are a heart centred learning community that embodies the core values of love, positive relationships and compassion. We are the largest provider of secondary education in the region, focused on educating the mind, spirit and heart. Known for developing a high-quality teaching and support staff cohort, Monivae is recognised as an employer of choice.

Located in Hamilton in Western Victoria, the College provides education for day and boarding students across Years 7–12 and is recognised for its commitment to innovation, student wellbeing, academic growth, community connectedness and holistic education.

The College has outstanding facilities, invests in innovation and is focused on excellence across a broad range of curricular and co-curricular offerings. Monivae is a progressive Catholic Secondary College, with a dynamic curriculum and a clear vision of its future. An ongoing capital works program has seen significant development in College facilities over the years. These include dynamic learning environments, a 6-lane indoor cricket centre, double stadium, indoor swimming pool, performing arts centre, heated undercover student recreation area, on campus boarding facilities, school wide wireless computer network and beautiful campus and grounds.

Monivae College is in a phase of significant strategic development and organisational growth, demonstrated through partnerships with leading educational institutions and an ongoing commitment to innovation, governance excellence, wellbeing and student-centred learning.

Monivae College is committed to Child Safety and to the implementation of child safe policies and practices. Monivae College has zero tolerance for child abuse and actively promotes a culture of safety, inclusion, respect and wellbeing for all children and young people.

## OUR VISION

Monivae College is a Catholic secondary coeducational day and boarding school welcoming to everyone. Inspired by the vision of Jules Chevalier and spirituality of the Missionaries of the Sacred Heart, students are at the heart of all we do. We nurture success through developing personal and physical growth, resilience, empathy, academic achievement and spirituality.

## OUR TOUCHSTONE STATEMENT

Mind, Spirit, Heart

# POSITION SUMMARY

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The Deputy Principal is a senior executive leadership role responsible for supporting the Principal in the strategic, operational and cultural leadership of Monivae College.

The role provides leadership across operational excellence, strategic implementation, governance support, organisational improvement, professional culture, compliance oversight, community engagement and child safety leadership. The Deputy Principal works collaboratively with the Principal, Executive Leadership Team, Board and wider College community to ensure the effective operation, sustainability and continuous improvement of the College.

This position is integral to ensuring that the College operates with excellence, accountability and alignment to its Strategic Intent. The Deputy Principal leads and supports systems that strengthen organisational effectiveness, improve operational efficiency, enhance communication and foster a positive and inclusive College culture.

The Deputy Principal maintains oversight of operational compliance across all areas of the College, including Boarding, and supports leaders to ensure systems, processes and practices meet legislative, regulatory and Catholic education expectations.

A significant aspect of the role is the leadership and oversight of the College's child safety framework. As the College's Child Safety Lead Officer, the Deputy Principal is responsible for leading the implementation, monitoring and continuous improvement of child safety systems, compliance obligations, risk management and reporting processes.

The Deputy Principal also leads the coordination of staff mentoring, coaching and professional learning structures to support staff growth, capability and professional excellence across the College.

As second-in-charge of the College, the Deputy Principal is expected to maintain a comprehensive understanding of all educational, operational, wellbeing and community functions of the College and assume responsibility for the leadership and management of the College in the absence of the Principal.

The Deputy Principal is a standing member of the Executive Leadership Team and key governance and consultative structures, contributing to strategic planning, operational accountability and organisational decision-making.



# POSITION OBJECTIVES & KEY Responsibilities

It is not the intention of this role description to limit the scope or accountabilities of the position but to highlight the most important aspects. The accountabilities described may be periodically altered in accordance with changing needs of Monivae College and at the direction of the Principal.

## Executive Leadership and Principal Support

- Support the Principal in the strategic, operational and cultural leadership of the College.
- Deputise for the Principal and assume responsibility for the leadership and management of the College in the absence of the Principal.
- Provide strategic advice and executive leadership support regarding organisational performance, operational effectiveness and strategic priorities.
- Maintain broad oversight across all educational, operational, wellbeing and community functions of the College.
- Lead and model a culture of professionalism, accountability, collaboration and continuous improvement.
- Support the implementation and monitoring of the College Strategic Intent, Annual Action Plans and improvement priorities.
- Work collaboratively with the Executive Leadership Team to ensure alignment between operational practice, strategic priorities and organisational objectives.
- Build strong and positive relationships with students, staff, parents, parish, alumni and the wider community.
- Represent the College at meetings, events and professional forums as required.

## Strategic Implementation and Organisational Improvement

- Monitor, track and report on progress against the College Strategic Intent, Annual Action Plans and key improvement priorities.
- Develop systems and frameworks to monitor strategic implementation and organisational performance.
- Support leadership teams in achieving strategic objectives and accountability measures.
- Prepare reports, updates and implementation summaries for the Principal, Leadership Team and governance committees.
- Support evidence-based decision making through data analysis, monitoring and review processes.
- Lead the review and evaluation of operational systems, procedures and practices across the College.
- Identify opportunities for operational improvement, efficiency, consistency and risk reduction.
- Develop and implement improved systems, processes and workflows to strengthen organisational effectiveness.
- Promote a culture of innovation, accountability and continuous improvement.
- Support cross-departmental collaboration to improve communication, efficiency and operational consistency.

## **Compliance, Governance, Risk and Child Safety Oversight**

- Maintain oversight of operational compliance across all College departments including Boarding.
- Work collaboratively with the Compliance, Risk and Culture team to support compliance with:
  - VRQA Minimum Standards
  - Ministerial Order 1359
  - Victorian Child Safe Standards
  - Occupational Health and Safety requirements
  - Boarding standards and operational obligations
  - VCAA and curriculum compliance requirements
  - Privacy, records management and governance obligations
  - Catholic education compliance expectations.
- Monitor compliance systems and escalation processes to ensure operational risks are appropriately identified and managed.
- Support the implementation, review and continuous improvement of College policies, procedures and operational guidelines.
- Monitor operational risk management systems and escalation processes.
- Assist in coordinating compliance responses, reviews, audits and regulatory requirements where required.
- Support organisational accountability, governance transparency and risk management practices across the College
- Support the development of strong governance, accountability and continuous improvement practices across the College.
- Work collaboratively with leaders to ensure operational consistency and legislative compliance across all areas of the College.

## **Child Safety Compliance and Leadership**

- Act as the College's Child Safety Lead Officer and lead the operational implementation of the College's Child Safety Framework.
- Promote and model a strong child safe culture across all areas of the College community.
- Maintain oversight of compliance with:
  - Ministerial Order 1359
  - Victorian Child Safe Standards
  - Reportable Conduct Scheme obligations
  - Mandatory reporting obligations
  - Failure to Disclose and Failure to Protect obligations
  - Relevant child safety and wellbeing legislation and Catholic education requirements.
- Coordinate and oversee the development, implementation and review of Child Safety Action Plans.
- Lead the development, maintenance and ongoing review of the College Child Safety Risk Register.
- Ensure child safety risks are identified, assessed, monitored and escalated appropriately across all College environments including Boarding, camps, excursions and co-curricular programs.
- Coordinate child safety compliance monitoring, reporting and continuous improvement processes.
- Support the preparation of child safety reports, dashboards and updates for Leadership, governance committees and the Board.
- Coordinate child safety induction, training and awareness programs for staff, volunteers and relevant community members.
- Support the management and escalation of child safety concerns, complaints and incidents in accordance with legislative and procedural requirements.
- Maintain awareness of emerging child safety requirements, sector expectations and best practice approaches.

## Community Engagement and Complaints Management

- Foster a welcoming, inclusive and connected College community.
- Develop and maintain strong relationships with parents, families, parish, alumni, boarding families and community stakeholders.
- Support initiatives that strengthen community confidence, engagement and participation in College life.
- Lead the management and resolution of school community complaints and grievances.
- Ensure complaints are managed professionally, respectfully, sensitively and in accordance with procedural fairness principles.
- Support restorative approaches to conflict resolution and relationship management where appropriate.
- Monitor complaint trends and identify opportunities for systemic and organisational improvement.
- Support effective communication processes across the College community.

## Staff Development, Mentoring and Professional Learning

- Lead and coordinate whole-school mentoring and coaching frameworks.
- Support the induction, transition and ongoing development of new staff.
- Oversee mentoring structures for pre-service, graduate and early career teachers.
- Lead the development and coordination of the whole-school professional learning calendar.
- Coordinate professional learning priorities aligned with strategic, operational and compliance requirements.
- Support the delivery of mandatory and compliance-related professional learning including child safety, mandatory reporting, OHS and operational training.
- Promote a positive, collaborative and high-performing professional culture.
- Support staff wellbeing, leadership development and professional growth across all areas of the College.
- Work collaboratively with leaders to strengthen consistency of practice, professional capability and organisational culture.

## Governance and Committee Participation

- Actively participate in College leadership, governance and consultative structures including:
  - Executive Leadership Meetings
  - Administration Meetings
  - Consultative Committee
  - Governance Sub-Committee
  - Child Safety Committee
  - Other committees and working groups as required.
- Prepare reports, recommendations and updates for governance and leadership forums.
- Support transparent, accountable and effective governance practices across the College.

## Boarding and Operational Oversight

- Maintain executive oversight of Boarding operations in collaboration with the Head of Boarding and relevant leadership staff to ensure alignment with the College's strategic, operational, wellbeing and child safety expectations.
- Support the provision of a safe, inclusive and well-managed boarding environment that reflects the values and standards of Monivae College and the Missionaries of the Sacred Heart.
- Monitor boarding and operational practices to ensure compliance with legislative, regulatory, operational and child safety requirements.
- Foster consistency of expectations, communication and pastoral care practices between the boarding and day school environments.
- Lead and support the review and continuous improvement of operational systems, workflows and practices across the College to strengthen organisational effectiveness, communication and service delivery.
- Support operational planning, emergency management, critical incident response and business continuity processes across the College.
- Work collaboratively with leadership teams to ensure effective coordination, accountability and alignment across operational, educational, wellbeing and boarding functions.

## Spiritual Leadership and MSC Integration

- Demonstrate active commitment to the mission, values and spirituality of the Missionaries of the Sacred Heart (MSC) and the Catholic identity of Monivae College.
- Provide visible and authentic faith leadership within the College community, modelling relational leadership grounded in compassion, dignity, service and respect.
- Promote and embed the MSC charism and Heart Spirituality across all aspects of College life, leadership and decision-making.
- Foster a culture that reflects the College Touchstone Statement of "Mind, Spirit, Heart" and supports the holistic formation of students and staff.
- Support and contribute to the spiritual, pastoral and faith development of the College community.
- Encourage and model positive relationships, inclusion, justice, compassion and a commitment to the wellbeing of others.
- Support the integration of Catholic values and MSC identity within strategic planning, operational leadership, wellbeing initiatives and community engagement.
- Participate in and support College liturgies, retreats, faith formation opportunities, community events and significant College celebrations.
- Undertake ongoing spiritual formation and leadership development in accordance with College and MSC expectations.
- Support the development of a faith-filled and welcoming College environment where all members of the community feel connected, valued and supported.
- Promote the College's mission and Catholic identity within the broader community through professional conduct, leadership and community engagement.

# KEY SELECTION *Criteria*

## Qualifications and Experience

### Essential

- Demonstrated commitment to Catholic education and the Missionaries of the Sacred Heart (MSC) ethos.
- Current Victorian Institute of Teaching (VIT) registration.
- Accreditation to Teach in a Catholic School (Level 1) and Accreditation to Teach Religious Education or Lead in a Catholic School (Level 2) or a demonstrated commitment to obtain and maintain accreditation.
- Relevant tertiary qualifications in education, leadership, management or a related discipline.
- Extensive leadership experience within a school or complex organisational environment.
- Demonstrated capacity to lead strategic implementation, organisational improvement and operational excellence initiatives.
- Strong understanding of governance, compliance, operational risk management and regulatory frameworks within educational settings.
- Demonstrated experience leading staff development, mentoring, coaching and professional learning initiatives.
- High level understanding of child safety obligations, compliance frameworks and operational implementation of Child Safe Standards.
- Demonstrated ability to manage complex stakeholder relationships, complaints, community engagement and sensitive matters with professionalism and discretion.
- Highly developed communication, interpersonal and relationship management skills, with the capacity to build trust and foster collaborative working relationships.
- Strong organisational, analytical and problem-solving capability, with the ability to manage competing priorities and complex operational environments.
- Demonstrated ability to exercise sound judgement, maintain confidentiality and lead with integrity, accountability and professionalism.

### Desirable

- Postgraduate qualifications in leadership, education, management, governance or a related discipline.
- Experience within Catholic education and/or boarding school environments.
- Experience leading compliance, governance, risk or organisational review processes.
- Experience in strategic planning, operational leadership and continuous improvement initiatives.

## Skills and Attributes

- Strategic and future-focused thinker with strong operational leadership capability.
- Highly developed organisational and project management skills.
- Strong capacity to lead change, improvement and innovation initiatives.
- Exceptional communication and stakeholder engagement skills.
- Ability to lead collaboratively while maintaining accountability and high professional standards.
- Calm, relational and solutions-focused leadership style.
- Strong attention to detail and ability to manage complex operational matters.
- Commitment to continuous improvement, reflective practice and professional growth.
- Ability to work effectively under pressure while maintaining professionalism and sound judgement.

## Commitment to Catholic Education

- Actively supports and models the values, mission and spirituality of the Missionaries of the Sacred Heart.
- Demonstrates commitment to Catholic education and the holistic development of young people.
- Supports and contributes to the faith life, pastoral mission and community culture of the College.

## Commitment to Child Safety

- Demonstrated understanding of legal, moral and professional obligations relating to child safety and wellbeing.
- Commitment to fostering and maintaining a child safe culture across all areas of the College.
- Demonstrated understanding of mandatory reporting, reportable conduct, child safety risk management and related legislative obligations.
- Willingness to comply with the College's Child Safety and Wellbeing policies, procedures and Code of Conduct.

# EMPLOYMENT CONDITIONS

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## Appointment

This position is a senior leadership appointment within Monivae College and is appointed by the Principal in accordance with the Catholic Education Multi-Enterprise Agreement 2022 and relevant College governance processes.

The Deputy Principal position is offered for a term of five (5) years. A formal review will be conducted in Year 4 of the appointment, at which time consideration will be given to the ongoing tenure and future direction of the role in alignment with the strategic needs of the College.

The Deputy Principal is a member of the Executive Leadership Team and is expected to actively contribute to the strategic, operational, governance and cultural leadership of the College.

The remuneration and conditions of the Deputy Principal position consist of:

- Deputy Principal salary commensurate with the Catholic Education Multi-Enterprise Agreement 2022.
- A three-bedroom residence located on the College grounds.
- A negotiated teaching load, anticipated to be approximately 0.4 FTE, subject to College operational requirements.
- Employer superannuation contributions in accordance with legislative and industrial requirements.
- Provision of a computer, mobile phone and access to College facilities including the gymnasium and swimming pool.

## External Liaisons

- Victorian Catholic Education Authority (VCEA)
- Victorian Registration and Qualifications Authority (VRQA)
- Catholic education agencies and professional networks
- Boarding, wellbeing and compliance stakeholders
- Community, parish and external service providers
- External consultants, auditors and regulatory agencies as required

## Conditions

Conditions are in accordance with the Catholic Education Multi-Enterprise Agreement 2022 and the policies, procedures and operational requirements of Monivae College.

The role requires a high level of professional availability and engagement in College leadership, governance, operational and community activities, including participation in events and functions outside normal school hours where reasonably required.

The successful applicant will be required to:

- Hold current Victorian Institute of Teaching (VIT) registration.
- Maintain Accreditation to Teach and Accreditation to Lead in a Catholic School in accordance with Catholic Education Commission of Victoria requirements.
- Hold and maintain relevant child safety and mandatory reporting qualifications and training requirements.
- Participate in College leadership formation, professional learning and compliance training programs.

## Professional Development

Undertake professional development in line with the College Professional Learning policy.

The Deputy Principal is expected to actively engage in ongoing professional learning, leadership development and MSC formation opportunities relevant to executive leadership, governance, operational management, child safety, wellbeing and Catholic education.

No position description can be entirely comprehensive. The incumbent will be expected to carry out such other duties as may be required from time to time and are broadly consistent with the position description. The position encompasses participation in decision-making processes and other activities relevant to the role which may require occasional involvement outside the currently designated school hours.



# Monivae College Hamilton

[monivae.com](http://monivae.com)