

Deputy Principal - Faith and Strategy

Title	Deputy Principal – Faith and Strategy
Classification	Deputy Principal - Category B
Employment status	Ongoing
Appointment duration	5 years
Date Reviewed	October 2025

Whitefriars College provides a quality education for young men grounded in the Catholic Carmelite tradition that emphasises critical thinking, the search for meaning and how to contribute to the common good of society.

The College supports every student to seek and achieve excellence in their learning, their relationships, and their participation in the community. Students are invited to appreciate the Christian worldview and see the goodness of God in themselves, all others and the natural world. Our aim is to enable our young men to look beyond themselves with a moral compass and social conscience and to approach life with intelligence, inner strength and gentleness. At Whitefriars College we value:

- **Faith** Shared faith expressed through contemplation, community and service.
- **Gentleness** The expression of gentleness as the intelligent way to express masculinity.
- **Excellence** Excellence and collaboration in learning, teaching and in all we do.
- **Respect** Positive, inclusive and respectful relationships across our community.
- **Justice** Action and advocacy for equity, justice and environmental stewardship through words and deeds.

Commitment to Ethos

All staff in the Catholic school have an indispensable role to play in furthering the mission of the Church. It is expected that all staff employed in a Catholic school:

- accept the Catholic educational philosophy of the school.
- develop and maintain an adequate understanding of those aspects of Catholic teaching that touch upon their subject areas and other aspects of their work.
- by their teaching ministry, other work and by personal example strive to help students and families to understand, accept and appreciate Catholic teaching and values.
- avoid, whether by word, action or public lifestyle, influence upon students that is contrary to the teaching and values of the Church community, in whose name they act.
- Continuously work towards their accreditation to teach in a Catholic School as per the Victorian Catholic Education Authority (VCEA) policy.

Furthermore, it is expected of all employed at Whitefriars College that they accept and support the ethos of the Carmelite order, along with activities directed at the broader aims of the College.

Whitefriars College is committed to strengthened practice for the protection of children in line with the Victorian Government child safety reforms and **Ministerial Order 1359**.

Catholic school communities place the highest priority on the care, wellbeing and protection of children and young people. Founded in Christ and sustained by faith, Catholic schools seek to fulfil their mission of enabling each student to come into the fullness of their own humanity. This includes paying attention to the inherent dignity of children and young people, and their fundamental right to be respected, nurtured and safeguarded by all. Whitefriars College staff and volunteers are instructed about the school's child safety policies and are expected to comply with the school's obligations and understanding of a child protection culture and minimisation of the risk of child abuse. Staff and volunteers are provided with appropriate training and development opportunities, as well as ongoing supervision and management, to ensure their conduct is consistent with the school's child safety and wellbeing policies and procedures.

Leadership:

The Deputy Principal - Faith and Strategy at Whitefriars College is appointed by Whitefriars College Ltd. and is accountable to the Principal for the performance of their duties. The Deputy Principal - Faith and Strategy works closely with the Principal, contributing to the collaborative decision-making process and leads in the planning, implementation and evaluation of school goals, in light of the College's Strategic Directions 2024-2028.

The Deputy Principal - Faith and Strategy is a significant leadership role in the school community. It is a Leadership position based on a model of Christian service. This role is a member of the Leadership Team of Whitefriars College and exercises a unique professional relationship of support and loyalty to the leadership of the Principal and contributes in a way which shapes and implements the school's vision that reflects the Catholic and Carmelite traditions of the College.

This significant senior position drives a collaborative culture of high-quality learning and operational excellence, aligned with the College's Catholic ethos and Carmelite Spirituality. The Deputy Principal - Faith and Strategy is responsible for implementing the Catholic Carmelite philosophy of the College and modelling and supporting the College's Purpose, Values and Strategic Directions goals.

The Deputy Principal - Faith and Strategy is responsible for leading the process for the development and ongoing management of Whitefriars College's Strategic Directions Document, Strategic Plan, Annual Action Plan, and continued registration and governance requirements. This role works with each Leadership Team member on strategy development and impact planning for each of their areas. The Deputy Principal – Strategy will ensure that appropriate data is used to both inform and evaluate educational outcomes and practices.

Each Member of the College Leadership Team has specific responsibilities aligned to their role. Members are expected to collaboratively support the broader strategic intent across all aspects of College life:

- Assume responsibility for improvement initiatives aligned to the College's Strategic Directions 2024-2028 as directed by the Principal.
- Support the Principal as a key faith leader in the College

Key Responsibilities:

The Deputy Principal – Faith and Strategy supports the Mission of Whitefriars College as a Carmelite school which is at the centre of its identity, culture, activities and decisions and as such, carries responsibilities across the College's Strategic Directions, MACS School Improvement Framework and ACER National School Improvement Tool (NSIT) drivers.

The Deputy Principal – Faith and Strategy of Whitefriars College will assist the Principal and College Board to:

A Catholic Carmelite School

- Embed the Carmelite ethos in all aspects of the life of the College.
- Honour the traditions of the Catholic Church alongside contemporary interpretations of the Gospels.
- Align the core Carmelite concept of forming gentle men as a unique articulation of its education of boys and young men.
- Strengthen the governance and leadership of Whitefriars College within the stewardship of Mercy Partners.

Personal Excellence and Growth

- Develop the pedagogical capacity of teaching staff to support high quality learning through an agreed instructional model.
- Optimize academic achievement and excellence for every student.
- Facilitate student voice and agency as a significant element in the co-creation and processes of learning, wellbeing and student participation opportunities.
- Embed relationships of care, setting high standards and consistent expectations for students and staff by all in the College.

Inclusion, Participation and Collaboration

- Continue to promote a restorative culture where all community members take responsibility for child safety, belonging and inclusion.
- Engage students, staff, families and alumni as key contributors to the development of the College.
- Explore and secure effective partnerships that support the College's educational philosophy and reflect a commitment to innovation.
- Seek to establish authentic relationships with and understandings of First Nations People as part of its commitment to justice and solidarity.

Sustainability and Stewardship

- Support responsible financial and resource development and custodianship of the environment.
- Be proactive, adaptable and flexible in attracting, developing and retaining quality staff.
- Develop strong leadership and governance oversight of the College to support its Mission priorities.

Education in Faith

As a faith leader, the Deputy Principal is responsible for actively promoting and modelling the Carmelite Charism and Catholic ethos of the College. In leading young men to discover their faith, they are to provide broad opportunities for religious instruction and faith formation of students through active engagement with curriculum, service, liturgy, prayer, and reflection.

- Be an active leader in the religious and spiritual life of the College and to model the ethos of a Catholic school in the Carmelite Tradition
- Ensure that the values and beliefs of our Catholic Carmelite traditions are embedded in all College celebrations and activities.

- Value the spirituality and Charism of the Carmelites and to implement and promote the educational vision of the College.
- Embed the Carmelite tradition of educating the whole person through the curriculum and the range of activities which make up College life.
- Actively promote discussion and understanding of the charism of the Carmelite Charism with all members of the College community
- Lead and support the religious and spiritual life of the College and to model the ethos of a Catholic Carmelite school.
- Coordinate the overall planning of Whitefriars Day.
- Lead develop and implement opportunities for reflection, prayer and liturgical celebration within the College community and promote the religious dimension of the College.
- Oversee, in collaboration with the Ministry Team, the Kairos retreat program, community service programs, reflection days and all College liturgical events.
- As a member of the Professional Learning Team, plan and organise all Staff Formation days and events.
- Prepare and oversee the Budget for all Ministry activities.
- Discern and develop opportunities for students and staff to participate in service to those in greatest need in our community, locally, nationally and internationally.
- Promote Carmel Impact as the College's charity partner.
- Oversee and support the work of the College the role of College Chaplain
- Work closely with the Principal and Board Chair in developing formation opportunities/resources for the Whitefriars College Board

Liturgy

- To lead the prayer and liturgical life of the College in conjunction with the Principal and the entire Ministry Team and Performing Arts Learning Leader:
 - Commencement Mass
 - Whitefriars Day
 - Valette Mass
 - End of Year Mass
 - House Gathering Masses
 - Other liturgical celebrations (i.e. Ash Wednesday, etc)
- To liaise effectively with Archdiocese of Melbourne and the feeder Parishes.
- To raise awareness within the school community of the Church's significant liturgical seasons and feasts

Staff Formation

- To organise and promote Accreditation opportunities for staff consistent with guidelines from the VCEA.

Learning and Teaching

- To work, in partnership with the Deputy Principal – Learning and Teaching, Religious Education Learning Leader and entire Ministry team:
 - Ensuring the Religious Education programs at all year levels are educationally rigorous, and clearly documented as expected in Catholic, Carmelite school.
 - Ensuring the overall Religious Education programs are developed in accordance with Archdiocesan policies, the diocesan frameworks, and texts for Religious Education
- To encourage and support Religious Education staff to advance their professional understanding of Theology, Religious Education, the Catholic Faith, the Carmelite Mission and their personal faith.
- To ensure the provision of adequate and appropriate Religious Education, Faith resources

Student Wellbeing

- To ensure all students have access to success and assist them in becoming confident and creative individuals and active and informed citizens.
- To raise student awareness of wider Church activities, Social Justice Events and ministries, particularly related to the local parishes
- To support the work of the Ministry Team and House Leaders with all House Social Justice initiatives
- To provide opportunities for student prayer, meditation, and reflection
- To provide formation opportunities in the Year 11 College Captains Program
- To assist with the selection of the College Captains and Social Justice Captains.
- To work with and encourage the Social Justice Captains in their roles.

Leadership and Management

As an active member of the College Leadership Team, the Deputy Principal - Faith and Strategy displays loyalty, integrity and honesty, ensuring they lead by example. They have experience in the development and implementation of strategic plans with a demonstrated track record of achievement. Highly organized and efficient, they have proven success as a teacher and leader.

- In conjunction with the College Leadership Team, promote the Catholic ethos and Carmelite Charism in the life of the College community.
- Evaluate Archdiocesan policies in the light of the Carmelite charism, advise where appropriate the Principal and Leadership Team of implementation processes and/or issues and concerns regarding implementation and communicate these effectively to teachers.
- Work in an honest, open, flexible, creative manner that contributes positively to the operations of the College Leadership Team
- Work collaboratively with other members of the Ministry team to develop a cohesive and supportive team environment.
- To be a central figure in providing pastoral support to staff, students, and parents in need in our community.
- Provide expertise in transformation and change management, program management and benefits realisation, while promoting improvement methodologies. Take an active role in up-skilling stakeholders to ensure a consistent approach to strategic initiatives across all areas of the College
- Oversee the creation and implementation of the College's Strategic Directions Plan, engaging key stakeholders across the community to collaboratively shape a shared vision for the future.
- Work with the College Leadership Team in leading the implementation of the College's, strategic directions, annual action plans and other initiatives approved by the CLT
- Oversee the processes for organisational change, including all College review processes and work in support of the College's Risk and Compliance Officer with VRQA compliance requirements.
- Oversee the development of evidence-based impact strategies in collaboration with each member of the School Improvement Team and Leadership Team
- Oversee the process with regards to the ACER NSIT review and continued accreditation
- Oversee the development of evidence-based impact strategies in collaboration with each member of the Leadership Team
- To be a member of a the Mission and Strategy Sub Committee of the Whitefriars College Board and provide support to the Chair of this sub-committee

Community

The Deputy Principal - Faith and Strategy is responsible for contributing to the broader educational community. They liaise with outside bodies including MACS, The Archdiocese of Melbourne and the Carmelite order on matters relating to the vision and mission of the College.

- Take a leadership role in professional and community networks and support the involvement of colleagues in external learning opportunities
- Support other staff and students in the College by being present at various College events

- To build strong connections with the greater Carmelite community, locally and globally
- To work closely and collaboratively with the Carmelite Province and its delegated authorities to build a sense of connection between the College Community and the broader Carmelite world
- To build strong connections with all feeder parishes
- Support the Old Collegian association to stay connected to the school community and ensuring their continued engagement in supporting the College's mission and future growth
- To assist the College in the enrolment and interviewing of new students and their families
- To regularly contribute to the In fide Newsletter, The Whitefriars, annual College Yearbook publication and other publications
- To provide liturgical resources where required for all Whitefriars College community events.

The position also requires a commitment to ongoing professional learning and includes other duties as outlined from time-to-time by the Principal.

CRITERIA

Applicants should be able to demonstrate:

Essential

- A commitment to the Catholic ethos and Carmelite Spirituality
- A commitment to Child Safety
- Active membership of the Catholic Church, with a strong commitment to promoting the teachings of the Church.
- Experience in the development and implementation of strategic plans with a demonstrated track record of achieving excellent outcomes.
- A strong commitment to developing and promoting Faith based programs
- A clear vision for the development of a boys learning environment for a modern and comprehensive Years 7–12 Catholic secondary college.
- Excellent interpersonal skills and the ability to relate to and influence people at all levels of an organisation through collaborative engagement.
- Outstanding leadership and organisational skills and success in leading teams through innovation, development and change management.

Highly Desirable

- Highly developed written and verbal communication skills, including presentation skills and sound administrative skills.
- Proven capacity to prepare various written reports, plans, and budgeting skills.
- Proven success as a classroom teacher.
- Ability to be discrete and maintain confidentiality.
- Relevant post graduate qualifications and VIT registration.

The position is employed in accordance with the terms and conditions of the Catholic Education Multi Enterprise Agreement 2022 which includes being available to the Principal during specified periods leading up to the commencement of school and after school finishes.

The position will from time-to-time require attendance outside normal hours. The successful applicant will be required to undergo a Criminal Record Check.

The successful applicant would require a commitment to ongoing professional learning and hold relevant qualifications. The position requires the completion of an Annual Review Meeting.

All employees at Whitefriars College are to follow College policies and procedures, including the Occupational Health and Safety Act 2004 and Equal Opportunity Act.

Other Conditions

- There will be a teaching load with this position as determined by the Principal.
- The provision of administration support
- Under the conditions of the CEMEA2022, Time in Lieu is not accruable for Deputy Principals
- A formative Review will be conducted in the third year of appointment.



Application

Applicants should submit:

- A covering letter of no more than one page outlining why the application is being made for the position
- A response of no more than one page on your ability and experience that will enable you to undertake the various aspects of the role
- An up-to-date Curriculum Vitae
- The names and contact details of at least three relevant referees

Applications should be addressed to Mr Mark Murphy, Principal, Whitefriars College, and emailed to employment@whitefriars.vic.edu.au no later than 4.00pm on Monday 10 November 2025

Any enquiries regarding the role should be directed, in the first instance, to Ms Nipuni De Silva, Human Resources Manager on 9872 8214.