



Deputy Principal Application Package



St Vincent's College
Potts Point



MARY
AIKENHEAD
MINISTRIES

UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES
IN THE TRADITION OF THE SISTERS OF CHARITY



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INTRODUCTION FROM THE PRINCIPAL OF ST VINCENT'S COLLEGE

Dear Applicant,

Thank you for your interest in applying for the position of Deputy Principal of St Vincent's College, Potts Point. I am convening the application process of the next Deputy Principal of the College in unique circumstances. I am retiring after a 30 year career as a Principal at the end of 2026 and the appointment of the next principal has been recently made; Mrs Johneen McPherson will commence in January 2027. I have included the statement of introduction that was distributed to our Community. There is great excitement and anticipation about Mrs McPherson's appointment. Mrs McPherson will chair the selection panel which will be made up of herself, Mrs Kate Rayment (Board Chair) and Mr Peter Kelly (Executive Director of Mary Aikenhead Ministries) and myself as convenor.

The Deputy Principal appointment will commence in January, 2027. The opportunity to join the College as Deputy Principal has occurred as a result of the appointment of Mrs Elizabeth Brooks as Principal of Santa Sabina College. Mrs Brooks served the College with distinction as Deputy from 2016 until June 2026. In that time she exercised her ministry as a relationship rather than a role. A relationship of unconditional trust, of service, of compassion and commitment.

There is now this convergence of the possibilities that the commencement of a new Principal and new Deputy will emerge in 2027. It is an exciting point with the new year ahead, seeing the beginning of a major facility upgrade and the discernment of a new strategic plan for the College.

I sincerely encourage you to pursue your application. St Vincent's College is a wonderful College, serving a vibrant community. The College Leadership team is well supported by a very capable Board and the shared network of Colleges governed by Mary Aikenhead Ministries.

For me my time at St Vincent's has been rich in charism and collegiality. As I prepare to leave I am encouraged by Mrs McPherson's vision and energy for the future. The new Deputy will play a very important role in bring that vision to life.

Every blessing to you in your discernment.

Yours Sincerely,

Anne Fry
Principal
St Vincent's College, Potts Point





WHO WE ARE

St Vincent's College Catholic Day and Boarding school offers contemporary Catholic education for young women in Years 7-12. The College is conducted in the tradition of the Sisters of Charity and under the stewardship, vision, mission and values of Mary Aikenhead Ministries.

Drawing from these foundations, St Vincent's College understands the importance of an education which promotes awareness of the service of others. The College avoids visible ostentation, balances opportunities with responsibilities, and invites students to learn in a culture that is informing, transforming and empowering.

Young women who attend the College are supported to become:

INDEPENDENT IN THOUGHT
COMPASSIONATE IN ATTITUDE
CONFIDENT TO ACT



OUR HERITAGE

MARY AIKENHEAD

Mary Aikenhead was born on 19 January 1787 in Cork, Ireland. In 1815 she founded the Religious Sisters of Charity as a direct response to the poverty that surrounded her. Up until this time all religious congregations for women in Ireland were enclosed, meaning that these women were not active in working in the community.

This new congregation, the Religious Sisters of Charity, would be like no other congregation before it in Ireland. It was created specifically to witness to the love of Christ by being present in the community and of service to all those in need. Mary Aikenhead adopted *Caritas Christi urget nos* - the love of Christ impels us (2 Cor 5:14) as the new congregation's motto and her sisters took a fourth vow of service of the poor at profession. This remains integral to the

charism of her congregation. Mary Aikenhead died on 22 July 1858 in Dublin, Ireland. Her vision 'to give to the poor what the rich can buy with money' has continued for over 200 years.

In 2015 Mary Aikenhead was made 'Venerable' by the Catholic Church, the second of four steps towards canonization. This recognition by the Catholic Church is just one of the many testaments to the holiness that was at the heart and soul of all Mary Aikenhead's achievements.

In 1838 the Sisters' mission extended to Australia where they began helping those in need, especially the convict women of Parramatta. On May 1, 1858, the Sisters of Charity founded St Vincent's School on its present site as a co-educational primary school.





THE SISTERS OF CHARITY OF AUSTRALIA

During a visit to Ireland in 1836, Australian based Bishop Polding had spoken to Mary Aikenhead about the work she and her sisters were doing to alleviate poverty in Ireland. Conscious of the ever-increasing needs of those in the penal colony of New South Wales, Bishop Polding approached Mary Aikenhead requesting that some of her sisters come to Australia and help women convicts. With the support of Dublin's Archbishop Murray, Mary Aikenhead asked for volunteers. The Religious Sisters of Charity had been established in Ireland for 23 years when five sisters left for the penal colony of New South Wales on 8 August 1838. They arrived on the ship, Francis Spaight, in Sydney on New Year's Eve 1838. These five women were the first religious women to come to Australia. In preparation for their work they carried with them a copy of the Constitutions of the Religious Sisters of Charity, manuscripts of all the retreats, exhortations and spiritual papers of the congregation, supplies of altar linens, vestments, a well-chosen collection of books and requisites for opening a school. Mary Aikenhead also sent with them a black crucifix.

This was the first overseas mission of the Sisters of Charity. Deeply committed to their vows, Constitutions and founder, Mother M. John Cahill, Sisters M. John Baptist de Lacy, Francis de Sales O'Brien, Francis Xavier Williams and Lawrence Cater worked tirelessly to establish and grow their work in Australia. Having the support of the English government, the Sisters of Charity were free in these early years to visit convicts at the Female Factory, patients at the hospitals, inmates in jail and pupils at the schools, and hold evenings classes for adults.

On 9 April 1839, novice Francis Xavier Williams, was professed at St Patrick's Church, Parramatta. She was the first religious woman to take her vows on Australian soil. Further information can be found on the [Sisters of Charity](#) website.



ST VINCENT'S COLLEGE

With the help of their supporters in the Sydney community, the Sisters purchased the colonial mansion Tarmons from Sir Charles Nicholson on 8 February 1856. The Sisters hoped that Tarmons, with its large, open grounds, grand carriageway and majestic, spacious residence, would be ideal for a hospital and convent. They moved into Tarmons in March 1857 and named their new convent 'St Vincent's Convent' after St Vincent de Paul. After converting Sir Charles' library into a chapel and refurbishing the other rooms as hospital wards, the Sisters opened St Vincent's Hospital in August 1857.

The purchase of Tarmons also enabled the Sisters to open their own convent day-school, St Vincent's School, in May 1858. The number of pupils averaged 129 per week. In 1870, the hospital was transferred to Darlinghurst and in 1871, the Sisters opened a small High School. In May 1882 the Sisters opened St Vincent's Ladies' College in one of the rooms that had been used for the high school. St Vincent's College is the oldest Catholic girls' school in NSW.

The Sisters of Charity have long been courageous and daring women, responding to the needs of the marginalised in all contexts since they first arrived in

Australia. Their vision, compassion, initiative and quest for social justice are values that continue to be instilled in the young women of St Vincent's College today.

The Sisters believed in the value of a girl's education, the strength of a Catholic faith and a life supporting the growth of the individual. St Vincent's College continues to provide a high standard of education encouraging excellence, critical inquiry, independence in learning and above all, commitment to truth and personal integrity.

CAPITAL DEVELOPMENT/MASTER PLAN

The Potts Point Campus of St Vincent's is a mixture of iconic heritage buildings and more recent buildings and refurbishments. Significant work was undertaken between 2012-2016 resulting in a range of GPLA's, Specialist Rooms and a large circulation space that joined the Tarmons, Vincentia and Aikenhead Buildings. The next stage currently at final design will include a large multi-purpose space, new music and drama spaces, collaborative spaces and new Administration spaces.





INTRODUCING MRS JOHNEEN MCPHERSON

On behalf of the St Vincent's College Board, it is my pleasure to announce that Mrs. Johneen McPherson has been appointed as the 27th Principal of St Vincent's College, commencing in January 2027.

With the support of ANZUK, a rigorous and far-reaching recruitment process was conducted. The significant interest expressed from high-calibre candidates across Australia and internationally is testament to the very strong reputation of St. Vincent's College.

Mrs. McPherson is a highly accomplished and faith-filled educational leader, with extensive experience teaching in and leading Catholic independent girls' schools in Australia and the UK. Most recently, she served as Headmistress of St Catherine's School Twickenham, London, where she led whole school improvement across teaching and learning, pastoral care, staff culture and strategic development.

Across her career, including senior roles at St Mary's Ascot and Wycombe Abbey, Mrs. McPherson has demonstrated a deep commitment to academic rigour, evidence informed practice, and the development of programs that support the growth of every student. She has led significant advances in student tracking, assessment and personalised pathways, alongside strengthening provision for both high-performing students and those requiring additional support. Central to Mrs. McPherson's leadership is her authentic and active Catholic faith. She brings a deep understanding of the formation of young women in contemporary contexts, grounded in dignity, respect, service and social justice.

Mrs. McPherson is also recognised for her relational and strategic leadership. She has built high-performing teams, fostered professional growth in

staff, and strengthened community engagement through meaningful partnerships with families, alumnae and the wider Church. Her leadership reflects both courage in decision-making and a collaborative, reflective approach that draws others on the journey with her.

Importantly, she brings a clear understanding of contemporary challenges and opportunities facing girls' education, including wellbeing, digital change, and the importance of student voice. Her leadership has consistently prioritised environments where young women feel known, valued and empowered to thrive.

Mrs. McPherson was drawn to St Vincent's College by its strong sense of community, its commitment to excellence, and its enduring mission to form courageous women of action. She is deeply aligned with the values of Generosity of Spirit, Hope, Justice, Respect and Service of the Poor, and is excited to lead the College into its next chapter.

As we look ahead, we do so with great confidence in Mrs. McPherson's capacity to honour the College's rich history while leading with vision, faith and integrity into the future. She is looking forward very much to joining and leading this community. She said,

"It has been a pleasure to learn more about the great culture and successes of St Vincent's College, and I am delighted and honoured to be the next Principal. I look forward to meeting students, staff and parents over the coming months, and to leading the College in its next exciting chapter."

Mrs. McPherson (Johneen) and her husband (Stuart) recently returned to Australia from the UK. They have four adult children living in the UK.

We warmly welcome Mrs. McPherson to St Vincent's College and look forward to the leadership she will bring to our community.

Ms Kate Rayment
Chair, SVCL Board

MISSION, VISION AND VALUES

St Vincent's College is a dynamic learning community which cherishes its Catholic heritage. The College fosters creativity, discernment and leadership in the development of students to be courageous women of action.

St Vincent's College inspired by the heritage, tradition and charism of the Sisters of Charity and the values of Mary Aikenhead Ministries (MAM), are **Love, Justice, Compassion and Hope**. Mary Aikenhead adopted Ignatian Spirituality as her spiritual heritage for the Congregation, which always encourages each person to find God in all things. Through the process of experience, reflection and action, students at St Vincent's College are provided a framework in which they can: experience success in their academic studies; engage in meaningful

service activities; and utilise reflection and discernment in all aspects of their lives to become the people God dreamt them to be. Refer to the MAM document: ['By This Everyone Shall Know'](#).

St Vincent's College, Potts Point, emphasises core values of **Generosity of Spirit, Hope, Justice, Respect, and Service of the Poor**. These values are lived out through the College's pastoral care, fostering students' development into courageous, independent women of action. The college motto, 'Scientia Cum Religione' (knowledge and faith united), calls the College to take the wisdom and understanding that comes with education and combine it with the virtues and values of religion – love, compassion, care, justice – so that it may truly live a life modelled on that of Jesus and his concern for people.





GOVERNANCE

Mary Aikenhead Ministries (MAM) was granted canonical status as a public juridic person (PJP) of pontifical right by the Congregation for Institutes of Consecrated Life and Societies of Apostolic Life on 25 April 2008.

A PJP is 'the aggregate of persons or things with a purpose befitting the Church's mission'. It is a Church body established to perform specific tasks entrusted to it in view of the common good, and to perform these tasks on behalf of the Church. The accountability once exercised by the Congregational Leader and Council of the Religious Sisters of Charity were handed to its associated body corporate the Trustees as Canonical Stewards. In becoming the Canonical Stewards of Mary Aikenhead Ministries, the Trustees accepted the transfer of stewardship of the Apostolic Works of the Sisters of Charity from the 1 July 2009.

These entities were established by the Sisters of Charity Australia to oversee, carry on and expand their various health, aged care, education, and welfare ministries. Above all was the desire to ensure that the works of the Sisters in Australia would continue to grow and flourish through the enhancement of lay leadership.

The mission of Mary Aikenhead Ministries is central to its task and calls forth a response through its multiple expressions. From this mission, carried out on behalf of the Church, the values of **Love, Justice, Compassion** and **Hope** emerge as central to its expression and witness of the gospel.

Each ministry is invited to develop their particular values, whilst reflecting these foundational values always mindful of the poor, marginalised and vulnerable. Further information about Mary Aikenhead Ministries can be found at: <https://maryaikenheadministries.com.au>

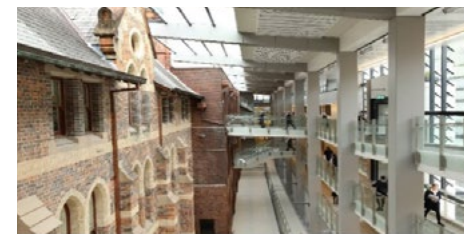


TRUSTEES OF MARY AIKENHEAD MINISTRIES (TMAM)

Under Mary Aikenhead Ministries, many of the works established by the Sisters of Charity Australia are governed by a group of Trustees. The Trustees are:

- the canon law and civil stewards of the ministries (as such, the ministries report and are accountable to the Trustees); and
- charged with ensuring that the heritage, tradition and charism of the Sisters of Charity are taken purposefully into the future.

TMAM currently comprises six Trustees. Their profiles can be accessed on the MAM website.



St Vincent's College, Potts Point, NSW
(Established 1858)



St Columba's College, Essendon, Vic
(Established 1897)



Catholic Ladies' College, Eltham, Vic
(Established 1902)



Mt St Michael's College, Ashgrove, Qld
(Established 1925)

ST VINCENT'S COLLEGE BOARD

In 1993 St Vincent's College was incorporated as a Company Limited by Guarantee and the Sisters of Charity entrusted the governance of the College to a Board appointed by the Sisters. The Directors of the St Vincent's College Board are collaborators in the MAM educational mission. They contribute their expertise, experience and creativity to sustain and continually renew the life of the College. The Board is inspired by those who have gone before them and they accept that the future of St Vincent's College will be shaped by their choices and responses to current opportunities and challenges.

Mary Aikenhead Education Ltd (MAEL), which is the sole member of each company, exercises its authority, rights, and duties according to the MAEL Constitution and canon law.

As a company limited by guarantee, the Directors of St Vincent's College Board are accountable for the governance of the College to the Members of the Company (Mary Aikenhead Education Limited) within the context of the Mission of the Catholic Church and the Education Philosophy of Mary Aikenhead Ministries (MAM).

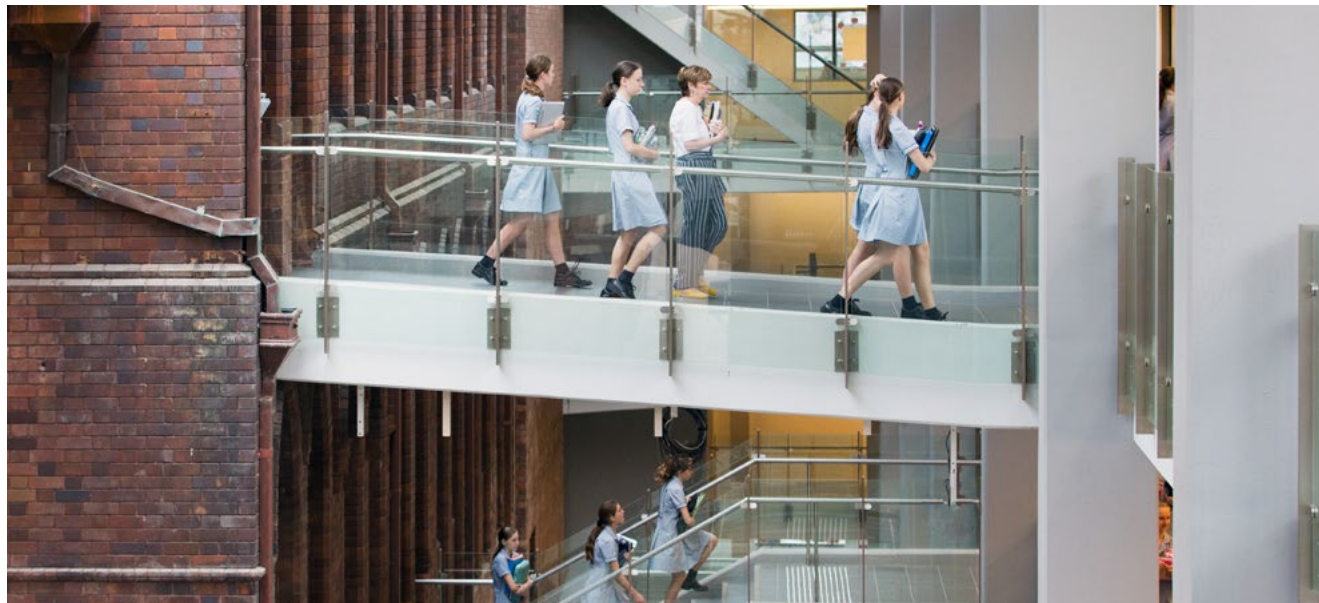
The Principal is appointed by the Board with the approval of MAM and is the Chief Executive Officer of the Company. The Principal is responsible to the Board for the implementation of the educational policy of the Board and for the internal administration of the College.

St Vincent's College Board members

Board Chair	Kate Rayment
Directors	Garry M Hogden
	Justine Hughes
	Sean Rahilly
	Rose Reid
	Craig Wattam
	Justin Owen
	Liz Jackson
	Sean Mungovan

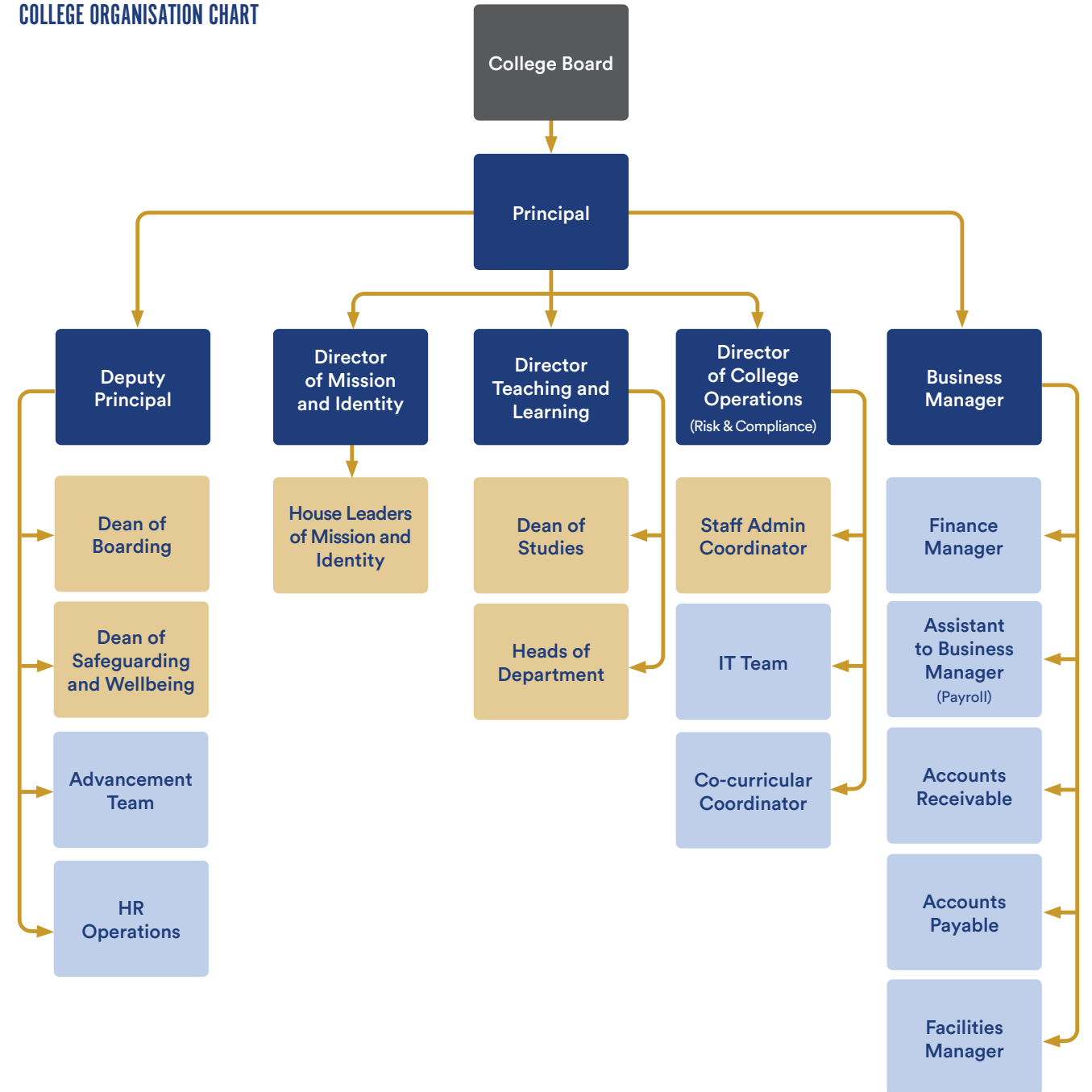
This structure of governance calls for a collaborative ministry that involves:

- The Trustees of Mary Aikenhead Ministries;
- The Board of Mary Aikenhead Education Limited;
- The Board Directors; and,
- The Principal of St Vincent's College, and all staff.



ST VINCENT'S COLLEGE TODAY

COLLEGE ORGANISATION CHART



- COR (College Leadership Team)
- Professional and operational staff
- College Leaders

COLLEGE LEADERSHIP

The College Leadership Team (known as COR), currently consists of the Principal, Deputy Principal and Director of Operations, Director of Teaching and Learning, Business Manager, and Director of Mission and Identity. Each of these senior leaders oversees different areas and aspects of the College.



Teaching Staff

74 (including the Principal)



Non-Teaching Staff

33



Full-Time Equivalent Teaching Staff

70.2

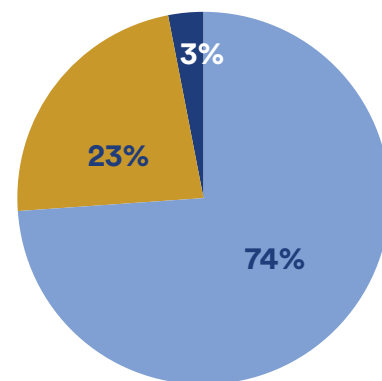


Full-Time Equivalent Non-Teaching Staff

30.7



Total male staff = 24
Total female staff = 50



Staff Qualifications

- Bachelor degree 55
- Masters degree 17
- PhD 2

STATEMENT OF CHILD SAFETY

The safe-guarding of young people is critical to every aspect of the operation of St Vincent's College. Governance and operation collaborate together to ensure best practice in the safe-guarding of young people with compassion and compliance.

St Vincent's College is committed to the safety of young people.

We support the right of young people to be informed, transformed and empowered.

We listen to our young people and learn from their insights and wisdom.

We believe that everyone in our community has a role to play in ensuring a safe environment for young people.

If a student feels unsafe, she is encouraged to seek support from her Tutor Teacher, Dean of Early, Middle or Senior Secondary, College Counsellor, Pastoral Dean of Students, Deputy Principal, Principal or any trusted member of staff.

BOARDING

St Vincent's College has a strong history as a Boarding School. It is home to a relatively small number of boarders but the facility allows enrichment of other aspects of our College. Most significantly the Boarding program has allowed for the introduction of Xtend Day and Stay Programs. These programs allow day students to stay for supervised and supported study options. The residential and catering facilities have potential for use in non-term time, and the College Canteen is operated under the same catering contract as the Boarding School.

The Boarding Program provides a 'residential' feel for the entire College as it creates visibility and vibrancy well into each evening and throughout the week. The Boarders are often described as being at the heart of Vinnies' life.





STUDENTS

As a Secondary Catholic school with over 168 years of tradition, St Vincent's College caters for a diverse range of students from over 50 primary schools from just around the corner to far western New South Wales. These rural and regional students live in the Boarding House.

In 2025, there are 763 students enrolled from Years 7 to 12. The major intake year for students is Year 7, although entry is possible throughout other years. Of the 763 students, 51 are residential and 16 are indigenous students.

The College is academically non-selective. St Vincent's College has a strong diverse learning program which supports all students to achieve to the best of their abilities.

As a Catholic Girls' College, the majority of students identify as Catholic. There are families and students who identify with different religious denominations who are warmly welcomed into the College.

PASTORAL TEAM

The Pastoral Team is based on a Deanery model – a Dean of Early, Middle and Senior Secondary. Each Dean has responsibility for a particular stage of education – 7 and 8 (Early); 9 and 10 (Middle) and 11 and 12 (Senior) and ensures an integration of the pastoral, academic and spiritual care of each student. The Team is supported by a full-time counsellor, a part-time psychologist, a College nurse and a Dean of Safe guarding and Wellbeing.

HOUSE AND TUTOR SYSTEM

St Vincent's College has a vertical House system, combining students from Year 7 to Year 12, which is an integral part of life at the College. There are six Houses: Aikenhead, Cahill, Cater, de Lacy, O'Brien, and Williams. Each proudly bears the name of their patron, women of faith whose stories are inextricably linked to the heritage of the College. Students remain in the one House throughout their time at the College. Each House is divided into 8 vertical Tutor groups.

The House Group system provides the opportunity for students and staff to foster strong relationships with each other, and affords many opportunities for students to gain leadership experience, as the need for mentoring younger students is implicit in the structure.

Throughout their time at St Vincent's, students experience many co-curricular and whole-school activities through their membership of a House. It is, in effect, their 'home' within the school.

More information about the house system is available on the College website [here](#).

CURRICULUM

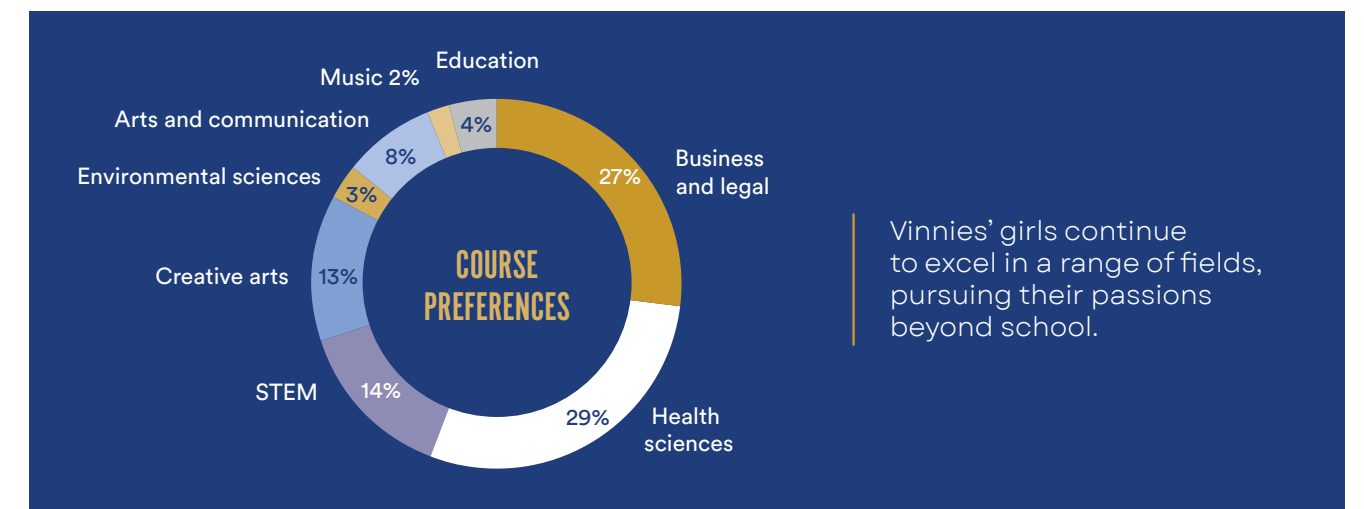
The St Vincent's curriculum provides opportunities for students to take risks with their learning, and to develop confidence in their ability to work both collaboratively and independently. They are challenged and taught to be problem solvers, to think creatively, to be hopeful about their future and to develop meaningful relationships with each other and their teachers. The curriculum allows them to pursue studies in learning areas of their choice and take on and excel in a variety of leadership roles.

Details about the teaching and learning program can be found on the College website [here](#).

CO-CURRICULAR PROGRAM

At St Vincent's College learning also occurs beyond the traditional classroom environment. Students enjoy the benefits of an exciting and extensive co-curricular program that nurtures mind, body and spirit and builds individual confidence and self-esteem.

Details about the co-curricular program can be found on the College website [here](#).





ROLE DESCRIPTION – THE DEPUTY PRINCIPAL

ROLE

The Deputy Principal is in a privileged relationship and is an immediate support to the College Principal in all aspects of the College’s mission. The College Deputy deputises for the Principal when the Principal is unavailable, can act as Head of Agency in the absence of the Principal and can represent the College at Community and broader community events.

The Deputy Principal exercises a public ministry in the Catholic Church and has a specific role in the Stewardship of the College Ethos, College Values and Spirituality that form the sacred legacy of the Sisters of Charity and now form the mission of Mary Aikenhead Ministries.

The Deputy Principal has specific roles but must also understand that the role cannot be fully defined into “tasks”. It is also important to note that as the College has a new Principal commencing in 2027, the role of College Deputy will be subject to revision as the new Principal identifies her own priorities for the role.

Direct Reports

- Dean of Students - Safeguarding and Wellbeing
- Advancement Team
- HR Operations
- College Nurse and College Counsellors
- Student Services Secretary
- Executive Assistant to the Deputy Principal

Key Areas of Responsibility

- Catholic Identity and Mission
- Executive Leadership
- Strategic Leadership of Wellbeing
- Student Leadership and Engagement
- Student Support Services
- Community Advancement
- People and Culture
- Administration, Compliance and Risk
- Teaching Load
- Role Accountability
- Other Duties



Responsibilities

1. CATHOLIC IDENTITY AND MISSION

- Gives personal witness to the values and beliefs of the Catholic Church.
- Supports the development of a College culture that is in harmony with the Catholic tradition, the charism of Mary Aikenhead, the spirituality of Ignatius of Loyola and the heritage of the Sisters of Charity.
- Encourages appreciation and acceptance of these values and beliefs within the College community.
- Fosters the prayer and liturgical life of the College.
- Supports and promotes the faith formation program of the College.
- Supports and promotes the Religious Education program of the College and the centrality of Religious Education within the curriculum.

2. EXECUTIVE LEADERSHIP

- Provides support and counsel to the Principal.
- Deputises for the Principal as required.
- Represents the Principal on occasion.
- Contributes to the design, implementation and evaluation of the Strategic Plan.
- Participates as a member of the College Executive (COR).
- Collaborates with the Director of Mission and Identity, the Director of Teaching and Learning, the Director of Operations, Risk and Compliance, and the Business Manager in the implementation of College priorities.
- Communicates effectively with students, staff and parents, both verbally and in writing.
- Demonstrates a high level of skill in responding to parent concerns and complaints.
- Supports College initiatives through active participation in community events.

3. STRATEGIC LEADERSHIP OF WELLBEING

- Provides strategic leadership to the Dean of Students - Safeguarding and Wellbeing.
- Monitors trends in student wellbeing, attendance and behaviour across all stages of schooling.

- Provides guidance and support to the Deans in complex or sensitive student matters.
- Establishes effective processes for communication, collaboration and continuous improvement within the Dean team.

4. STUDENT LEADERSHIP AND ENGAGEMENT

- Leads the development and implementation of the College's student leadership framework.
- Oversees the selection, formation and ongoing development of student leaders.
- Mentors and supports College Captains and other senior student leaders.
- Promotes authentic student voice and student participation in College life.
- Works collaboratively with the Deans and the Director of Mission and Identity to foster leadership opportunities aligned with the College's mission and values.

5. STUDENT SUPPORT SERVICES

- Oversees the work of the Student Services Office, College Counsellors, College Nurse, Student Services Secretary and Executive Assistant.
- Ensures effective coordination of student support services across the College.
- Facilitates appropriate communication between support staff, Deans and the Principal.
- Supports the delivery of timely and appropriate interventions for students requiring additional support.



6. ADVANCEMENT

- Directs the work of the College Advancement Team; the Registrar, Community Stewardship, the Strategic Communications Manager and the Community Engagement Officer.
- Oversees the organisation of enrolment initiatives such as Open Day, Expos and marketing.
- Reports to the Principal on enrolment number and manages leavers and joiners to ensure student numbers are kept accurate in real time.
- Ensure positive promotion of St. Vincent's College in the public domain including parish, neighbourhood and public transport.

7. PEOPLE & CULTURE

- Assists the Principal with the selection, appointment and deployment of staff as required.
- Demonstrates a high level of skill in listening, negotiation, mediation and conflict resolution.
- Oversee the work of HR Operations to ensure recruitment, inductions and orientation of all new staff.
- Conducts regular meetings and performance discussions with direct reports.

8. ADMINISTRATION, COMPLIANCE AND RISK

- Acts as Chief Warden in emergency situations as required.
- Participates as a member of the Critical Response Team.
- Ensures that student wellbeing, attendance and child protection procedures are maintained and reviewed as required.
- Supports the College's compliance obligations in relation to student wellbeing and safety, manages Bullying Reporting, runs Code of Conduct & Child Protection Policy training

9. TEACHING LOAD

The Deputy Principal undertakes a teaching load commensurate with the responsibilities of the role, as negotiated with the Principal. The teaching allocation may vary from term to term according to the operational and strategic needs of the College.

10. ROLE ACCOUNTABILITY

- Reports to the Principal on the progress of role responsibilities.
- Provides regular reports to the Principal and Board as required.
- Contributes to the evaluation of the College.

11. OTHER DUTIES

Undertakes other duties as directed by the Principal in responding to the needs of the College.



POSITION DESCRIPTION AND REQUIREMENTS

ESSENTIAL REQUIREMENTS

The following are essential requirements for this role:

- a committed person of the Catholic faith who maintains active and ongoing participation in the life of the Church
- a willingness to lead the vision, mission and values of Mary Aikenhead Ministries and the charism, heritage and tradition of the Sisters of Charity
- hold recognised and current qualifications in Education, and Theology or Spirituality.
- have senior experience in relational leadership that cultivates strong partnerships and transparent communication with students, staff, families, past students, and the broader Catholic community
- fully understand, and hold experience in, implementing the accountabilities related to regulatory and statutory compliance particularly relating to the safety of children and vulnerable people
- A current and valid driver's license
- eligibility to work in Australia; have the required and relevant registration to work in a New South Wales Catholic school (or eligibility to obtain); and an appropriate National Criminal Records Check to meet Child Safety requirements.

Desirable Requirements

The following are desirable requirements for this role:

- proven experience as a Catholic leader
- an appreciation and understanding of a boarding school setting
- strategic capability to lead innovation
- an understanding of the contemporary social, emotional, and psychological needs of young women and the ability to promote their wellbeing
- an understanding of HR principals and practices that promote a safe and productive work place
- an appreciation of the importance of contemporary sustainable growth of the College through marketing, community engagement and generating private income.



REMUNERATION AND BENEFITS

An attractive remuneration package and employer contribution to superannuation, is being offered for this key leadership role.

For the purposes of employment by the College, the Deputy Principal will be provided a laptop computer, and a car space at the College's Potts Point campus. These tools of trade are not employment benefits and are solely for use by the Deputy Principal for the performance of their duties.

TERM OF APPOINTMENT

This role is a full-time appointment for an initial period of 5 years, with the possibility of renewal at the discretion of the College Principal.

POSITION LOCATION

The primary location for this position shall be the campus of the College at Rockwall Crescent, Potts Point, Sydney. From time to time the Deputy Principal will be required to travel to various parts of New South Wales or interstate.

EMPLOYMENT SCREENING

Preferred candidates will be required to have a current National Criminal History Check and a Working with Children Check. Appointment will be subject to satisfactory check outcomes.



APPLICATION PROCEDURE

Prospective candidates are required to submit the following documents as part of their application for this position:

1. Provide a covering letter addressed to the newly appointed Principal, Mrs Johneen McPherson, outlining the reasons for your application. In that letter (of no more than 2-3 pages) we would like candidates to respond to the Selection Criteria. These selection criteria have been reduced into categories to avoid the need to address every individual aspect of the role responsibilities.
- Catholic Identity

• Leadership

• People and Culture (care of staff)

• Wellbeing (care of students)

• Strategic Initiatives

2. Provide a current Curriculum Vitae with the names of three referees, including your Parish Priest or someone who can attest to your personal commitment to the mission of the Catholic Church and active participation in a Eucharistic community (Parish Priest, School Chaplain, Member of Religious Congregation).



Please email your application to principalspa@stvincents.nsw.edu.au
Applications close on 20 August 2026.

SELECTION AND APPLICATION SCHEDULE

Advertising commences	5 August 2026
Application closing date	20 August 2026
Shortlisting	21 August 2026
Interviews	24 August 2026
Interviews – Second Interview	As required
Announcement	Early September 2026



UNDER THE STEWARDSHIP OF MARY AIKENHEAD MINISTRIES
IN THE TRADITION OF THE SISTERS OF CHARITY



CONTACT

For enquiries contact
principalspa@stvincents.nsw.edu.au
or call 02 9368 1611
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St Vincent's College was founded in 1858 and is an Independent day and boarding school for girls Years 7-12, located in an enviable position overlooking the city. The College and Boarding House provides a unique opportunity to live and learn amidst some of the best public infrastructure, and recreational facilities in Australia.