

2025 Positions of Leadership

Application Pack



**THOMAS CARR
COLLEGE**

'They Will Shine'





Principals Welcome

Here at Thomas Carr College, we are dedicated to fostering a nurturing and inclusive environment where every individual has the opportunity to shine.

As a proud Catholic school in the Western suburbs we stand as a beacon of academic pursuit, spiritual growth and personal development. We embrace diversity and celebrate the richness of the cultures, beliefs and backgrounds that make up our community. It is this diversity that enriches our collective experience, broadens our perspectives and strengthens our bonds.

At Thomas Carr College, we believe that education is not merely about imparting knowledge, but about empowering young minds to become compassionate, resilient, and confident individuals who can make a positive impact on the world. Our dedicated team of enthusiastic staff are committed to providing a holistic learning experience that nurtures intellectual curiosity, encourages critical thinking and promotes lifelong learning.

Our motto, 'They will shine', encapsulates our belief in the unlimited potential and unique talents of every student who walks through our doors. We strive to create an environment where students can explore their passions, develop their strengths and unlock their full potential. Through our learning and teaching programs, co-curricular activities and personalised support systems, we aim to equip our students with the skills, knowledge, and values necessary to thrive in an ever-changing world.

As a Catholic school, we are deeply committed to nurturing the spiritual development of our students. Guided by the teachings of Jesus Christ and the values of love, compassion and justice, we encourage our students to embrace these principles in their daily lives. Through prayer, reflection and engagement with the broader community, we aim to instill in our students a sense of social responsibility and a commitment to making a difference in the world.

Rose Connolly
Principal

Thomas Carr College

Our College Patron: Archbishop Thomas Carr

Thomas Carr was the second Catholic Archbishop of Melbourne from 1886 until his death in 1917. Archbishop Thomas Carr was a builder; a builder of things of value and substance, a builder of things that enriched people's lives and a builder of things which endured.

Melbourne's St Patrick's Cathedral is perhaps his most spectacular achievement, however, there are literally dozens of markers to Thomas Carr's lasting contribution to the very fabric of life in the state of Victoria, not least, the parish of Werribee which he established in 1906.



The History of Thomas Carr College

Thomas Carr College began in 1997 with 72 Year 7 students, situated on a temporary site on Tarneit Road. Classes began in portables with donated equipment being the only materials available for the staff and students, however, a great relationship between the staff and students emerged that could only be developed in such a small community. These students went on to complete the College's first VCE classes in 2002.

It is this spirit that has transformed Thomas Carr College from a small school into one of the prominently known Colleges in the western suburbs of Melbourne. There have also been many physical changes that have occurred since our first year. We are now surrounded by state of the art buildings and well thought out gardens and passive recreation areas. We have also been increasing our presence in the international market. We have sister school relationships with several schools across Asia. The College regularly hosts visits from these international schools throughout the school year.

Today the student population is at 1,300. In 2023 Rose Connolly was appointed as Principal with an exciting and clear vision for the growth and masterplan for a new generation. Leading our community with a balance between heart and mind, inclusivity and safety of all is at the forefront of her leadership.

Traditional Owners

We acknowledge the Bunurong People as the traditional custodians of the land on which Thomas Carr College has been built.



College Vision

Thomas Carr College is a dynamic Catholic learning community, guided by the Gospel. Excellence and opportunities to develop are pursued. Through our hope and service to others we shine our light into the world.

College Mission

We are committed to:

- Nurturing faith and fostering positive, life-giving relationships with others.
- Providing an engaging and innovative learning environment.
- Developing the capacity for independent thought and informed decision-making.
- Recognising the goodness of all members of the Thomas Carr College community and treating all with respect.
- Equipping all students with knowledge, skills and attributes to take their place optimistically in a globalised world.

College Motto: 'They Will Shine'

Jesus said to His disciples "Your light must shine in the sight of people so that seeing your good works they may give praise to your Father in heaven."

Matthew 5:16

College Staff Norms:

As a College we have established a set of agreed 'Staff Norms'. These reflect our values and expectations of all the staff who are members of our dynamic Catholic learning community.

- Be present and participate actively
- Be punctual and prepared
- Strive for unconditional positive regard
- Keep students at the centre
- Be open

College Executive Group Introduction



Rose Connolly
Principal

"Start by doing what is necessary, then what is possible, and suddenly you are doing the impossible."
St. Francis Of Assisi



Damien Bernardo
Deputy Principal – Learning and Teaching

Innovation and invention do not only happen with smart people who have all of the answers. Innovation results from trial and error. The task is to make good mistakes, good errors, in the right direction."

Anne Bogart



Andrew Bryson
Deputy Principal – Staff and Operations

Courageous leaders lead with their heart and mind. Always have the courage to be the person and leader you see in yourself: it is your courage that inspires others.



Ivanka Spiteri
Deputy Principal – Wellbeing

We are called to continue God's creative process, enriching lives through the power of our diversity. To lead with passion and unconditional positive regard, tapping into the incredible breadth and depth of character strengths in our community, moves us forward so that we can flourish and shine.



Tom Bridges
Deputy Principal - International and Community Connections

The heart of leadership is connection and connection is about empathy, curiosity and emotional courage.

Brene Brown



Alison Pisani
Business Manager

There are many leaders, not just one. Leadership is in every person, at every level, who acts as a leader to those around them.



Alexandra Higham
Director of Faith and Mission

"Blessed are those who hunger and thirst for righteousness." **Matt 5:6**
A virtue is the desire, want, and need, or calling to do good. It drives a person to not just to do good things, but to also be the best they can be, to be a beacon for others. As a college community we are striving to live out this call to value all of creation and be justice in all we think, say, and do.

Principal

**Executive Assistant
to the Principal**

**Deputy
Principal
Learning
&
Teaching**

**Deputy
Principal
Wellbeing**

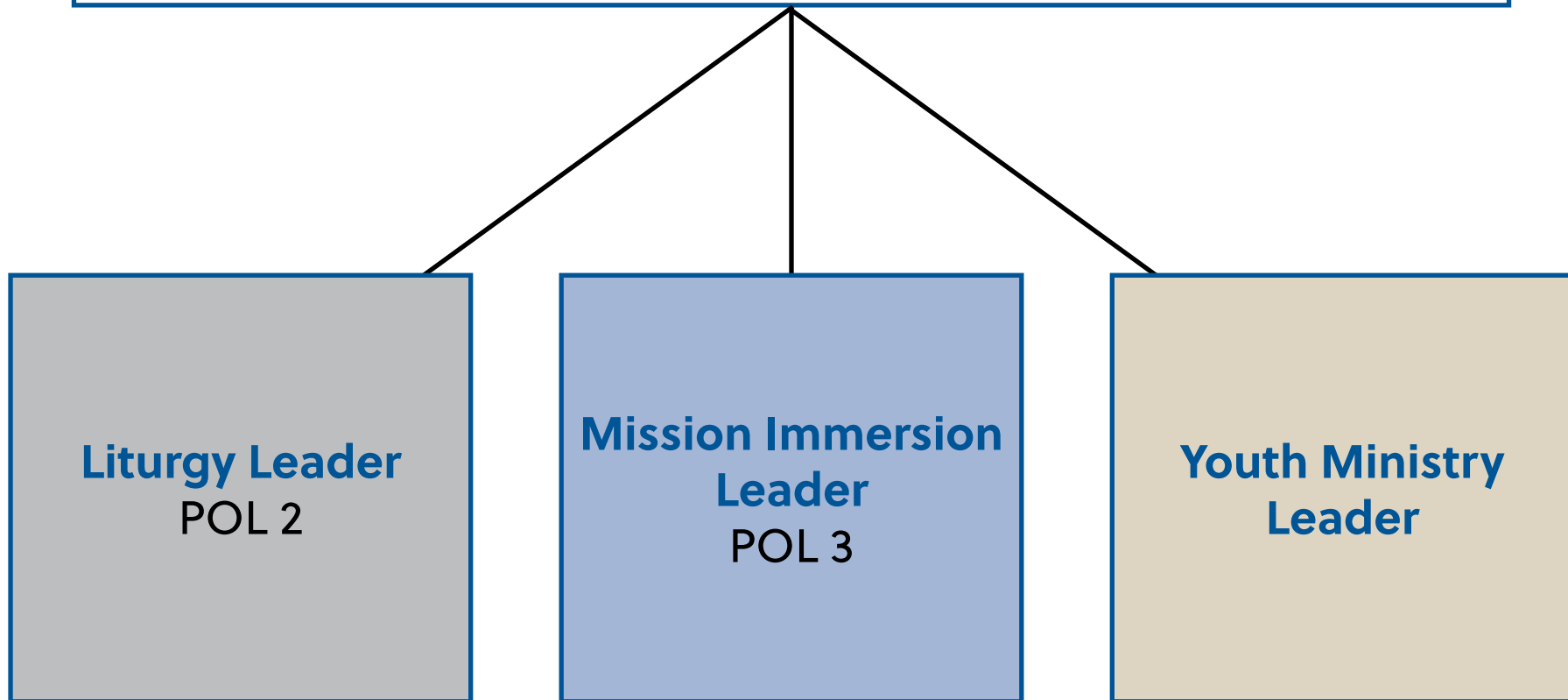
**Deputy
Principal
Faith & Mission**

**Business
Manager**

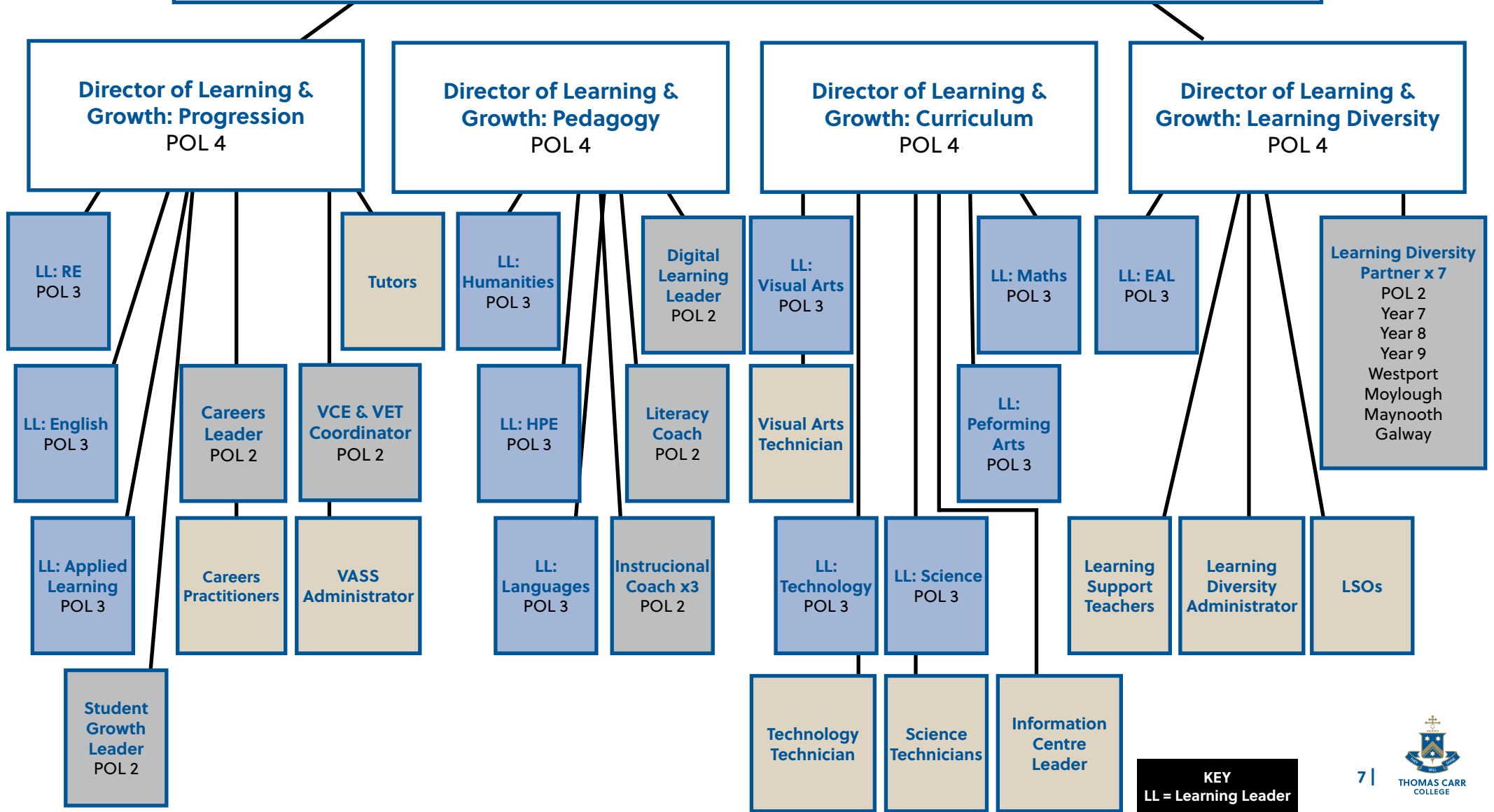
**Deputy
Principal
Staff
&
Operations**

**Deputy
Principal
International &
Community
Connections**

Deputy Principal: Faith & Mission

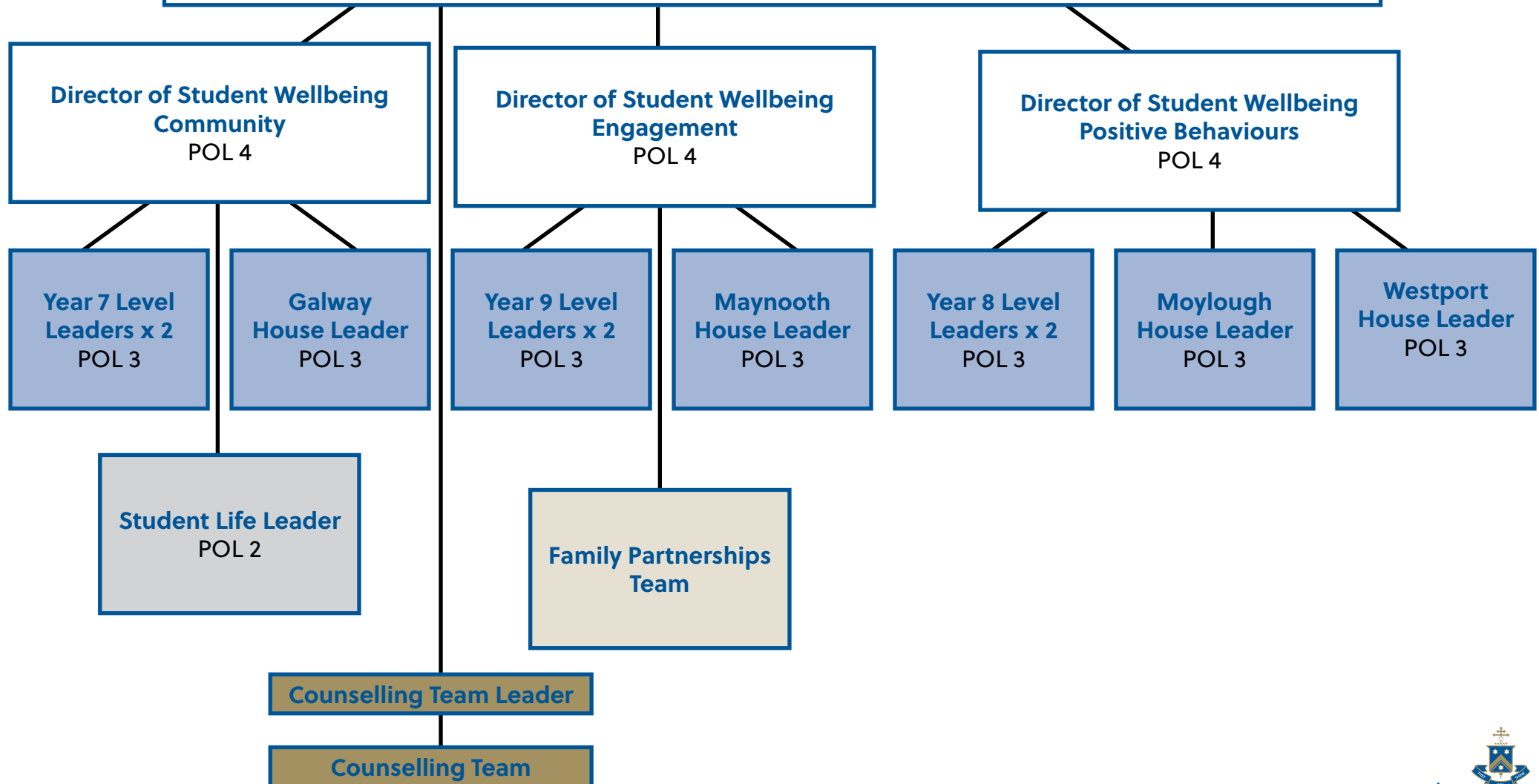


Deputy Principal: Learning & Teaching

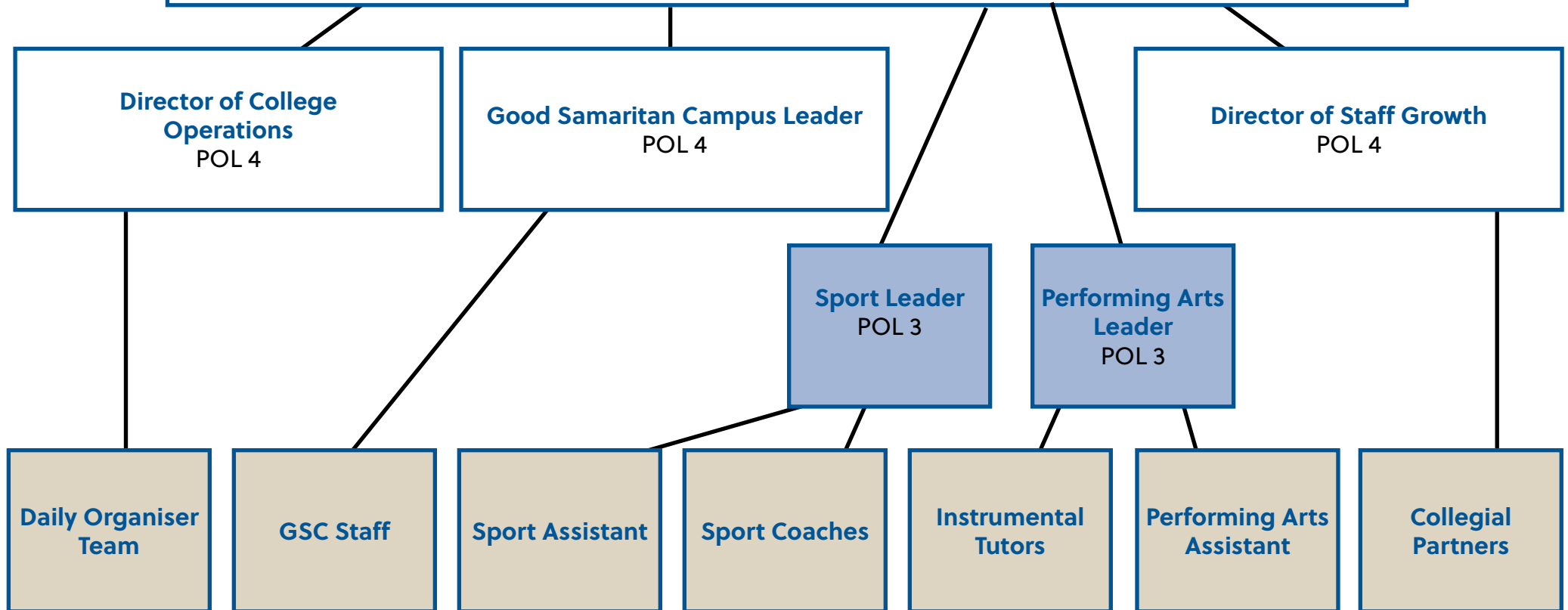


KEY
LL = Learning Leader

Deputy Principal: Wellbeing



Deputy Principal: Staff & Operations



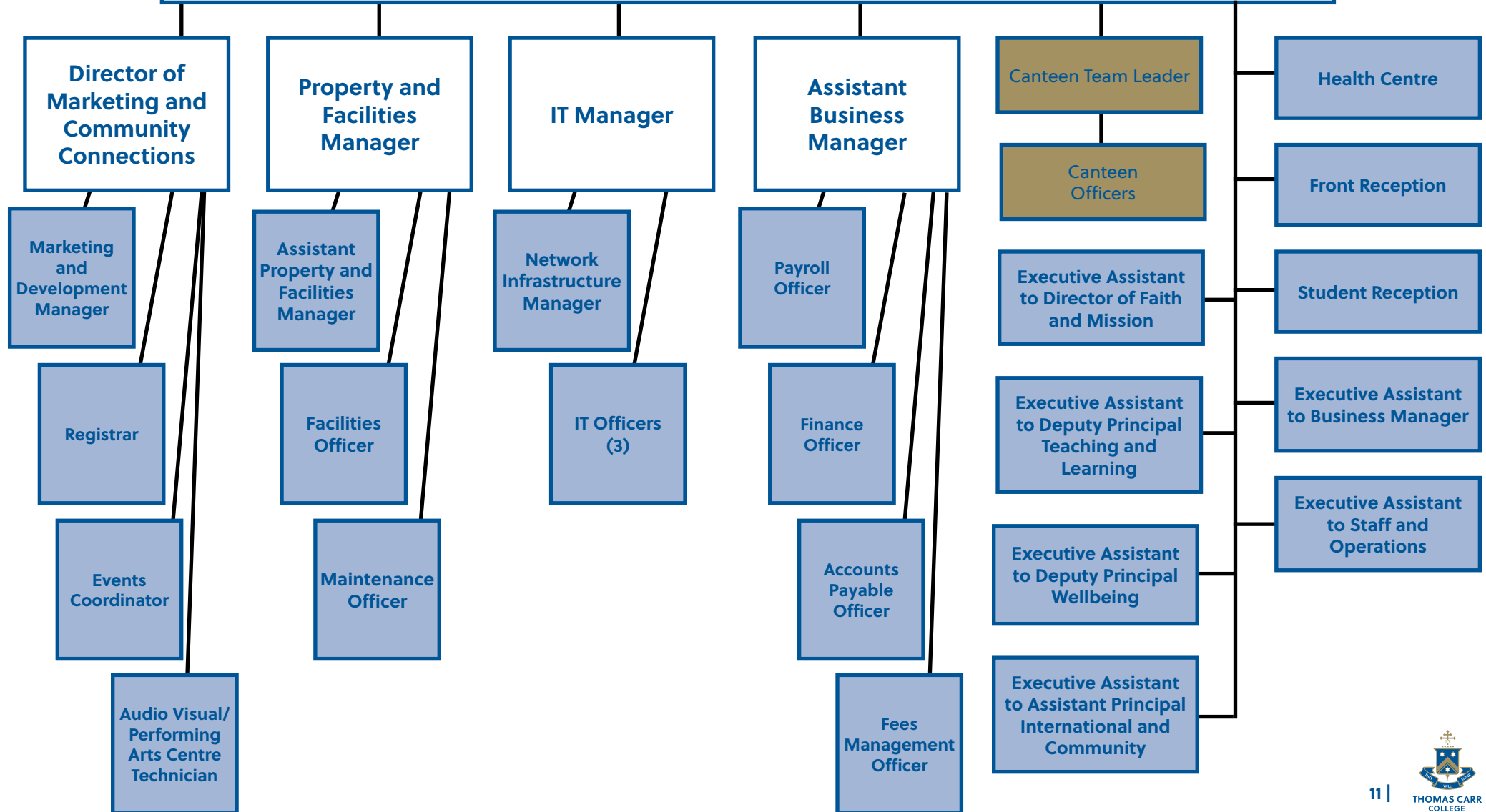
Deputy Principal: International & Community Connections

VCE Offshore Leader
POL 3

**International VCE
Mentors**

**Events & Marketing
Team**

Business Manager



Application Process

**Applications to be emailed to:
employment@thomascarr.vic.edu.au
by Wednesday 17 July 2024 at 4.00pm.**

Members of staff on maternity or other leave will be notified by the College regarding advertised positions.

Applications may be submitted by staff who intend on being on leave to a maximum of one year during the above cycle. Contracted staff may also submit applications.

Consideration will be given to both full-time and part-time staff (FTE of 0.6 or above), where practical for the position. POLs such as a Year Level Leader appointed with a part-time fraction will be allocated across two Year Level Leader roles to ensure the fulltime equivalent is allocated to these leadership positions. These details will be confirmed by the Principal in consultation with the Panel Chair.

All POLs are advertised for a 3-year tenure (2025 to 2027).

Submission of Applications

Applications to include:

- Resume
- A cover letter (1 page)
- Response to the listed attributes in the Position Description (max. 4 pages).
- Staff Academic Application Form located on College website including the names of three referees.

Applications for more than one POL may be submitted. Candidates applying for more than one position of leadership should list their order of preference in their cover letter.

Please Note

Applications should be addressed to:

- The Principal – Rose Connolly
- **Email address:**
employment@thomascarr.vic.edu.au
- **Subject Line:**
Name of POL applying for



Interview Process

Shortlisted applicants will be contacted the week prior to the scheduled interview informing them of:

- Date & Time
- Venue
- Panel members

Interviews will be held from the week commencing Monday 29 July and conclude the week ending Friday 23 August.

As part of the interview process for all POLS, applicants will be asked to lead the panel in a prayer or reflection that draws upon our role as Faith Leaders and relevance to the College's motto 'They will shine'.

Interviews for positions advertised as POL 3 and above will be required to submit a presentation related to the portfolio responsibilities of the role.

These details will be further outlined upon notification of an interview.

NOTE: An interview will be conducted for all positions, including those with single candidates. If no applications have been received, it is recommended that the POL be re-advertised. This will be confirmed by the Principal in consultation with the Panel Chair.

Appointment Process

The Principal in consultation with the Panel Chair will confirm all appointments.

Upon confirmation from the Principal, the Panel Chair will:

- Inform the successful applicant of this offer.
- Liaise with the EA of the Deputy Principal (Staff & Operations) to finalise the contract and other details related to this appointment.

Where the panel advises the Principal that an appointment cannot be recommended from the applicants available, a letter will be sent to applicants confirming this. The position will then be re-advertised. While previous applicants may re-apply any further interview would be at the panel's discretion.

Internal candidates who were not successful in being appointed to the listed POL will be notified by the Panel Chair (in person) of the outcome of the interview process.

External candidates who were not successful in being appointed to the listed POL will be notified via email of the outcome of the interview process. Feedback to unsuccessful candidates will be provided by the Panel Chair, as requested.

Confirmation of POL appointments will be shared with all staff once all appointments within each of the listed POLs (ie. POL 4, POL 3) are confirmed and offers have been received.

