Information relevant to the vacancy of Principal at

ST JAMES’ PRIMARY SCHOOL
BANORA POINT
(Tweed Heads)

St James opened in 1993 to cater for the ever growing demand for Catholic schooling in the Tweed Heads parish. The school is located next to St Joseph’s College and some recreational/sporting facilities are shared.

The following information about the parish, general community, school and procedures may be of interest to prospective applicants:

**Parish Priest:** Fr Michael Brady

**Approximate Population:** 27,000 (parish), 78,000 (council area)

**Location:** On the Tweed River at the border between Queensland and NSW, adjacent to Gold Coast.

**Enrolment:** 391 in 2016, Years K-6.

**Staff Level:** 19.4 FTE in 2016 with other personnel being employed under special programs and through the school/parish budget.

**Plant:** Modern, new brick and timber structure. Most adequate grounds.

**Local Economy:** Tourism, light manufacturing, agriculture, retail and commercial, building, service industries.

**Accessibility:** On Pacific Highway, 5 minutes from Coolangatta airport, 100km from Brisbane city centre.

**Service Facilities:** Catholic secondary school located adjacent to St James’, St Joseph’s Primary School, numerous government and non-government schools, hospital, clubs, welfare organisations, sporting amenities. Universities include Southern Cross University Gold Coast Campus, Bond University and Griffith University.

**General Conditions:** Salary will be according to the approved stipend or the principal’s award, whichever is appropriate. Superannuation scheme available and portable with other catholic systems. Assistance provided with removal expenses. Initial contract appointment will be for 5 years. During this contract period a formal performance appraisal will be undertaken.

**School Structure:** The leadership team currently includes Principal, Assistant Principal, Leader of Catechesis, Leader of Evangelisation, and 1 x 1 point Coordinator.

**Processing of Applications:** It is anticipated that a preliminary short-list of suitable applicants will be finalised and interviews held in August 2016. Appointment will be offered by September 2016 in anticipation of assuming leadership if possible at the beginning of Term 1, 2017. All costs involved in interviews and any other travel would be met by the Catholic Schools Office.