



THE OPPORTUNITY – PRINCIPAL

ST JAMES' PRIMARY SCHOOL, KOTARA SOUTH

Applications close: Thursday 17 September, 11.59pm



Welcome to an Opportunity to Lead with Purpose

Are you an accomplished educational leader who thrives on challenge and transformation?

Do you bring strategic clarity, deep faith, and a desire to shape the future of Catholic education?

THE OPPORTUNITY: PRINCIPAL

ST JAMES' PRIMARY SCHOOL, KOTARA SOUTH

St James' Primary School, Kotara South is seeking a dynamic, faith-filled leader to serve as its next Principal. This is a unique opportunity to lead a well-established, well-run school where community and collaboration are deeply woven into the culture.

Known for its supportive and collegial staff, St James' is a workplace where people truly enjoy coming each day. Our students love coming to school – they feel safe and valued in a nurturing environment that supports their academic, social and spiritual growth. The school fosters a positive and inclusive atmosphere where creativity and joy in learning thrives, and where relationships are at the heart of everything we do.

As Principal, you will:

- Provide faith-centred leadership grounded in the mission and values of the Catholic Church
- Inspire and communicate a shared vision that promotes high expectations, professional growth, and student success
- Foster a collaborative, inclusive, and future-focused learning environment
- Build strong and respectful relationships with staff, students, families, parish, and the wider community
- Ensure the smooth and effective management of school operations, compliance, and resources.

ABOUT US

The Diocese of Maitland-Newcastle serves the people of the Newcastle, Hunter and Manning regions which have a population of some 150,000 Catholics.

Through its parishes, pastoral groups, and its agencies of Catholic Schools, CatholicCare Social Services, St Nicholas Early Education, Hunter Community Housing, Office of Safeguarding and the Catholic Community Fund, the Diocese provides, spiritual, pastoral, education and care, social welfare, and community development.

The Diocese manages assets in excess of \$1 billion, has an annual revenue of around \$500 million, and close to 5,500 staff – we are the third largest employer in the region.

Our Catholic Schools are a core component of Shared Services and work with all aspects of the Diocese to support the achievement of our Diocesan Strategy.

Our Vision

To live the joy of the Gospel and share it with the world.

Our Mission

We are committed to serving all in the community so that they may experience life to the fullest.

Our Values



COMPASSION



HOPE



INTEGRITY



JUSTICE



PARTICIPATION

A MESSAGE FROM THE DIRECTOR OF CATHOLIC SCHOOLS

Working as a Principal in the Diocese of Maitland-Newcastle is both a privilege and a deeply rewarding vocation. Our schools are vibrant communities of faith and learning, where strong relationships, a commitment to excellence, and a genuine sense of purpose come together to shape the lives of young people every day.

Across the Diocese, our Principals lead with courage, compassion and vision. They are supported by dedicated staff, engaged families and a system that values collaboration and shared success. It is an environment where innovation is encouraged, professional growth is prioritised and every leader is empowered to make a meaningful difference.

We are seeking leaders who will embrace this opportunity – individuals who are passionate about education, committed to nurturing a strong Catholic identity and focused on ensuring every student is known, valued and inspired to thrive. The role of Principal offers the chance to guide a school community into its next chapter, building on its strengths while shaping a future grounded in hope and possibility.

If you are ready to lead with purpose, to foster a culture of belonging and excellence, and to make a lasting impact, I warmly invite you to apply.

Jacqueline Wilkinson

Director of Catholic Schools
Catholic Diocese of Maitland-Newcastle



OUR DIOCESE

The Diocese of Maitland-Newcastle represents the Catholic Church across a significant geographical area, serving approximately 150,000 Catholics.

VIEW OUR WELCOME VIDEO





*As at May 2025



POSITION OVERVIEW: PRINCIPAL

ST JAMES' PRIMARY SCHOOL, KOTARA SOUTH

This is your chance to lead a school that's grounded in purpose and bursting with potential.

As Principal, you'll be the driving force behind St James' next chapter. You'll bring strategic direction, educational expertise and a people-first mindset to every aspect of school life. From student learning to staff development, community engagement to operational excellence – you'll lead it all, with integrity, energy and heart.

Your leadership will shape: _____

A future-focused learning environment

Where students are challenged and supported to grow into thinkers, creators and problem-solvers.

A culture of care and connection

Where wellbeing is prioritised, diversity is celebrated, and every person feels seen and valued.

An inspired and united team

Where staff are trusted, empowered and encouraged to do their best work – together.

A school that feels like home

Where families are partners in learning and the whole community is part of the journey.

KEY RESPONSIBILITIES

Lead Learning –

Drive high-impact teaching and learning that equips students for the future.

Build Culture –

Create a positive, inclusive and growth-oriented environment for students and staff.

Empower People –

Mentor and support your team to be confident, capable and courageous in their work.

Partner with Families –

Build strong, authentic relationships with parents and carers.

Manage with Purpose –

Oversee the school's operations, planning, finances and compliance with clarity and care.

Live the Mission –

Model and nurture the values of Catholic education in everyday actions and decisions.

WHY ST JAMES'?

Located in the welcoming community of Kotara South, St James' Primary School is a place where **faith, learning and belonging come together**. With a strong connection to local families and a commitment to knowing and nurturing every child, the school provides a supportive environment where students are encouraged to grow in confidence.

St James' is proud to offer new, contemporary facilities that provide students and staff with inspiring spaces for learning, collaboration and community connection. These modern facilities complement the school's strong foundations, creating an engaging environment that is designed to support contemporary teaching and learning.

From Kindergarten through to Year 6, students are known and valued as individuals, with a focus on their academic, social, emotional and spiritual development. Every child is encouraged to discover their strengths, embrace new opportunities and strive to reach their full potential.

The dedicated staff at St James' work collaboratively to deliver high-quality learning experiences that foster curiosity, creativity and a love of learning.

At the heart of St James' is a welcoming and connected school community. Families and staff work in partnership to create a sense of belonging where every child feels supported and valued. With strong foundations, new facilities and a clear focus on the future, St James' offers an exciting place for children to learn and grow.



ABOUT YOU

You are an inspiring and visionary leader who thrives on building strong, inclusive communities where every individual is valued and supported. You bring a genuine passion for education and a commitment to fostering environments where students can excel academically, socially, emotionally, and spiritually.

What you'll bring:

- A passion for leading in Catholic education with a strong understanding of faith in action
- The ability to shape vision and strategy in dynamic and future-oriented ways
- Deep knowledge of contemporary primary education and evidence-based practice
- A collaborative leadership style that builds trust, empowers others and inspires innovation
- A commitment to student wellbeing, inclusive practices and meaningful engagement with families
- Excellent communication skills and a calm, solutions-focused approach.

BENEFITS OF WORKING WITH US

- ▶ Directly contribute to improving the lives of many in the community.
- ▶ Ability to salary sacrifice.
- ▶ Relocation costs available to suitable candidates.
- ▶ Leadership coaching.
- ▶ Paid parental leave.
- ▶ Discounted gym membership through Fitness Passport.
- ▶ Ongoing training and development opportunities.
- ▶ A great friendly environment of dedicated and passionate co-workers.
- ▶ Corporate benefits, including EAP, flu shots and more.

HOW TO APPLY

If you are driven by excellence, a deep commitment to integrity, and an unwavering desire to make an impact in our community, we encourage you to apply for the position of Principal of St James' Primary School, Kotara South

The successful candidate must be a practising Catholic, and have an understanding of and commitment to the teachings, values, and mission of the Catholic Church.

Applications close: Thursday 17 September, 11.59pm

[CLICK HERE TO APPLY](#)

or visit: mn.shor.tn/KotaraSouthPrincipal

Thank you for your interest.

CONTACTS

For a confidential discussion about this role, please contact:

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