

Dear Applicant

**Application for the position of Assistant Principal**

Thank you for your interest in this leadership position. Please find enclosed an application and information package to assist you.

Attached are the following:

- An application form for completion
- Detailed criteria for Assistant Principal selection that need to be addressed
- Appointment process details
- How to apply
- Guidelines to assist in the completion of your application.

Your application together with all required documentation must be received by the Catholic Education Office by close of business on the due date.

You will be kept informed of the progress of your application. Should you require any further information, please contact Personnel on 9840 5606 or email [appointments@parra.catholic.edu.au](mailto:appointments@parra.catholic.edu.au)

Yours sincerely



Paul Dolan  
Team Leader  
Personnel & Payroll  
Staff Services

### APPLICATION:

#### 1. Cover Letter

Briefly outline your strengths, professional experience and accomplishments, why you are applying for the job and your suitability for this particular school. **If you are applying for more than one school we require a letter for each school.** (1 page)

#### 2. Resume / CV (brief, use point form) should include the following: (2-4 pages)

- **Personal details** including name, home address and telephone numbers.
- **Educational History**
  - Completed degrees and diplomas (in chronological order with the most recent listed first including details of the type of degree/diploma, university or college study was undertaken, the year of completion, details of major studies)
  - Current degree/diploma studies
- **Employment history/ Professional Experience**
  - Provide detail in chronological order with the most recent School and position listed first.

eg.2001 to date	Name of School	Position held
1998 to 2001	Name of School	Position held

**If you are applying from outside the Diocese of Parramatta please indicate the size of the school where you presently hold a leadership position.**

- **Professional development** (last 5 years)
- **Professional memberships, associations and affiliations**

#### 3. Address each criteria (Criteria for Assistant Principals Selection for Catholic Systemic Schools;) and use point form to provide detail on key achievements or how you satisfy the criteria for: (2 – 4 pages)

- Religious Leadership
- Educational Leadership
- Community Leadership
- Administrative Leadership

Provide work place examples (eg. In response to parent meetings that I organised, 50% more parents volunteered to participate in tutor program). Refer to outcomes or results of your work.

#### 4. Please attach certified copies of relevant academic qualifications

## REFEREE REPORTS:

### 4. Applicants are required to supply reports from the following professional referees.

If you are a current Assistant Principal	If you hold another position
<ul style="list-style-type: none"><li>○ Consultant/Head of School Service</li><li>○ Current Principal who can comment on your current performance and practices</li><li>○ A Priest who is in a position to make comment on your practice and witness in the faith (No other referee reports will be accepted)</li></ul>	<ul style="list-style-type: none"><li>○ Consultant/Head of Service</li><li>○ Current Principal/Supervisor / Professional referee who can comment on your current performance and practices</li><li>○ A Priest who is in a position to make comment on your practice and witness in the faith (No other referee reports will be accepted)</li></ul>

The Application Package contains documentation for each of these nominated referees.

### It is the applicant's responsibility to:

- Check that these people are prepared to be nominated as referees and will support the application.
- Forward this documentation by email or fax with closing date stated (i.e. Referee package to these people, as soon as possible, so that the selection process can proceed;
- Check before the closing date with each referee to ensure they have emailed/mailed their reference to the CEO.

***NOTE: All references will be on file until the end of the calendar year and will be used for subsequent applications unless otherwise advised. (references will be destroyed at the end of the year)***

Please forward by Email: [appointments@parra.catholic.edu.au](mailto:appointments@parra.catholic.edu.au)

**CRITERIA FOR ASSISTANT PRINCIPAL  
SELECTION FOR  
CATHOLIC SYSTEMIC SCHOOLS**

**Policy Statement**

**May 1997**



*Catholic Education Office, Diocese of Parramatta*

# Criteria for assistant principal selection for Catholic systemic schools

## INTRODUCTION

*The assistant principal is appointed to the leadership team of a Catholic school. In particular, the assistant principal exercises a unique professional relationship of support to the leadership of the principal. This support is best characterised by appropriate initiative, discernment and challenge.*

*The assistant principal works with the principal in the four key areas as outlined in the document The Principal in the Catholic School, and contributes to a leadership which shapes and implements the school's vision in a way which reflects the Catholic character of the school.*

# ESSENTIAL CRITERIA

*The essential criteria for this position are:*

## **Religious Leader**

- 1.1 commitment within the Catholic tradition to the Church's mission, demonstrated by regular workshop and integration of faith in daily living
- 1.2 ability to articulate a personal vision of the spiritual dimension of the school
- 1.3 sound understanding of Church tradition, teaching and culture
- 1.4 experience in contributing to the development of a faith community
- 1.5 commitment to the integration and transmission of Gospel values through the curriculum

## **Educational Leader**

- 2.1 an ability to articulate a philosophy of education which is in accord with the ***Statement of Understanding and Vision for the Diocese of Parramatta***;
- 2.2 evidence of highly effective classroom teaching
- 2.3 minimum of four years professional qualification in education
- 2.4 evidence of a commitment to ongoing professional development
- 2.5 experience in the teaching of Religious Education and knowledge of current trends in Religious Education curriculum
- 2.6 significant teaching experience in Catholic education
- 2.7 evidence of a range of teaching experiences across schools and age groupings
- 2.8 evidence of leadership experience at coordinator, or equivalent level, in education
- 2.9 understanding of trends and issues in curriculum and the requirements of relevant educational authorities
- 2.10 evidence of leadership in curriculum development and implementation

cont'd...

## **Community Leader**

- 3.1 demonstrated commitment to and appropriate skills for a collaborative style of leadership
- 3.2 demonstrated commitment to a cooperative relationship between parish and school
- 3.3 a demonstrated ability to establish positive relations with staff
- 3.4 ability to establish professional relationships with pastors, parents and members of the wider community
- 3.5 ability to establish and develop effective care of students and staff
- 3.6 demonstrated commitment to parent involvement in the life of the school

## **Administrative Leader**

- 4.1 demonstrated skills in organisation, communication, time management, delegation and supervision
- 4.2 experience in policy development and implementation
- 4.3 willingness to work within and contribute to the Parramatta Diocesan school system

Bishop Bede Heather  
*Chairman*  
*Diocesan Schools Board*

Dr Anne Benjamin  
*Executive Director of Schools*  
*Diocese of Parramatta*

May 1997

**A FRAMEWORK FOR  
ASSISTANT PRINCIPAL ROLE  
DESCRIPTIONS**

**May 1996**



*Catholic Education Office, Diocese of Parramatta*



# The assistant principal role

The assistant principal is appointed to the leadership team of a Catholic school. In particular, the assistant principal exercises a unique professional relationship of support to the leadership of the principal. This support is best characterised by appropriate initiative, discernment and challenge. The assistant principal works with the principal in the four key areas as outlined in the document *The Principal in the Catholic School*, and contributes to a leadership which shapes and implements the school's vision in a way which reflects the Catholic character of the school.

This framework for the role of the assistant principal is necessarily broad and recognises that each role is significantly shaped by local needs and circumstances. It aims to identify the key accountabilities in the role but does not seek to nominate specific strategies for their implementation. It is the responsibility of each principal to identify and document these for a given school.

## **THE ROLE DESCRIPTION**

**Each school develops its own role description which should:**

- promote the role of the assistant principal within the school
- facilitate effective and valid appraisal
- assist in establishing a professional development agenda for the assistant principal

## **KEY ACCOUNTABILITIES**

**Within the school the assistant principal is expected to:**

- witness to faith and Catholic values, beliefs and practices
- promote the development of a Christian community within the Catholic tradition, and with appropriate links with the local parish community
- contribute to leadership in religious education
- have a broad overview of curriculum development and both diocesan and Board of Studies requirements
- promote and oversee teaching and learning practices to ensure that they promote the goals and values of the school
- provide an example of competent classroom teaching and promote educational excellence
- promote and implement quality professional development and the appraisal of self and staff
- exercise a significant role in effective communication within the school
- exercise a significant role in the effective daily administration of the school
- work with the principal and leadership team in establishing, implementing and reviewing long and short term plans
- assist in the selection, induction and ongoing support of staff

*continued...*

- participate in budget processes, resource allocation and oversight of plant maintenance
- ensure appropriate communication with, and involvement of, parents in the education of their children
- oversee, as appropriate in a particular school, the implementation of procedures to ensure the pastoral care of staff and students
- provide informed advice and collegial challenge to the principal
- make an appropriate contribution as a member of the wider diocesan education community

The assistant principal will act on behalf of the principal during short term absences in accordance with the terms of the *Teachers (Non-Government Schools) [State] Award*.

Bishop Bede Heather  
*Chairman*  
*Diocesan Schools Board*

Ann D. Clark  
*Executive Director of Schools*  
*Diocese of Parramatta*

May 1996

# Privacy Policy Statement

published February 2002



*Catholic Education Office, Diocese of Parramatta*

## Introduction

The Parramatta Catholic Education System is bound by the National Privacy Principles contained in the *Commonwealth Privacy Act* and is committed to upholding an individual's right to privacy and confidentiality particularly in regard to the collection and use of personal and sensitive information.

The *Privacy Policy* applies to all schools, the Catholic Education Office and other units which form part of the Parramatta Catholic education system.

The policy statement outlines how schools, the Catholic Education Office and other units use and manage personal information provided to or collected by them.

## Associated documents

The policy statement entitled *Employee Use of Internet Facilities* provides advice to employees on the appropriate use of email and internet facilities.

The document entitled *Acceptable use of internet and network services* provides advice to students on the appropriate use of email and internet facilities.

The document entitled *Protocols for Viewing Files* provides advice to employees wishing to view an investigation file relating to a matter pertaining to the *Ombudsman Amendment (Child Protection and Community Services) Act 1998*.

## What kind of personal information is collected and how is it collected?

The type of information schools and the Catholic Education Office collect and hold includes, but is not limited to, personal information, including sensitive information, about:

- ◆ pupils and parents and/or guardians before, during and after the course of a pupil's enrolment at the school;
- ◆ job applicants, staff members, volunteers and contractors; and
- ◆ other people who come into contact with the school and CEO.

**Personal information provided by parents and students:** A school will generally collect personal information held about an

individual by way of forms filled out by parents or pupils, face-to-face meetings and interviews, and telephone calls. On occasions people other than parents and pupils provide personal information.

***Personal Information provided by other people:***

In some circumstances a school may be provided with personal information about an individual from a third party, for example a report provided by a medical professional or a reference from another school.

***Exception in relation to employee records:***

Under the *Privacy Act* the National Privacy Principles do not apply to an employee record. As a result, this privacy policy does not apply to the treatment of an employee record, where the treatment is directly related to a current or former employment relationship between the employer and employee.

## **How is personal information used?**

A school or the Catholic Education Office will use personal information it collects for the primary purpose of collection, and for such other secondary purposes that are related to the primary purpose of collection and reasonably expected, or to which parents or students have consented.

***Pupils and Parents:***

In relation to personal information of pupils and parents, the primary purpose of collection is to enable the school to provide schooling for the pupil.

The purposes for which a school uses personal information of pupils and parents include:

- ◆ keeping parents informed about matters related to their child's schooling, through correspondence, newsletters and magazines;
- ◆ engaging in day-to-day administration;
- ◆ looking after pupils' educational, social, spiritual and medical wellbeing;
- ◆ seeking donations and marketing for the school;
- ◆ satisfying the legal obligations Catholic Education Office and the schools;
- ◆ allowing the school to discharge its duty of care.

In some cases where a school requests personal information about a pupil or parent, if the information requested is not obtained, the school may not be able to enroll or continue the enrolment of the pupil.

***Job applicants, staff members and contractors:***

In relation to personal information of job applicants, staff members and contractors, the primary purpose of collection is to assess and (if successful) to engage the applicant, staff member or contractor.

The purposes for which personal information of job applicants, staff members and contractors is used include:

- ◆ administering an individual's employment or contract;
- ◆ completing documentation for insurance purposes;
- ◆ seeking funds and marketing for the school;
- ◆ satisfying the legal obligations of the Catholic Education Office and the school's, for example in relation to child protection legislation.

***Volunteers:***

A school obtains personal information about volunteers who assist the school in its functions or to conduct associated activities, such as Alumni Associations.

***Marketing and fundraising:***

Schools treat marketing and seeking donations for the future growth and development of the school as an important part of ensuring that the school continues to be a quality learning environment in which both pupils and staff thrive. Personal information held by a school may be disclosed to an organisation that assists in the school's fundraising, for example, an alumni organisation.

Parents, staff, contractors and other members of the wider school community may from time to time receive fundraising information. School publications, like newsletters and magazines, which include personal information, may be used for marketing purposes.

***Exception in relation to related schools:***

The *Privacy Act* allows system schools and the Catholic Education Office to share personal (but not sensitive) information as they are part of the same legal entity. However, this personal information may only be used for the purpose for which it was originally collected. For example, when a pupil transfers from

one school to another school in the Parramatta Catholic education system, personal information may be transferred.

## **Disclosing personal information**

A school or the Catholic Education Office may disclose personal information, including sensitive information, held about an individual to:

- ◆ another school;
- ◆ government departments;
- ◆ the local parish;
- ◆ medical practitioners;
- ◆ people providing services to the school, including specialist visiting teachers and sports coaches;
- ◆ recipients of school publications, like newsletters and magazines;
- ◆ parents;
- ◆ anyone parents or students authorise the school to disclose information to.

### ***Sending information overseas:***

Personal information about an individual will not be sent outside Australia without:

- ◆ obtaining the consent of the individual (in some cases this consent will be implied); or
- ◆ otherwise complying with the National Privacy Principles.



## **Sensitive information**

*Sensitive information* refers to information relating to: a person's racial or ethnic origin; political opinions; religion; trade union or other professional or trade association membership; sexual preferences; criminal record; and health information.

Sensitive information will be used and disclosed only for the purpose for which it was provided or a directly related secondary purpose, unless parents or students agree otherwise, or the use or disclosure of the sensitive information is allowed by law.

## **Management and security of personal information**

All employees of the Parramatta Catholic education system are required to respect the confidentiality of pupils' and parents' personal information and the privacy of individuals.

Schools and the Catholic Education Office have in place steps to protect the personal information from misuse, loss, unauthorised access, modification or disclosure by use of various methods including locked storage of paper records and pass worded access rights to computerised records.

## **Updating personal information**

Schools and the Catholic Education Office endeavour to ensure that the personal information is accurate, complete and up-to-date. A person may seek to update their personal information held by a school by contacting the school.

The National Privacy Principles require a school not to store personal information longer than necessary.

## **Consent and rights of access to the personal information of pupils**

The Parramatta Catholic education system respects every parent's right to make decisions concerning their child's education.

Generally, a school will refer any requests for consent and notices in relation to the personal information of a pupil to the pupil's parents. A school will treat consent given by

parents as consent given on behalf of the pupil, and notice to parents will act as notice given to the pupil.

Parents may seek access to personal information held by a school or the Catholic Education Office about them or their child. However, there will be occasions when access is denied. Such occasions would include where release of the information would have an unreasonable impact on the privacy of others, or where the release may result in a breach of the school's duty of care to the pupil.

Pupils will generally have access to their personal information through their parents, but older pupils may seek access themselves. A school may, at its discretion, on the request of a pupil grant that pupil access to information held by the school about them, or allow a pupil to give or withhold consent to the use of their personal information, independently of their parents. This would normally be done only when the maturity of the pupil and/or the pupil's personal circumstances so warranted.

## **Seeking access to the personal information held by a school or the CEO**

Under the *Commonwealth Privacy Act*, an individual may seek access to personal information which the school or the Catholic Education Office holds about them. There are some exceptions to this set out in the Act.

If a parent or student wishes to make a request to access any information the school or the Catholic Education Office holds about them, they are advised to contact the school's principal in writing, specifying the information that is requested.

The school may seek to verify the identity of the person seeking access to information. The school may charge a fee for access and will advise the likely cost in advance.

## **Enquiries**

If you would like further information about the way your school or the Catholic Education Office manages the personal information it holds, please contact the school's principal.

## **Review**

The Privacy Policy may be reviewed or undated from time to time to take account of new laws and technology, changes to schools' operations and practices and to make sure it remains appropriate to changing educational needs. A review of the policy will occur in 2005.



# General Application Form

(to be attached with CV and other Documents)

## Position Applied for

## Name

Title \_\_\_\_\_

Surname \_\_\_\_\_

Preferred Name \_\_\_\_\_

Christian Names \_\_\_\_\_

Former Name (If Applicable) \_\_\_\_\_

## Address

Home Address	Address for Correspondence
_____	_____
_____	_____
_____ Postcode _____	_____ Postcode _____

## Phone & Email

Private \_\_\_\_\_ Business \_\_\_\_\_ Mobile \_\_\_\_\_

Email \_\_\_\_\_

## How did you find out about this position?

Please complete and return with you application and a full CV to:  
 HR Officer Personnel  
 Catholic Education Office  
 Locked Bag 4North Parramatta NSW 1750  
 Email : [appointments@parra.catholic.edu.au](mailto:appointments@parra.catholic.edu.au)



# Employment Collection Notice

1. In applying for this position you will be providing the Catholic Education Office of the Diocese of Parramatta (the CEO) with personal information. We can be located at 12 Victoria Road, Parramatta 2150 and by telephone on 02 9840 5600 or by facsimile transmission on 02 9840 5678.
2. In order to assess your application you are required to provide us with personal information, for example, your name, address and other information contained on your resume.
3. If you are unsuccessful for the position you may seek access to personal information we obtained and hold about you as part of the selection process. There may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
4. We will not disclose information about you to a third party without your consent.
5. As required under NSW Child Protection Legislation, preferred applications for the position are required to be subject to employment screening. This involves a check of relevant criminal history, and Apprehended Violence Orders, referee reports and employment history including discipline proceedings. Child protection legislation also requires that we collect a Prohibited Employment Declaration from you.
6. In the course of your application you may provide us with the personal information of others. We encourage you to inform them that you are disclosing information to us and why. They can access this information if they wish. We would not disclose the information to third parties without the person's permission.