



Applying for a position at Catholic Education Diocese of Parramatta

Thank you for considering Catholic Education Diocese of Parramatta as a prospective employer. Please find attached:

- application guidelines
- how to apply
- role description
- Employment Collection Notice

Shortlisted applicants will be invited to attend an interview. At the interview, there may be a requirement to respond to a scenario on a specific topic which will focus on leadership for learning.

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

You will be kept informed of the progress of your application. If you require any further information, please contact Joel from the Talent & Workforce team on (02) 9840 5715 or email jsagarese@parra.catholic.edu.au.



Application guidelines: Principal Leader

1. Cover Letter

- briefly outline your strengths, professional experience and accomplishments, why you are applying for the job and your suitability for this senior leadership position (1 page)

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

- personal details including name, home address, email 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 position listed first e.g.

2001 to date	Name of organisation	Position held
1998 to 2001	Name of organisation	Position held

If you are applying from outside the Diocese of Parramatta and your employment history includes school leadership positions, please indicate the size of the school where you have previously held a leadership position.

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

3. Address each of the “Selection Criteria ” (see Role description)

- provide details on key achievements or how you satisfy the criteria (2 – 4 pages)
- provide workplace examples and refer to outcomes or results of your work e.g. in response to parent meetings that I organised, 50% more parents volunteered to participate in tutor program



4. Academic qualifications

- please attach certified copies of relevant academic qualifications

5. Referees reports

Applicants are required to supply reports from the following referees:

- current employer/Principal/supervisor who can comment on your current performance and practices
- a professional referee who can comment on your current performance and practices
- parish priest reference from parish of worship for comment on your practice and witness in the faith

The Role description contains documentation for each of these nominated referees. A panel may request further referee reports to support your application at any stage during the process.

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
- check before the closing date with each referee to ensure they have emailed/mailed their reference to the CEO

6. File Format

- each document you present should be either .pdf, .doc or .docx
- each document should be named as follows: Your name - document type e.g. Tom Smith - Resume; Tom Smith - Selection Criteria; Tom Smith - Qualifications and so on (files submitted outside these guidelines may not be reviewed)
- please do not write your cover letter or resume within the body of your email



7. Accessibility

- if you require any reasonable adjustments to be made to enable you to equitably participate in the recruitment process, please detail those within your cover letter
- if you meet the minimum job requirements, you will be contacted after your application has been submitted to discuss the reasonable adjustments required

8. Next steps

- your application will be reviewed to determine your suitability for the role based on the advertised key accountabilities
- within two to three weeks of the application closing date, applications selected for interview are contacted
- all other applicants will be notified by email usually within six weeks
- interviews are generally panel interviews and may include a scenario for you to complete once you arrive for the interview
- applicants are subject to compliance checking, particularly in regard to current New South Wales child protection legislation (see <http://www.kidsguardian.nsw.gov.au/child-safe-organisations/working-with-children-check>)

Please apply by email to: appointments@parra.catholic.edu.au



Role Description – Principal Leader

The Principal Leader is responsible to the Executive Director for the leadership of Santa Sophia College, Box Hill*. The Principal Leader exercises this responsibility by ensuring that the school delivers high quality contemporary learning and teaching for the community it serves which is embedded in the Catholic world view. It is a collaborative ministry of witness and service and part of the evangelising mission of the Church.

*Proposed school

Key Accountabilities

This position supports the system strategic intent of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers as well as ensuring the school community is recognisably Catholic.

Catholic school leaders are challenged to ensure that our Catholic schools:

- are truly Catholic in their identity and life
- are centres of ‘the new evangelisation’
- enable our students to achieve high levels of ‘Catholic religious literacy’ and practice
- are led and staffed by people who will contribute to these goals

Key accountabilities are leadership of the school and contribution to system leadership through the implementation of the Leadership Framework areas of:

- Leading Pedagogy
- Catholic Culture
- Leading Self and Others
- Stewardship



Selection Criteria

- four years professional qualification in education and relevant Master's Degree
- a deep understanding of contemporary learning theory and practice, and demonstrated application of that knowledge in leading school improvement
- understanding and experience of an evidence based approach to school improvement
- demonstrated success in building high performing teams and effective relationships across the school community
- support of Catholic ethos
- a proven record of building Catholic culture
- capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching and is aligned with the system strategic intent
- demonstrated knowledge and use of web 2.0 tools as enablers for contemporary learning and teaching
- capacity to engage and influence the educational agenda at a system, National and International level

Functions

Leading Pedagogy

Leadership in this domain includes:

- plan, develop, implement and evaluate frameworks to deliver the system strategic intent and support contemporary schooling to ensure continuous improvement of each child's learning
- establish goals and high expectations for all students and teachers
- plan and engage in professional learning with school staff on contemporary learning and teaching

Catholic Culture



Leadership in this domain includes:

- ensure the school community is recognisably Catholic and contributes to the evangelising mission of the Church
- build strong and collaborative relationships with the parish priest, parents, learning community, Catholic Education, Diocese of Parramatta and other partners contributing to the work of Catholic schooling

Leading Self and Others

Leadership in this domain includes:

- being strategic, innovative, inspiring and capable of leading and managing change
- build the capacity and capabilities of self and others
- challenge existing practice to ensure reflection and continuous improvement
- work with colleagues as a leader and team-member

Stewardship

Leadership in this domain includes:

- ensure effective stewardship of the financial and physical resources to optimise learning and provide a safe and welcoming environment
- oversee the implementation of all Diocesan, NSW Education Standards Authority (NESA) and NSW Institute of Teachers policies and requirements

Other functions include:

- contribute to system leadership
- undertake professional learning
- undertake performance review
- other duties as requested by the Executive Director

Catholic Education Diocese of Parramatta (CEDP) is a modern working environment



that requires the agility of staff to respond to a changing educational context and the needs of our communities. CEDP may amend the duties and responsibilities of staff in accordance with changing circumstances and business needs.



Privacy requirements – Employment Collection Notice

1. When you apply for this position you will provide CEDP (through our schools, Catholic Early Learning Centres (CELCs), Catholic Out of School Hours Care services (COSHCs) and offices) with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Our Privacy - Statement sets out how you may access and seek correction of your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Our Privacy - Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy Statement is available on request.
4. We may disclose this kind of information to the following types of organisations: the Catholic Education Commission of NSW and the Catholic Commission for Employment Relations. We will also disclose this information with your consent or as required or authorised by law.
5. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also elect to collect personal information about you in accordance with these laws.
6. We may use service providers who provide certain services to us and our staff and students including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Our service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why, that they can



access that information if they wish and that we do not usually disclose the information to third parties.

8. You may obtain further information from the following:

- For our schools: the school principal
- For our CELCs: the CELC director
- For our COSHCs: the COSHC supervisor
- For our offices: Privacy Officer
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600