



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.

Details of the Selection Process:

Successful applicants who are short-listed will attend an interview. At the interview, there is 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 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

Yours sincerely

A handwritten signature in black ink that reads "Paul A. Dolan". The signature is written in a cursive style with a light blue background behind it.

Paul Dolan
Team Leader
Personnel & Payroll

Guidelines for the application of advertised Assistant Principal position.

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, 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 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 of the “**requirements for the role**” (page 3 of Role Description)

- provide details on key achievements or how you satisfy the requirement
(2 – 4 pages)

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 referees.

- Current 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
- **(No other referee reports will be accepted)**

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

How to Apply

Applicant information for Assistant Principal Position

1. Address your formal letter of application to:
Mr Gregory B. Whitby - Executive Director of Schools
2. Supply Curriculum Vitae, including Academic Record and employment details
3. Supply response to requirements for the role.

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

Current 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

No other referee reports will be accepted

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

5. All application materials to be received by close of business on the **due date**
6. Send all application materials to:

HR Officer Personnel
Catholic Education Office
Locked Bag 4
North Parramatta NSW 1750

7. Those who are applying by email please email:
appointments@parra.catholic.edu.au

Catholic Education Diocese of Parramatta

Role description

Assistant Principal

WORKING DOCUMENT
Staff Services
March 2011



Catholic Education
Diocese of Parramatta

Role Description - Assistant Principal

Purpose

The assistant principal is responsible to the principal and shares in the leadership of a nominated Catholic school community by supporting the principal and leadership team. The assistant principal 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.

Key Accountabilities

In *Catholic Schools at a Crossroads*, 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.

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 is recognisably Catholic.

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

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

Requirements of the Role

- A strong commitment to the Catholic faith in practice and lifestyle, witness and modelling
- Minimum of four years professional qualification in education
- Substantial currency in Religious Education pedagogy and knowledge of Religious Education curriculum
- Demonstrated record of leading learning in Catholic schools
- Completion of or enrolment in the system *Emerging Leaders Program* (for current system employees)
- Attainment of a relevant post-graduate qualification or commitment to complete within four years of appointment
- An understanding of contemporary learning theory and practice, and an ability to ensure this is in evidence in the teaching within the school
- 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
- Commitment to team and building relationships
- Demonstrated commitment to ongoing professional learning and formation.

Functions

Catholic Culture

Leadership includes assisting the principal to:

- ensure the school is recognizably Catholic and contributes to the evangelizing mission of the Church
- build the necessary relationships with the parish priest, parents, learning community, Catholic Education, Diocese of Parramatta and other partners contributing to the work of Catholic schooling.

Leading Pedagogy

Leadership includes assisting the principal to:

- plan, develop, implement and evaluate frameworks to deliver the system strategic intent
- establish goals and high expectations for all students and teachers
- plan and engage in professional learning with school staff on contemporary learning and teaching

Leading Self and Others

Leadership includes assisting the principal to:

- 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 includes assisting the principal to:

- 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, Board of Studies 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 Principal and the Executive Director of Schools



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



Employment Collection Notice

Privacy requirements – employment collection notice

1. In submitting your application for classification and or employment you will be providing the Catholic Education Office, Diocese of Parramatta with personal information. We can be contacted on Locked Bag 4, North Parramatta 1750. Phone 9840-5600.
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.
3. You may seek access to your personal information that we hold about you if you are unsuccessful in obtaining a 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.
4. We will not disclose this information to a third party without your consent. We may from time to time disclose this information to the Catholic Education Office, Diocese of Broken Bay and the Catholic Education Office, Archdiocese of Sydney to enable transfer of your classification for employment purposes.
5. As required under NSW child protection legislation applications for classification and/or employment are required to be the subject of employment screening through the *Working with Children Check, Applicant Declaration and Consent*. This involves a check of relevant criminal screening history, apprehended violence orders, referee reports and employment history including disciplinary proceedings.
6. If you provide us with 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, that we do not usually disclose the information to third parties.