



## **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 the Talent & Workforce team on (02) 9840 5715 or email [appointments@parra.catholic.edu.au](mailto:appointments@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, telephone numbers and Working With Children Check number
- 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 (please download and use the Parish Priest reference form located on the position advertisement)

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, applicants 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](mailto:appointments@parra.catholic.edu.au)

# Catholic Education Diocese of Parramatta

## Role description

Principal Leader



**Catholic Education**  
Diocese of Parramatta

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## Role Description – Principal Leader

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The Principal Leader is responsible to the Executive Director for the leadership of Mother Teresa Primary, Westmead. 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.

### **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**

- A strong commitment to the Catholic faith in practice and lifestyle, witness and modelling
- Support of the Catholic ethos and a proven record of building a Catholic culture within a school community
- A capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching, aligned with the system's strategic intent
- Four years professional qualification in education and relevant Master's Degree
- A deep understanding of contemporary learning theory and practice
- A clear understanding of an evidence-based approach to school improvement and a demonstrated application of that knowledge in leading school improvement
- Demonstrated success in building high-performing teams and effective relationships across the school community
- Demonstrated knowledge of digital tools as enablers for contemporary learning and teaching
- A capacity to engage in and influence the educational agenda at a school and system level
- The capacity to build strong and effective partnerships with other schools within the Westmead parish
- A willingness to explore and be open to partnerships with local organisations, universities and businesses.

## **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 (NESAs) 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

