Applying for a position at Catholic Education Diocese of Parramatta

Thank you for considering Catholic Education Diocese of Parramatta (CEDP) 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 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 via email at appointments@parra.catholic.edu.au.

Application guidelines: Assistant Principal

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 (please be succinct. Point form is appropriate) Please include the following (2 - 4 pages):
   - Personal details including name, home address, email address, telephone numbers and Working With Children Check number
   - Education history. This should include 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 and details of major studies)
   - Current degree / diploma studies
   - Employment history / professional experience
   - Provide details, in chronological order, with the most recent position listed first

     Example:

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 learning experiences (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
- A Parish Priest reference from your 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 those nominated are prepared to act as referees for you
- check before the closing date with each referee to ensure they have emailed / mailed their reference to CEDP.

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 as soon as a preferred candidate has formally accepted the position
   - 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 Working With Children Check).

Catholic Education

Diocese of Parramatta

Role Description

Assistant Principal

Catholic Education
Diocese of Parramatta

Role Description – Assistant Principal

The Assistant Principal is responsible to the Principal and shares in the leadership of a 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

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 in the following areas:

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

Selection Criteria

- Free from any impediment to full acceptance by the Church in lifestyle, witness and modelling
- Demonstrated record of leading processes to improve student performance in Catholic schools
- 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 current and emerging technologies as enablers for contemporary learning and teaching
- Minimum of four years professional qualification in education
- Substantial currency in Religious Education pedagogy and knowledge of Religious Education curriculum
- Attainment of a relevant Masters qualification or commitment to complete within four years of appointment

- Demonstrated experience in leading contemporary learning theory and practice within the school
- Demonstrated commitment to ongoing professional learning and formation.
- Commitment to team and to building positive relationships.

Functions

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.

Catholic Culture

Leadership includes assisting the Principal to

- 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, the school community, CEDP staff and other partners contributing to the work of Catholic schooling.

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, NSW Education Standards Authority (NESA) and NSW Institute of Teachers policies and requirements.

Other functions include

- contributing to system leadership
- undertaking professional learning
- undertaking performance review
- other duties as requested by the Principal and the Executive Director

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.