

# 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 & Acquisition team on (02) 9840 5715 or via email at [appointments@parra.catholic.edu.au.](mailto:appointments@parra.catholic.edu.au)

# Application guidelines: Assistant Principal

**1. Cover letter & Selection Criteria Response**

Briefly outline why you are applying for the position and how your experience aligns to this senior leadership position.

Address the selection criteria and provide details on key achievements or how you satisfy the criteria. This may include examples of key achievements with quantifiable information (e.g. In response to parent meetings that I organised, 50% more parents volunteered to participate in the tutor program).

*This application letter should be no longer than 3 pages.*

**2. Resume**

Your resume should include your contact details and Working With Children Check number.

Your education history 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 undertaken, the year of completion and details of major studies).

Your employment history/professional experience should be listed in chronological order, with the most recent position listed first.

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.

**3. Academic Qualifications**

Please attach certified copies of relevant academic qualifications prior to the application close date.

**4. Referees reports**

Applicants must source the following referee reports prior to the close of advertising to be considered for any School Leadership opportunities:

* A professional referee report from the current Principal
* A professional referee report from the previous Principal if less than 5 years at current school (or alternative professional reference)
* A Parish Priest referee report from the Parish in which the applicant regularly worships

Please download and use the reference forms located on the position advertisement.

A panel may request further referee reports to support your application at any stage during the

process.

**5. 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. Firstname

Surname\_ Resume; Firstname Surname\_Selection Criteria; Firstname

Surname\_Qualifications and so on (files submitted outside these guidelines may not be

reviewed).

● Please submit your cover letter and resume as separate attachments.

**6. 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.

**7. 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



# Role Description – Assistant Principal

The Assistant Principal is responsible to the Head of School and the College 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.

Catholic Education Diocese of Parramatta (CEDP) is a child safe organisation, and is committed to providing child safe communities that recognise and uphold the dignity and rights of all children and young people.