Applicant Information for Principalship in the Diocese of Ballarat

Applicants for principalship in the Diocese of Ballarat should ensure they have received the following documents from the Catholic Education Office Ballarat (CEOB):

1. The latest version of this **Procedures** document
2. **Application Form** (headed Application for the Position of Principal)
3. **Reference Forms**

Applicants should also ensure that they have received a **School Package** specific to the school for which they are applying.

Applicants need to download an application form and reference proformas from
https://ceob.edu.au/principals/st-columbas-ballarat-north/

Queries may be directed to:

Mr. Peter Kerwan
Ph: 03 5337 7123
Email: pkerwan@ceob.edu.au

Applications close on Monday 26th August at 4 pm

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1. Introduction

The selection and appointment of principals are conducted according to the policy of the Diocese of Ballarat Catholic Education Limited.

Each Catholic Primary School Principalship is a contract position as outlined in the Victorian Catholic Education Multi Employer Agreement 2018.

You should note that the current school enrolment determines the salary structure for the contract period. The relevant salary bands for school principalships advertised in this diocese in 2019 are as follows:

School	Current Enrolment	Current Salary Level & Range
St. Columba's Primary School **BALLARAT NORTH**	321	Within the range: Level 3 $146,029 – $151,545 p.a.

Relocation support will be provided for principals moving into the Diocese or between primary schools within the Diocese.

2. The Diocese of Ballarat and Child Protection

"The Catholic Diocese of Ballarat is committed to providing a safe and supportive environment for people of all ages, with special concern for children, young people and vulnerable adults." (Diocesan Professional Standards Policy Statement, 2014).

In schools in the Diocese of Ballarat, child safety policy and practices support a proactive role in the care, wellbeing and protection of children and young people, the provision of child safe environments and intervention procedures for responding to abuse and neglect.

3. General Principles for Selection and Appointment

The Canonical Administrator, the School Advisory Council (or its equivalent) and the Catholic Education Office are the responsible parties in the matter of selection and appointment of principals in schools other than those owned by religious orders. Each appointment requires the ratification of the Bishop of Ballarat.

The Canonical Administrator is the employer; the School Advisory Council represents the local community; the Catholic Education Office is the coordinating body ensuring that appointments are made according to diocesan policy, professional procedures and legal requirements.

In normal circumstances, principal appointments will be made by the Canonical Administrator after positions have been advertised and applicants interviewed by a selection panel. All proceedings of the selection panel shall be strictly confidential and no information gained from applicants shall be divulged to any person or organisation outside the selection panel.

4. Requirements for Principalship

The requirements for principals in the Diocese of Ballarat include:

- Membership of the Catholic Church and regular participation in the sacramental life of the faith community.
- An understanding of and demonstrated commitment to Catholic Education
- A period of recent experience in a leadership role within education
- Academic qualifications additional to teacher training and/or successful participation in

appropriate post-graduate professional development activities. eg. Leadership, Theology/Religious Education.

- Registration as a teacher with the Victorian Institute of Teaching. (For interstate applicants, demonstration that you meet the requirements and are pursuing this).
- Normally a minimum of ten years relevant experience in education.
- Accreditation to Teach Religious Education in a Catholic School (CECV Policy 1.7).
- Completion of a successful criminal records check (this will be carried out, when required, by the CEOB.
- Completion of a declaration, according to the requirements of the Victorian Registration and Qualifications Authority, regarding freedom from bankruptcy.
- A demonstrated commitment to personal and professional development.

These requirements need to be evidenced in your application to be considered for a local selection panel.

5. Selection Criteria

The selection criteria for this position are outlined in Attachment A of the Application Form.

Applicants are also invited to visit the school's website https://www.scballarat.catholic.edu.au/

6. Suitability and Eligibility

APPLICATION PROCESS

- Applications will be reviewed for suitability against the selection criteria by the Director of Catholic Education and the relevant Education Consultant prior to being approved for the local panel. This review will include checking the demonstrated aptitude and experience for leading across the five Key Aspects of Catholic Schooling (See Overview in Section 11 of this document.)
- All applicants who satisfy both the eligibility and suitability criteria for the Local Panel Interview will be notified by the Manager: HR & ICON.

RATIFICATION

A process is in place that provides to the Bishop assurance that the applicant is a fit candidate for Principalship and to seek the Bishop's ratification in principle. This would involve verification that the applicant meets the criteria for the position of Principal to a sufficiently high standard through the checking of references and other inquiry.

Recommendations for ratification are forwarded to the Bishop prior to the Principal Selection Panel. The Bishop makes a decision on the applicant's eligibility and suitability and sends a letter to the Director.

INTERVIEWS

There is a two-stage interview process for principalship in the Diocese of Ballarat.

Stage 1 Interviews will be held on 16th September 2019.

7. Principal Selection Panel

The Panel usually consists of:

- The Governing Authority
- The nominee of the Director of Catholic Education, normally the Educational Consultant for that school
- The Chair of the School Advisory Council or another member of the parent community

nominated by the Governing Authority
- A parent of current students or a member of the parish with appropriate connections with the school
- An educational colleague with current or recent experience as a principal

8. Principal Selection Process

It is the responsibility of the Principal Selection Panel to carry out short-listing of candidates using the stated criteria and taking into account the context and needs of the school.

Short-listed candidates are contacted and advised of the interview time and location.

Following interviews and reference checks, the panel discerns a recommendation to the Canonical Administrator regarding the preferred applicant.

The Canonical Administrator contacts the successful applicant and offers the position. After the offer has been accepted and the Director of Catholic Education is notified, all unsuccessful applicants are contacted and an opportunity is provided for them to debrief.

The Director notifies the Bishop of the appointment.

The principal appointment process shall be finalised when contractual arrangements have been completed between the Canonical Administrator and the successful applicant.

It is customary that public announcements of the appointment are coordinated to occur concurrently in the new school and the community which the appointee will be leaving.

9. Reference Checking

Applicants will need to obtain references using the reference forms provided.

a. **PARISH PRIEST or PARISH LEADER** of the parish in which you worship. (This reference is not required if the Parish Priest is also the Governing Authority of the school where you currently work)

b. **GOVERNING AUTHORITY** of the school in which you work or **PROFESSIONAL COLLEAGUE**

The panel has an obligation to obtain as much credible information as possible about each of the candidates in order to make an informed decision. In addition to the references supplied, the panel may choose to contact others, such as School Advisory Council Chairperson, Educational Consultant, Deputy Principal, Colleague or other Principal.

In seeking information, confidentiality and sensitivity to the particular situation of the applicant (eg. current principal in small country centre) are carefully observed.

10. Contracts, Conditions and Periods

A. PRIMARY SCHOOL PRINCIPALSHIP

Each Catholic Primary School Principalship is a contract position as outlined in the current Victorian Catholic Education Multi Employer Agreement 2018 (or its equivalent).

Each principal appointment requires the ratification of the Bishop as well as a signed contract. This contract, prepared by the Director of Catholic Education on behalf of the Canonical Administrator, sets out, in general terms, rights and responsibilities.

In accepting a Principalship within the Ballarat Diocese the principal agrees to participate fully in the Ballarat Diocesan Principal Induction Program and the Formative and Summative Review Programs.

Principal salaries in the Diocese of Ballarat are calculated in accordance with the Victorian Catholic Education Multi Employer Agreement 2018 (or its equivalent). Clauses 65-69 of the Victorian Catholic Education Multi Employer Agreement 2018 (or its equivalent) applies for incoming principals with previous experience.

The usual contract periods will be an initial contract of seven (7) years followed by the possibility of further contract periods of five (5) years. Further contracts are at the sole discretion of the Governing Authority and diocesan processes of review and appraisal apply prior to each negotiation of a new contract. In the event of a change of employer it is understood that the contract will serve its term and the rights and responsibilities will be transferred to the new employer.

If the Governing Authority's decision is not to offer a second or third contract period, the Principal has the right to be given substantial reasons in writing for such a decision. Clause 69 (Salary Maintenance) of the Victorian Catholic Education Multi Employer Agreement 2018 (or its equivalent) would apply in this situation.

11. Completed Application

Application for the position of principal in the Diocese of Ballarat is to include:

- A letter of application, addressed to the Governing Authority, outlining the applicant's general suitability for the position including an understanding of the local school context and needs as outlined in the school information provided.
- A completed application form as provided by the CEOB.
- A statement addressing the key criteria in each the five Key Aspects of Catholic Schooling as provided in Application Form.
- Certified copies of your qualifications (and for experience gained outside Catholic Education Victoria, certified copies of relevant records of employment).
  Certification may be by the principal of a Catholic school or by persons defined in the Evidence Act 1958 (Vic) s 107A.
- Address for applications: **ATT: Mr Peter Kerwan-** HR Manager
  Email: pkerwan@ceob.edu.au

  or by post to: Mr Peter Kerwan
  PO Box 576
  Ballarat Vic 3350

Applications close on 26th August, 2019 at 4 pm.

12. Employment Collection Notice

1. In applying for this position you will be providing the selection panel and the Catholic Education Office, Diocese of Ballarat (CEOB) with personal information. We can be contacted at 5 Lyons Street South, Ballarat. Telephone: 03 5337 7135.

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. Information concerning you may be collected from other parties. These will most commonly be those referees you have nominated, but the selection panel does reserve the right to contact other parties who may be able to assist in its deliberations.

4. You agree that we may store this information until the end of the current year.

5. The Catholic Education Office's Privacy Policy contains details of how you may complain about a breach of the APPs or how you may seek access to personal information collected about you. 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.

6. We will not disclose information about you to a third party without your consent. We may disclose your personal information to the following types of organisations: other schools, State and Federal Government Departments, the Victorian Catholic Education Commission, the Diocese of Ballarat and parishes, schools within other diocese, our insurers and medical practitioners.

7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the Catholic Education Office and why, that they can access that information if they wish, that the Catholic Education Office does not usually disclose the information to third parties and that we may store their information until the end of the current year.

13. Key Aspects of Catholic Schooling

This statement outlines the five key aspects of Catholic Schooling, as contained in the Ballarat Diocesan School Improvement Framework. This information can assist with your reflection in addressing the Selection Criteria outlined in Attachment A of the Application Form.

The Catholic school responds to its mission by offering a particular cultural experience that is grounded in a Christian view of the world, of culture and of history. This translates into a Christ-centred ethos and worldview that permeates all aspects of school life including relationships, structures and policies, pastoral care, liturgies, celebrations and routines, as well as the formal curriculum...At the heart of the culture of the Catholic school is an explicit commitment to the promotion of each human person in all their dimensions, capacities and relationships.

"It must never be forgotten that the purpose of instruction is education, that is, the development of the person from within, freeing them from the conditioning which would prevent them from becoming a fully integrated human being. The school must begin from the principle that its educational program is intentionally directed to the growth of the whole person."

(The Catholic School, n 29) Awakenings Core Doc p,42

From this understanding of the Catholic school context, leaders:

Leading in Catholic School Culture

- Have a demonstrated commitment and sound understanding of Personal faith journey and practice.
- Have a commitment and sound understanding of Church tradition, teaching and culture.
- Invite members of the Catholic school community into liturgy and prayer in all forms.
- Ensure high professional standards in knowledge and understanding of Catholic tradition through continuous academic study.

This **Key Aspect of Catholic Schooling** relates to such things as:

- School Vision and Mission
- Faith Leadership
- Awakenings Religious Education
- Quality of Relationships
- Enhancing Catholic Identity
- School Liturgies and Patterns of Prayer

Curriculum
- Graduate Outcomes (Awakenings, p 44)
- Relationship with the Parish and the Governing Authority
- Policies & Programs
- Outreach & Service
- Retreats & Reflection

Leading in the Community Engagement

- Develop strong partnerships with parents and appropriate community resources to enhance learning outcomes for students.
- Engage in the life of school, parish/Diocese and local community.
- Promote schools as a credible, viable educational option for those seeking Catholic education.

This **Key Aspect of Catholic Schooling** relates to such things as:

- Parish Partnership
- Parent Engagement
- Enrolments
- Wider Community Partnerships
- Promotion
- Accessibility
- Social Justice
- Care of the Environment

Leading in Leadership and Stewardship

- Collaborate with the Governing Authority to ensure effective learning and teaching and efficient administrative practices that support student learning.
- Facilitate a positive climate amongst the school community and promote a clear sense of purpose and direction.

This **Key Aspect of Catholic Schooling** relates to such things as:

- Performance and Development Culture
- Instructional Leadership
- School Improvement
- Staff Recruitment and Support
- Change management
- Organisational Structures
- Resource Management
- Legal Compliance
- School Governance
- School Operations

Leading in Learning and Teaching

- Build a community of learners who collaborate to ensure a sound educational program that meets the needs of all students.
- Ensure that students are in engaged in a high quality, learning program marked by the distinctive nature of Catholic tradition, teaching and culture.
- Build the capacity of teachers to remain current in all areas of authentic curriculum theory, development, implementation and evaluation.

This **Key Aspect of Catholic Schooling** relates to such things as:

- Effective pedagogy
- Maximizing student outcomes
- Leading Collegial Learning
- Curriculum, Learning Programs & Pathways
- Assessment and Reporting

- Religious Education
- Student Engagement
- Staff Professional Learning
- Accountability and Compliance

Leading in Wellbeing

- Ensure a positive climate and whole school response to the uniqueness and value of each person.
- Establish a safe school environment in which a spirit of genuine care and acceptance of community members is achieved.

This **Key Aspect of Catholic Schooling** relates to such things as:

- Pastoral Care
- Connectedness and Recognition
- Student Achievement
- Self-Esteem
- School and Classroom Climate
- Inclusion of all members of the school community
- Intervention and Support