

**DIOCESE OF SALE**  
**CATHOLIC EDUCATION LTD.**



# Information for Applicants

## Principal Position

**Mary MacKillop Primary School**  
**Narre Warren North**

*Closing date for Applications and  
Referee Reports:*

*Wednesday 25 July 2018*

# Contents

1.	Introduction.....	3
2.	Diocese of Sale Catholic Education Limited.....	3
3.	Catholic Education Office - Diocese of Sale.....	3
4.	Child Protection and Safety .....	4
5.	Strategic Directions - <i>Inspiring Faith, Inspiring Learning</i> .....	4
6.	The Role of Principal .....	5
7.	Requirements for all Applicants .....	5
8.	Selection Criteria .....	5
9.	School Profile .....	6
10.	Map of Catholic Schools in the Diocese of Sale.....	7
11.	General Principles for Selection and Appointment.....	8
12.	Conditions of Employment.....	8
13.	Employment Collection Notice .....	8
14.	Application Procedures.....	10

## 1. Introduction

Thank you for your interest in this principalship position with the Diocese of Sale.

This Information Package is designed to support you to have an understanding of the requirements in applying for a principalship in the Diocese of Sale.

If you require further information, please contact Mr Dominic Ryan, Manager: Catholic Identity and Religious Education via email [dryan@ceosale.catholic.edu.au](mailto:dryan@ceosale.catholic.edu.au) or phone 5622 6621.

## 2. Diocese of Sale Catholic Education Limited

Diocese of Sale Catholic Education Limited (DOSCEL) was established under the direction of Bishop Patrick O'Regan, the sole member of DOSCEL.

The Company is a company limited by guarantee, and is a not-for-profit, non-political entity established and located in Australia for the purpose of carrying on and promoting the charitable activities of the Diocese of Sale in connection with education and in particular:

- (a) to support and advance Catholic education;
- (b) to govern and manage the operation of the Catholic primary schools and secondary schools within the Diocese of Sale; and
- (c) to provide support, services and leadership to those schools, operating as part of the mission of the Catholic Church in conformity with canon law (the Principal Purpose).

## 3. Catholic Education Office - Diocese of Sale

Catholic education in the Diocese of Sale is a vital expression of the mission of the Church and is owned and operated by DOSCEL. The Diocese covers thirty-seven primary and seven secondary schools from Cranbourne and Narre Warren in the west of the Diocese, to Wonthaggi in the south and Orbost in the east. There is extraordinary diversity in our Diocese. Our schools range from very large city schools to small rural schools.

Catholic education within the Diocese of Sale is centred on a vision for our students that sees them as engaged and successful learners who achieve their personal best and who progressively come to know, value and draw on the life-giving traditions and spirituality of the Catholic faith. The strategic direction of our Diocese places a strong emphasis on building and strengthening each school's capacity to achieve high quality learning outcomes for students and on enhancing the school's Catholic identity.

Through the partnership of schools with families, parishes, the Catholic Education Office, Diocese of Sale (CEOSale) and religious institutes, our schools play a leading role in nurturing the faith of children and youth and developing their intellectual, physical, emotional and social knowledge, skills and attributes. These are endeavours that enable individuals and communities to build their future and meet life's challenges with hope.

## 4. Child Protection and Safety

DOSCEL is committed to compliance with all relevant child protection and safety legislation including: *Grooming Offence, Failure to Disclose, Failure to Protect, Ministerial Order 870, Working with Children Act 2005, Child Wellbeing and Safety Act 2005*; and the *Children Legislation Amendment (Reportable Conduct) Act 2017*.

An embedded culturally driven approach to child protection and safety in all schools means that protecting children from abuse is evident in the everyday thinking and practice of leaders, staff and volunteers.

Schools are child safe environments. Our schools actively promote the safety and wellbeing of all students. All school staff are committed to protecting students from abuse or harm in the school environment, in accordance with their legal obligations and the Child Safe Standards. All schools have a Child Protection and Safety Policy and a Code of Conduct.

## 5. Strategic Directions - *Inspiring Faith, Inspiring Learning*

*Inspiring Faith, Inspiring Learning* sets out the strategic priorities and directions for Catholic education in the Diocese of Sale from 2016 - 2020. It provides a framework and direction for the improvement objectives, strategic planning, cyclic review processes and reporting measures of each school in the Diocese. The plan outlines the service provision and planning processes of CEOSale and serves as a measure of accountability to the Bishop of Sale, sector authorities and governments for the educational quality and outcomes of Catholic schools in the Diocese.

### The Key Areas

#### Key Area 1

##### Enlivening Faith Education and Catholic Identity

Bringing every student to a knowledge and love of God as revealed in Jesus Christ and mediated to us through an evangelising Catholic Church

#### Key Area 2

##### Focus on Improvement

Providing high quality Catholic education through school improvement processes, leadership development, expert teaching and learning.

#### Key Area 3

##### Effective and Supportive Governance

Creating effective authorising environments and partnership collaborations, to provide the foundation for optimal education outcomes for Catholic education in the Diocese of Sale.

## Key Area 4

### High Quality System Support and Service Delivery

Ensuring a quality and targeted service delivery model to meet the needs of schools in the Diocese of Sale.

The complete document *Inspiring Faith, Inspiring Learning*, Strategic Directions 2016 – 2020 is available to view and/or download at the following link:

[\*Inspiring Faith, Inspiring Learning Strategic Directions 2016 -2020.\*](#)

## 6. The Role of Principal

The role of the principal is to lead and manage the planning, delivery, evaluation and improvement of the education of all students in the community. This is achieved through enacting the strategic directions of DOSCEL and the strategic deployment of resources, which reflect the following key priorities:

- Enlivening faith education and Catholic identity
- Improved learning outcomes for all students
- Strengthening and development of expert teacher practice, leadership formation and capacity building
- Ongoing commitment to effective and supportive governance.

## 7. Requirements for all Applicants

- Accreditation to Teach Religious Education in a Catholic school, or exemption from the requirement of Accreditation
- Full registration with the Victorian Institute of Teaching
- Academic qualifications beyond initial teacher training - Master's degree or five-year equivalent.

## 8. Selection Criteria

### *Catholic Identity and Religious Education*

- Demonstrated capacity to articulate and promote a deep understanding of Catholic identity within Catholic education and the place of a rich Religious Education curriculum to promote and support this identity.

### *Vision and values*

- Demonstrated capacity to articulate a compelling vision, aligned with system priorities and communicate expectations for effective performance of a school.

### *Leading learning and teaching*

- Demonstrated capacity as an instructional leader, including an ability to embed a culture of high expectation of student learning and build expert teacher practice which is evidence based and high impact.

### *Leading improvement, innovation and change*

- Demonstrated capacity for strategic leadership focussing on leadership for innovation and change, and an ability to design and implement high leverage improvement plans.

### *Leading the management of the school*

- Demonstrated capacity to ensure that the school's human, physical and financial resources are efficiently allocated and managed, including ongoing compliance with the Child Safe Standards and the Victorian Registration and Qualification Authority.

### *Engagement*

- Demonstrated capacity to develop positive relationships with students; parents and families; the local parish and wider community; and participate and contribute to DOSCEL activities.

### *Community*

- Demonstrated capacity to develop high aspirations and expectations through fostering community relationships and leading an innovative school program which maximises the opportunity for all students.

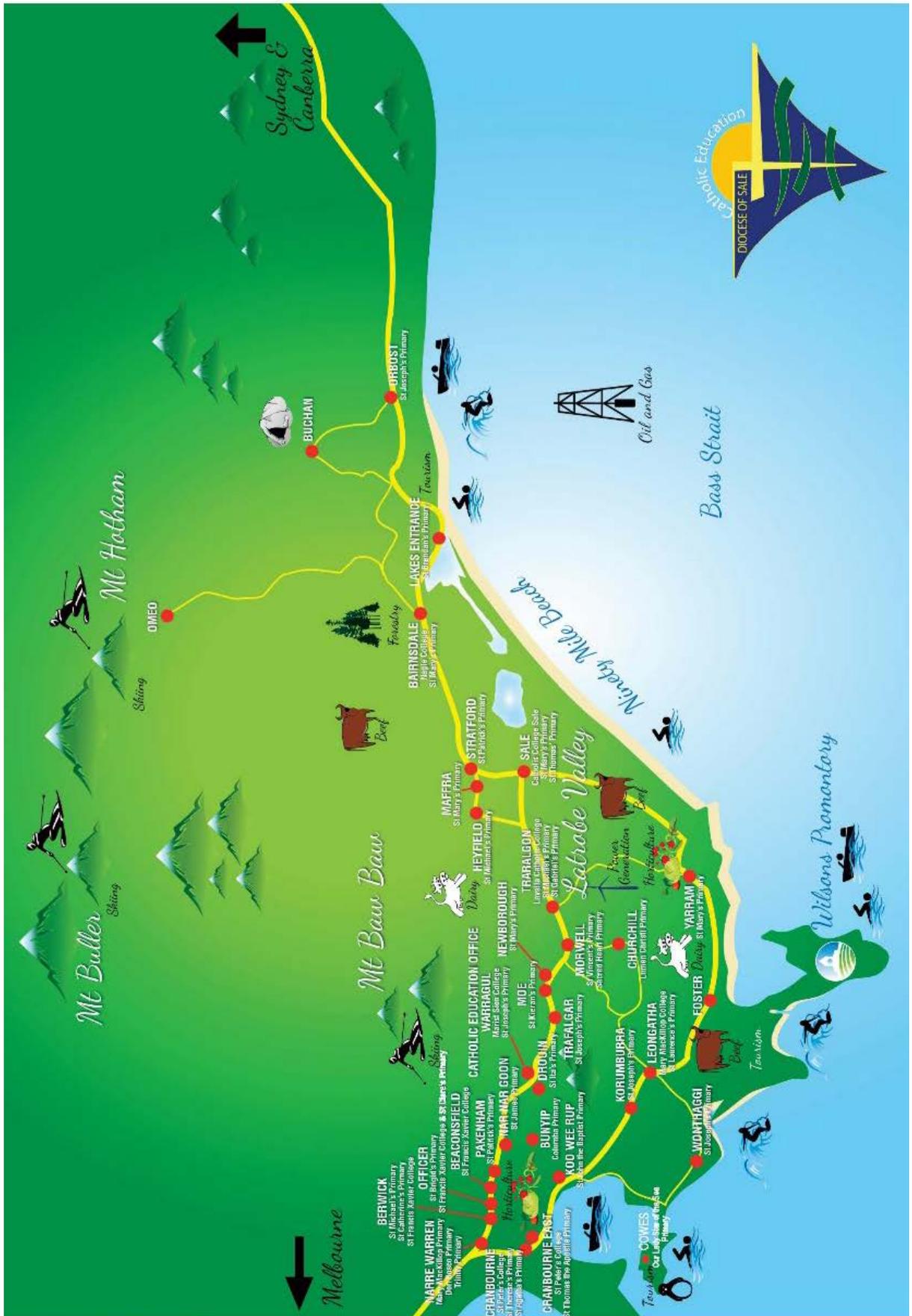
## 9. School Profile

Mary MacKillop Primary School opened in 1995, the same year Blessed Mary MacKillop was beatified. Mary MacKillop Primary School is inspired by the charisms of St Mary of the Cross MacKillop, Australia's first Saint and co-founder of the Sisters of St Joseph.

Mary MacKillop Primary School is committed to:

- a recontextualised understanding of our church where the children and their families are able to recognise, and be present to, our Catholic faith teachings and traditions within the context of a contemporary society.
- building the capacity of all teachers as expert teachers who can engage all students in meaningful, evidence based learning tasks for improved student performance.
- the adjustment of learning enabling children to experience academic, spiritual and social growth based on an individual's skills, capacity and stage of development.
- building a collaborative culture which challenges teacher practice within a student centered environment.

# 10. Map of Catholic Schools in the Diocese of Sale



# 11. General Principles for Selection and Appointment

## Suitability and Eligibility

Before completing the application documentation, ensure you are able to satisfy the requirements of the position as outlined under Selection Criteria.

## Process for Selection

Each applicant must be assessed on the degree to which the published criteria are met with a view to identifying the best candidate for the advertised position. This assessment must be based on evidence. This evidence is identified in each candidate's letter of application, curriculum vitae, written references and through communication with referees. It must be characterised by fairness and objectivity and give due attention to legal requirements.

The Manager: Leadership and Professional Culture will conduct reference checks and seek the Bishop's provisional ratification through the Chief Executive Officer of DOSCEL.

The Chief Executive Officer will forward to the Bishop, a schedule of shortlisted applicants for provisional ratification. This provisional ratification must be received by the Chief Executive Officer prior to any applicant being invited for interview.

# 12. Conditions of Employment

A Catholic Primary School Principal Principalship is a fixed term position as outlined in the [Victorian Catholic Education Multi Enterprise Agreement 2013](#). The salary levels are set out in the [2017 Memorandum of Understanding](#).

Each principal appointment requires the ratification of the Bishop as well as a signed contract. This contract, prepared by the Chief Executive Officer on behalf of DOSCEL, sets out the entitlements and responsibilities of the principal.

# 13. Employment Collection Notice

In applying for this position you will be providing the selection panel and DOSCEL with personal information.

1. If you provide to DOSCEL personal information, for example, your name and address or information contained on your resume, the information will be collected in order to assess your application. If the personal information requested on the application form is not provided, DOSCEL will not be able to consider your application.
2. 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.
3. In applying for this position you agree that DOSCEL may store all the information about you until the end of the current year.

4. You may seek access to your personal information that is held about you if you are unsuccessful for the position. However, there will be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others.
5. DOSCEL will not disclose information about you to a third party without your consent.
6. If you provide DOSCEL with the personal information of others, you will be encouraged to inform them that you are disclosing that information to DOSCEL and why; that they can access that information if they wish; that DOSCEL does not usually disclose the information to third parties and that we may store their information until the end of the current year.
7. Please click the following link to view the [Privacy Policy](#).

## 14. Application Procedures

The selection and appointment of principals are conducted according to the following process:

- Your application will be acknowledged as soon as it is received.
- You will be informed of the progress of your application after short-listing.
- DOSCEL will conduct interviews.
- The appointment will be made to the suitable applicant.

An application for the position of Principal in the Diocese of Sale must include:

- Cover letter
- Application form
- An evidence-based statement addressing the selection criteria
- Resume
- Evidence of your qualifications (and for experience gained outside Catholic Education in Victoria, copies of relevant records of employment).
- Forward a copy of the *Confidential Reference Form* or the *Confidential Reference Check for Parish Priest of Worshipping Parish* to your three nominated referees, one of whom must be the Parish Priest of your worshipping community.
- Advise them to complete the form and forward it by mail or email to the address below by the nominated date.
- Do not bind your application; it should be left loose for ease of copying.
- If selected for an interview you will be contacted first by telephone with a letter or email to follow.
- All documents that you provide to this Office in support of your application, including any notations or references, have been stored in our confidential records in accordance with the Privacy Act 1988 (Cth) and will not be disclosed to any person other than as required, permitted or authorised by law.
- Applications must be received via email or mail, by close of business  
**Wednesday 25 July 2018.**

Applications should be addressed to:

**Ms Maria Kirkwood**  
**Director of Catholic Education – Diocese of Sale**  
**Chief Executive Officer – Diocese of Sale Catholic Education Limited**  
**PO Box 322**  
**WARRAGUL VIC 3820**

**Attention: Mr Dominic Ryan**

**Email: [director@ceosale.catholic.edu.au](mailto:director@ceosale.catholic.edu.au)**

Enquires may be directed to Mr Dominic Ryan, Manager: Catholic Identity and Religious Education via email [rwans@ceosale.catholic.edu.au](mailto:rwans@ceosale.catholic.edu.au) or phone 5622 6621.