



DIOCESE OF WOLLONGONG

CATHOLIC EDUCATION OFFICE

Catholic Church Offices
86-88 Market Street
Wollongong NSW 2500
(LMB 8802 Wollongong 2500)
Phone: +61 2 4253 0800
Fax: +61 2 4253 0808
www.ceo.woll.catholic.edu.au
info@ceowoll.catholic.edu.au
ABN 67 786 923 621

Dear Applicant,

Thank you for your enquiry regarding the position of Assistant Principal.

Attached are the following:

- an Application for a Promotion Position for you to complete
- confidential report forms to be completed by your Parish Priest, current Principal/Employer, Head of Cluster/Area Administrator/Supervisor and other nominated referee together with accompanying letter. Please make sufficient copies to distribute to your referees.
- criteria for Assistant Principal selection for Catholic Systemic Schools

For an overview of the school please check the school's website by following the links from the Catholic Education Office homepage.

Your application form and written response to the criteria must be returned to this office on or before the closing date for applications. The Referee Reports should also be returned by the closing date.

It is important to speak to each person who will be completing a report assuring them of the confidential nature of this report. As you are aware the report will be used to contribute significantly to the appointment process. It is necessary to inform them of the time frame for returning reports.

Thank you for your assistance in this matter. I wish you well in your application for this important leadership position.

Yours sincerely,

Jane Comensoli
Head of Employee Services

JC/mc

Application for a Promotion Position

Position Sought: _____

Personal Details

Name: _____

Date of Commencement in the Diocese: _____

Home Address: _____

Contact Details

Home Phone Number: _____

Mobile Phone Number: _____

E-mail: _____

Individual Qualifications and Experience Record

Date Commenced and Length of Time in Role	Location	Position Title and Responsibilities or Development Activity (eg working on Diocesan Committee for EEO) Description of Experience Obtained or Initiatives taken Within the Role

Personal and Professional Development

Development Action Taken in the Last Five Years	Describe How These Were Related to Your Development Needs and Interests

Key Achievements:

What would you consider to have been your key achievements in the last five years? You may have achievements outside of the work environment that you wish to note.

Strengths:

What is it that your Colleagues and Referees are likely to say are your strengths?

Development Needs

What is it that your Colleagues and Referees are likely to say are your development needs?

Completing this Application

To Complete this Application enclose a copy of your Curriculum Vitae and ensure that all referee reports are completed and returned.

Declaration

I have discussed this application with my Principal or with my Head of Cluster(as applicable).

Signature of Applicant _____ **Date** _____

**Confidential Report From
Parish Priest**

For members of Interview Panel only

FOR ASSISTANT PRINCIPAL POSITION

Name of Applicant:

School Applied for:

1.0 BACKGROUND INFORMATION

1.1 Name of Parish Priest:

Parish:

Address:

Phone Number:

(If further information is required)

1.2 For how many years have you known the applicant?

2.0 PLEASE COMPLETE THE FOLLOWING

2.1 Applicant's commitment to Catholic faith and its practice

2.2 Applicant's participation in the parish

2.3 Are you aware of any obstacles that would prevent the applicant being appointed as a Catholic School Assistant Principal in the Diocese of Wollongong?

2.4 Any other comment

Signature: _____

Date: _____

Please return this form to:

*Mrs Jane Comensoli
Head of Employee Services
Catholic Education Office
LMB 8802
WOLLONGONG 2500*

*Phone 02 4253 0800
Fax 02 4253 0956*



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Re: Selection of Assistant Principal

Assessment of Applicant

Dear Father,

I am writing to offer some guidelines in the completion of this significant task. In completing the attached form, you would be writing from the perspective of someone who knows the applicant and can give an objective assessment of his/her strengths and limitations.

The role of the referee is not an advocacy role, but rather the role of one representing the employer. This requires an objective presentation of your views about the applicant's ability to be effective in the position applied for.

I would ask that the pro-forma be returned to me as soon as possible.

Thank you for your attention to this matter. It is an important task because it provides input into the process of placing people into significant positions in the Diocese.

Yours sincerely,

Jane Comensoli
Head of Employee Services

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Confidential Report for the Position of

ASSISTANT PRINCIPAL

INFORMATION TO REFEREES

The referee report provides the nominated referee an opportunity to make relevant and confidential comments on the applicant in accordance with the criteria set for the position and the questions asked in the report.

The information in the report will be treated confidentially and used by the selection panel as one of the resources available to select the most appropriate applicant for the position. If a report is not received for the applicant, it may jeopardise the applicant's chance of being selected.

This referee report is available only to be used by the selection panel, and will not be transferred to any person/body without your consent.

The referee report will be destroyed appropriately within twelve months of the appointment.

We advise you to discuss your report with the applicant if there are serious concerns contained in your report.

Confidential Report From

- Head Of Cluster / Area Administrator / Supervisor
- Current Principal / Employer
- Nominated Referee

(Three referees required – 1 from each of the above)

For members of Interview Panel only

FOR ASSISTANT PRINCIPAL POSITION

Name of Applicant:

School Applied for:

1.0 BACKGROUND INFORMATION

1.1 In what capacity do you know the applicant?

1.2 For how many years have you known the applicant in a professional capacity?

1.3 Your name:

Your position:

Phone number:

(If further information is required)

2.0 SELECTION CRITERIA

2.1 The following statements have been taken from the Criteria for Assistant Principal Selection for Catholic systemic schools in the Wollongong Diocese. Please tick the appropriate box in relation to how the applicant meets each criterion statement.

Key: 1 - Outstanding
 2 - Strong
 3 - Satisfactory
 4 - Some Concern
 5 - Serious Concern
 U - Unable to comment

Religious Leader	1	2	3	4	5	U
Commitment to the Church's mission demonstrated by (a) regular worship (b) integration of faith in daily living						
Ability to articulate a personal vision of the spiritual dimension of the school						
A sound understanding of Church tradition, teaching and culture						
Knowledge of current trends in Religious Education curriculum						
Experience in contributing to the development of a faith community of adults and students						
Commitment to the integration and transmission of gospel values through the curriculum						

Further Comment (optional).....

Educational Leader	1	2	3	4	5	U
Evidence of effective classroom teaching						
Leadership in curriculum development and implementation						
Evidence of a commitment to ongoing professional development						
Understanding of trends and issues in curriculum and the requirements of relevant educational authorities						
Ability to articulate a philosophy of education for Catholic Schools						

Further Comment (optional).....

.....

.....

Community Leader	1	2	3	4	5	U
Ability to establish positive relations with staff						
Demonstrated commitment to the appropriate skills for a collaborative style of leadership						
Demonstrated commitment to a co-operative relationship between parish and school						
Ability to establish professional relationships with pastors, parents and members of the wider community						
Ability to establish and develop effective care of students and staff						
Demonstrated commitment to parent involvement in the life of the school						

Further comment (optional)

.....

.....

Administrative Leader	1	2	3	4	5	U
Demonstrated skills in organisation, communication, time management, delegation and supervision						
Capacity to manage (a) financial resources (b) plant and equipment						
Experience in policy development and implementation						

Further comment (optional)

.....

.....

2.2 General comments on the criteria listed above (optional)

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.....

3.0 Please provide further comments on:

3.1 Professional judgement

.....
.....
.....

3.2 Ability to cope with stress

.....
.....

4.0 On what grounds would you recommend/not recommend the applicant for this position?

.....
.....
.....

Signature: _____

Date: _____

Please return this form to:

*Mrs Jane Comensoli
Head of Employee Services
Catholic Education Office
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*'Phone 02 4253 0800
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Yours sincerely,

Jane Comensoli
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We advise you to discuss your report with the applicant if there are serious concerns contained in your report.

Criteria for Assistant Principal Selection for Catholic Systemic Schools

INTRODUCTION

The Assistant Principal is appointed to the leadership team of a Catholic school. In particular, the Assistant Principal exercises a unique professional relationship of support to the leadership of the Principal. This support is best characterised by appropriate initiative, discernment and challenge.

The Assistant Principal works with the Principal in the four key areas

- Religious leadership
- Educational leadership
- Community leadership
- Administrative leadership

and contributes to a leadership which shapes and implements the school's vision in a way which reflects the Catholic character of the school.

ESSENTIAL CRITERIA

The essential criteria for this position are:

Religious Leader

- 1.1 Commitment within the Catholic tradition to the Church's mission, demonstrated by regular worship and integration of faith in daily living;
- 1.2 Ability to articulate a personal vision of the spiritual dimension of the school;
- 1.3 Sound understanding of Church tradition, teaching and culture;
- 1.4 Experience in contributing to the development of a faith community;
- 1.5 Commitment to the integration and transmission of Gospel values through the curriculum.

Educational Leader

- 2.1 An ability to articulate a philosophy of education for Catholic Schools;
- 2.2 Evidence of highly effective classroom teaching;
- 2.3 A minimum of four years professional qualification in education;

- 2.4 Evidence of a commitment to ongoing professional development;
- 2.5 Experience in the teaching of Religious Education and knowledge of current trends in Religious Education curriculum;
- 2.6 Significant teaching experience in Catholic education;
- 2.7 Evidence of a range of teaching experiences across schools and age groupings;
- 2.8 Evidence of leadership experience at coordinator, or equivalent level, in education;
- 2.9 Understanding of trends and issues in curriculum and the requirements of relevant educational authorities;
- 2.10 Evidence of leadership in curriculum development and implementation;
- 2.11 Able to demonstrate an understanding of the impact of Learning Technologies in schools.

Community Leader

- 3.1 Demonstrated commitment to and appropriate skills for a collaborative style of leadership;
- 3.2 Demonstrated commitment to a cooperative relationship between parish and school;
- 3.3 A demonstrated ability to establish positive relations with staff;
- 3.4 Ability to establish professional relationships with pastors, parents and members of the wider community;
- 3.5 Ability to establish and develop effective care of students and staff;
- 3.6 Demonstrated commitment to parent involvement in the life of the school.

Administrative Leader

- 4.1 Demonstrated skills in organisation, communication, time management, delegation, supervision and computer literacy;
- 4.2 Experience in policy development and implementation;
- 4.3 Willingness to work within and contribute to the Wollongong Diocesan school system.