

## 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)<br>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 Form

Parish Priest

For members of Interview Panel only

**FOR COORDINATOR 1, 2 & 3 POSITIONS**

Name of Applicant:

School Applied for:

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**1.0 PRIEST'S BACKGROUND INFORMATION**

**1.1 Name of Parish Priest:** \_\_\_\_\_

**Parish:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Phone Number:** *(If further information is required)* \_\_\_\_\_

**1.2 How long have you known the applicant?**

Less than 12 months     1 – 2 yrs     5 years+

**1.3 How well do you know the applicant?**

Very well     By sight     Unknown to me

**1.4 Is the applicant a regular attendee at mass?**

Always     Occasional     Rarely attends

**1.5 Does the applicant participate in any of the following?**

Lector     Music     Pastoral council     Parish financial giving

Other \_\_\_\_\_

**2.0 PLEASE COMPLETE THE FOLLOWING**

**2.1 Applicant's commitment to the practice of the Catholic faith**

**2.2 Are you aware of any obstacles that would prevent the applicant being appointed as a Coordinator 1, 2 or 3 in the Diocese of Wollongong?**

Yes

No

**Comment:**

**2.3 Any comment regarding the professional development of the applicant**

**2.4 Do you have any comment regarding the applicant's involvement in parish life?**

**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*



**Re: Selection of Coordinator 1, 2 or 3**

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,

A handwritten signature in blue ink that reads 'Jane Comensoli'.

Jane Comensoli  
**Head of Employee Services**

Confidential Report for the Position of

## **COORDINATOR 1, 2 & 3**

### **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 COORDINATOR 1, 2 & 3 POSITIONS**

**Name of Applicant:**

**School Applied for:**

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**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 Coordinator 1, 2 & 3 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

| <b>Religious Leader</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>U</b> |
|---|----------|----------|----------|----------|----------|----------|
| Commitment to the Church's mission demonstrated by<br>(a) regular worship<br>(b) integration of faith in daily living |          |          |          |          |          |          |
| Commitment to and ability to articulate the goals of Catholic Education within the mission of the Church              |          |          |          |          |          |          |
| Ability to articulate a personal vision of the spiritual dimension of the school                                      |          |          |          |          |          |          |
| A sound understanding of Church tradition, teaching and culture   |          |          |          |          |          |          |
| 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                                |          |          |          |          |          |          |
| Have a Religious Education Qualification or be currently undertaking such study.                                      |          |          |          |          |          |          |

Further Comment (optional).....  
 .....  
 .....

| <b>Educational Leader</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>U</b> |
|--|----------|----------|----------|----------|----------|----------|
| Ability to articulate and implement a philosophy of Catholic Education   |          |          |          |          |          |          |
| Knowledge of current trends in education and experience in curriculum development and evaluation                                       |          |          |          |          |          |          |
| Credibility as an effective classroom teacher  |          |          |          |          |          |          |
| Familiarity with curriculum documents and an understanding of Diocesan and Board of Studies requirements                               |          |          |          |          |          |          |
| Experience in teaching a range of age groupings  |          |          |          |          |          |          |
| Be trained teachers with extensive classroom experience and be on a minimum of step 9 on the teachers scale (Coordinator 2 and 3 only) |          |          |          |          |          |          |
| Ability to coach and mentor teaching staff   |          |          |          |          |          |          |
| Commitment to ongoing professional development   |          |          |          |          |          |          |
| Ability to motivate and develop others in educational practice   |          |          |          |          |          |          |
| Demonstrate an understanding of the impact of learning technologies in schools   |          |          |          |          |          |          |

Further Comment (optional).....

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| <b>Community Leader</b>  | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>U</b> |
|--|----------|----------|----------|----------|----------|----------|
| Demonstrated commitment to a collaborative leadership style  |          |          |          |          |          |          |
| Ability to develop and maintain school-parish links and school-family links in relation to Religious Education |          |          |          |          |          |          |
| Demonstrated effective interpersonal skills  |          |          |          |          |          |          |
| Demonstrated potential to exercise a leadership role within the school community                               |          |          |          |          |          |          |
| Ability to establish and develop effective care of students and staff  |          |          |          |          |          |          |

Further comment (optional).....

.....

.....

| <b>Administrative Leader</b>   | <b>1</b> | <b>2</b> | <b>3</b> | <b>4</b> | <b>5</b> | <b>U</b> |
|--|----------|----------|----------|----------|----------|----------|
| Demonstrated skills in<br>(a) organisation<br>(b) communication<br>(c) time management<br>(d) delegation<br>(e) supervision<br>(f) computer literacy |          |          |          |          |          |          |
| Ability to maintain relevant and efficient records relating to educational programs  |          |          |          |          |          |          |
| Capacity to work effectively as a member of the school leadership team   |          |          |          |          |          |          |
| Demonstrated willingness to work within and contribute to the Wollongong Diocesan school system  |          |          |          |          |          |          |

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:**

*The Principal*



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](http://www.ceo.woll.catholic.edu.au)  
[info@ceowoll.catholic.edu.au](mailto:info@ceowoll.catholic.edu.au)  
ABN 67 786 923 621

**Re: Selection of Coordinator 1, 2 or 3**

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Yours sincerely,

The Principal



Confidential Report for the Position of

## COORDINATOR 1, 2 & 3

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## **Criteria for Coordinator 2 & 3 Selection for Catholic Systemic Schools**

A **Coordinator 2 and 3** has responsibilities for:

- The supervision and support of teachers, and the coordination of programs of work in an area of the curriculum, and/or,
- The supervision and support of staff, and the coordination of pastoral care or other programs, and/or,
- Any other duties determined by the principal.

Applicants should be able to demonstrate that they meet the following criteria.

Applicants should:

- have a sound understanding of and commitment to the Church's Mission in Catholic Education, and preferably be a practicing Catholic;
- have a clear vision of and demonstrate involvement in Religious Education;
- have a Religious Education qualification to the equivalent of the NSW Religious Education Certificate Course (or be currently undertaking such study). This criteria is essential;
- be trained teachers with extensive classroom experience and be on minimum Step 9;
- have a knowledge of recent educational developments ;
- be able to take on the role of coach and mentor to teaching staff for the purpose of improving professional standards;
- have computer skills, and an understanding and of the place of Information Technology in the curriculum.

Applicants are asked to:

- submit the appropriate Application Form with their application. For internal applicants this is the "Application for a Promotion Position". For external applicants this is the "Application for a Teaching Position".
- address the criteria listed above in writing, preferably in point form; and,
- provide with the application, the details of three referees, one of whom must be a Parish Priest.

Appointments to Coordinator positions are made on the basis of eligibility, merit and suitability.

Persons who have submitted an application for a Coordinator 2 or 3 position at the same school during the year need not submit another application, but notify the school in writing that they wish to be considered for the position. However, these applicants should feel free to update their application if they so desire.

Applications should be addressed to the Principal and be submitted by the closing date. Application Forms are available from the School Office.