

Leadership in Catholic schools is the shared responsibility of the Executive Team which usually consists of the Principal, the Assistant Principal and the Religious Education Coordinator.

The Assistant Principal, in addition to teaching duties and substituting for the Principal in his/her absence, exercises:

- Religious Leadership in developing the Catholic life of the school
- Educational Leadership in developing a culture, policies, pedagogy and practices that enhance outcomes for students and the development of the school as a learning community
- Human Resources Leadership in the management of employment and workplace related processes
- Strategic Leadership in the development, implementation and evaluation of the school's Strategic Management, and Annual Plans
- Organisational Leadership to ensure the effective and efficient administration of the school
- Leadership in the spirit of the Gospel in the development of relationships and community

These responsibilities require people with special qualities and skills. How do we find such people?

THE SELECTION PROCESS

The CEO, Sydney has developed a rigorous selection process, which normally includes participation by the local community, to ensure that the best people are chosen to be Assistant Principals in Catholic Schools.

Advertising

Vacancies are generally advertised in the public media, the 'Catholic Weekly', various CEO intranet and internet sites and through notices sent to schools.

Application

Applicants submit an application which includes the names of four referees, one of whom must be the Parish Priest of the parish where they regularly worship.

General Short-listing

Applications are initially assessed by a General Short-listing Panel to ensure that the Essential Criteria have been met.

Short-listing

A short-list of applicants, based on the published criteria, is drawn up prior to interview.

Interview Panel

The interview panel normally includes the Regional Director (Chairperson), Regional Consultant, Principal, Parish Priest, a parent, and a member of the Human Resources Team.

Interviews

Interviews are usually held at the Regional Catholic Education Office. After interviews, recommendations are made to the Executive Director of Catholic Schools.

Decision

Having received the advice of the panel members, the Executive Director of Schools may decide to appoint the recommended applicant; to seek further information about an applicant; or to re-advertise the position.

Announcement

The appointment of an Assistant Principal is announced to the school community by the Principal.

THE PARENT REPRESENTATIVE

The parent panel member is usually a significant parent member of the local school community.

The person selected as parent representative must meet the following criteria:

- he/she has one or more children in a Catholic school
- he/she is involved in the life of the school
- he/she has no connection with any applicant
- he/she identifies with the mission of the Church in Catholic schools
- he/she has the time to view the video and attend the panel briefing and selection interviews
- he/she is a person of discretion and confidentiality
- he/she has the ability to participate in and make a meaningful contribution to the process.

CONTRACTS

Assistant Principals in Archdiocesan Catholic schools are appointed initially for a two-year period, followed by a three-year appointment. They are responsible to the Executive Director of Catholic Schools through their Principals.

ESSENTIAL CRITERIA FOR SELECTION

Qualifications and Experience

- A Catholic with an appreciation of and active commitment to Catholic life and practice.
- Four year trained classification with, in general, at least eight (8) years experience in teaching.
- At least four (4) years' experience in teaching in a Catholic school.
- Experience and accreditation to teach Religious Education in the Archdiocese of Sydney
- Significant experience at coordinator level in roles that encompass Curriculum, Religious Education, Pastoral Care and/or Administration.
- Capacity to act/deputise in the Principal's absence.
- Evidence of relevant and recent formal study/in-service/work-based development related to at least one of Religious Education, Theology, Leadership and Curriculum

Briefing Video/DVD

The parent representative is supported in the interview process by a video/DVD and guidelines outlining the process. In addition the panel is briefed immediately prior to interviews.

Religious Leadership*

- An understanding of the Scriptural and Theological foundations of and commitment to the evangelising mission of the Church.
- A demonstrated capacity to articulate the purpose of the Catholic school and to give leadership to its Catholic life and culture.

Leadership for Learning*

- A high standard of competency and proficiency as a classroom teacher and experience in teaching across the Stages.
- A capacity to lead school improvement processes and enhance pedagogy within a professional learning community.
- Ability to facilitate the planning, implementation and evaluation of curriculum policies and practices at whole school level that ensure learning outcomes for students.
- Proven ability to work positively with students and their parents and teachers on behaviour management issues.

Human Resources Leadership*

- Demonstrated ability to develop staff at individual and whole school level and to build leadership capacity of staff.
- Capacity to promote and support an ethical and professional workplace.
- Demonstrated ability to mentor and manage staff at all levels.

Strategic Leadership*

- Capacity to lead all aspects of the implementation of the school's Strategic Management Plan.
- Capacity to develop and lead in a culture of review and continuous school improvement.

Organisational Leadership*

- Highly developed management skills at whole school level.
- Capacity to work within an information, communications and technology environment

Personal Dimensions of Leadership*

- Demonstrated interpersonal and group process skills including negotiation and conflict resolution.
- Proven capacity to build relationships with all groups in the school community.
- Demonstrated ability to work cooperatively as an effective team member.
- Proven capacity for continued development as a leader.

INVITATION OR SECONDMENT

In order to serve the best interests of a school or the system, the Executive Director of Catholic Schools may, in specific circumstances, appoint an Assistant Principal by invitation or secondment.

For specific schools, **additional desirable criteria** may be developed by the Principal in consultation with the Regional Director (or nominee) and applied at the time of short-listing.

The CEO, Sydney will continue to support parish and regional schools in their endeavours to provide the best possible education for the children in our schools.

Further information may be obtained from the Principal, the school's Regional Consultant, or the Human Resources Team at the CEO, Leichhardt.



Dr Dan White
EXECUTIVE DIRECTOR OF CATHOLIC SCHOOLS

* *Please refer to the Catholic Schools' Leadership Framework (2001)*

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The Selection of Assistant Principals for Catholic Schools in the Archdiocese of Sydney



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