
**The Selection
of
Principals**

**for Catholic Schools
in the Archdiocese
of Sydney**



Catholic Education Office, Sydney

**Sydney Catholic Schools
“Towards 2010”
Strategic Leadership and
Management Plan**

Our Mission

- Celebrating being Catholic in Australia
- Ensuring quality teaching and learning
- Making a difference in our world

Our Students

Our students are the Australians of today and tomorrow. It is their education in the Catholic Faith, and in values, understanding, and knowledge and skills for living, which provide the focus for Catholic Schools.

OUR SCHOOLS LEADERS

Catholic Schools, in the context of our stated Vision and Mission, require leaders who are visionary, faith-filled and skilled in the areas of leadership, education and management.

Such leaders are required to possess specific attributes and are fundamental to the success of our Catholic schools.

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 as Principals in Catholic Schools.

Advertising

Vacancies are generally advertised in the “Sydney Morning Herald”, the “Catholic Weekly” 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.

Short-listing

Applications are reviewed in the light of the published selection criteria, and a short-list is drawn up prior to interview.

Interview Panel

The interview panel normally includes a representative of the Executive Director of Catholic Schools (Chairperson), the Regional Director, the school’s Regional Consultant, Parish Priest, a Parent Representative, and a Principal from another school.

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 Catholic Schools decides either to appoint the recommended applicant (which is the normal course of action) or, in particular circumstances to seek further information about the applicant, or to re-advertise.

ESSENTIAL CRITERIA FOR SELECTION

Qualifications and Experience

- A Catholic with an appreciation of and active commitment to Catholic life and practice.
- Experienced and accredited in teaching Religious Education in the Archdiocese of Sydney.
- Evidence of ongoing development and integration of learning related to Religious Education, Theology, Scripture, Leadership and Curriculum.
- Demonstrated effectiveness in at least two significant leadership positions in Catholic schools/education offices. At least one of these positions will normally have been at the Assistant Principal (or multi-campus equivalent) in a Catholic school.
- A post-graduate qualification (Masters degree level) in Leadership, RE, Theology and/or Curriculum

Religious Leadership

- An evident and strong commitment to Catholic education and the evangelizing mission of the Church.
- An understanding of the Scriptural and Theological foundations of the Catholic school and demonstrated ability to articulate these in a variety of forums.
- The ability to give leadership to the Catholic life of the school, the Religious Education program, embedding these into the curriculum and all aspects of the school's life and culture.

Leadership for Learning

- An understanding of the broader educational agenda.
- Proven ability to lead learning and curriculum development and practice to ensure high achievement and enhanced learning outcomes for all students.

- The ability to coordinate and lead school improvement processes to meet student needs and ensure compliance.

Human Resources Leadership

- Demonstrated ability to build professional relationships, motivate staff, and ensure a positive workplace culture.
- Evidence of ability to lead the full range of employment and performance processes, to develop staff and to build leadership capacity of staff.

Strategic Leadership

- Evidence of ability to provide strategic direction and facilitate change processes for sustainable school improvement.

Organisational Leadership

- Demonstrated skills that contribute to sound management of an organisation.

Personal Dimensions of Leadership

- Higher order skills in productive negotiation and capacity to handle critical incidents.
- Evidence of skills and positive attitude to consult and work with stakeholders and the wider community.
- Demonstrated ability to build shared vision and unity of purpose in the school community.
- Proven commitment to and capacity for continued leadership development.

For specific schools, additional desirable criteria may be developed as a result of the Regional Director's/Regional Consultant's knowledge of the school's leadership needs and/or consultation with the school staff, and applied at the time of short-listing.

STAFF CONSULTATION

The School's Regional Consultant organises a Consultation meeting with staff members and provides this information to the panel.

THE PARENT REPRESENTATIVE

The executive of the school's constituted parent body will normally use the following criteria to nominate a parent representative for the interview panel:

- 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 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
- Is not a member of the school's Staff, nor a spouse of a member of Staff.

BRIEFING SESSIONS

Briefing sessions for Parent Representatives and Pastors on interview panels are held each year to ensure understanding of the Executive Director's responsibilities in filling vacancies, and to outline the procedures in the selection process.

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/Principal by invitation or secondment.

CONTRACTS

Principals in Archdiocesan Catholic Schools are initially appointed on a two-year and then a four-year contract. They are responsible to the Executive Director of Catholic Schools for the leadership and management of the school.

ANNOUNCEMENT

The appointment of a Principal is announced to the school community by the Executive Director of Catholic Schools through a statement sent to the school community.

For more detailed information on the selection of Principals, please refer to the booklet 'Catholic School Principals: Conditions of Appointment and Employment' (Blue Document) which is available from your local school or Regional Office.



Dr Dan White
EXECUTIVE DIRECTOR
OF CATHOLIC SCHOOLS

School Community Information Leaflet No.2
First Published October, 1993
Reprinted 1994, 1996, 1997, 1999, 2000, 2001
Revised Feb 2003, May 2006, Mar 2007, Jan 2008, April 2009

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