

APPLICATION FOR THE POSITION OF
VICE PRINCIPAL

DISCOVER
ASPIRE | **ACHIEVE**



MATER DEI
COLLEGE
FAITH WITH COURAGE



ROLE DESCRIPTION VICE PRINCIPAL

INTRODUCTION TO THE COLLEGE

Mater Dei College, Edgewater, is a Catholic Co-educational Secondary College established in 1993 to serve communities in the northern suburbs.

The College offers a supportive and enriching educational environment for students in Years 7-12, based on the pillars of Faith, Community, Service and Learning. As well as the traditional core areas, the College offers an extensive curriculum, particularly in performing and creative arts, sports, design and technology, languages and learning technologies.

Mater Dei College is well resourced with contemporary facilities to enhance the emerging trends in education and to facilitate effective learning. With a strong focus on pastoral care, at Mater Dei College we continue always to strive for a culture of personal excellence based upon high expectations.

Throughout its' near on 25-year history, Mater Dei College has enjoyed an excellent reputation for quality Catholic secondary education forged on strong pastoral care and individual attention given to its students.

At present Mater Dei College is experiencing an exciting period of change with a new Principal appointed at the commencement in July 2017 who has a particular focus on improved educational outcomes for the students.

LEADERSHIP AT THE COLLEGE

This new position will enhance the established Executive leadership structure within the College. The successful applicant will be an experienced, innovative and a passionate educational leader who works collaboratively with the Executive Leadership, staff and parents and the wider community, to establish the best possible educational outcomes for our students. They must do so within the context of the 21 Century learner, keeping in mind the vision of what it means to be a very good Catholic school to constantly seek improvement. They must also understand the implications for working within the broader framework and requirements of Catholic Education in Western Australia and the Mandate of our Bishops.

VICE PRINCIPAL

The Vice Principal should be an excellent communicator and able to facilitate a collaborative and positive working relationship with and between staff. They must also be able to lead proactively in enabling the shared vision and strategic direction of the College, in cooperation with the Principal and wider Executive.



GENERAL RESPONSIBILITIES

This position has a close working relationship with the College Principal in supporting and delivering the strategic goals and on-going school improvement in the core work of effective teaching and learning. The capacity to lead effectively, to innovate, to manage and to monitor the school improvement process, so as to develop a culture of effective teaching, are essential skills.

In addition to the senior leadership responsibilities and administrative tasks, the Vice Principal is required to maintain a minor teaching role with one Religious Education class.

SPECIFIC RESPONSIBILITIES AND DUTIES

The Vice Principal

- Oversee the implementation of Leading Lights.
- Lead 21 Century learning at the College in collaboration with the College Leadership Team.
- Lead best practice in relation to models of assessment and reporting and, oversee College policies and procedures in the area.
- Use data to develop measures for school improvement and to identify opportunities for improved achievement.
- Lead and oversee the process of monitoring student academic progress in direct consultation with the respective Deputy Principals and Heads of Learning.
- Liaise with and manage the legislated requirements with regard to National and State educational authorities concerning Curriculum, Assessment and Reporting.
- Ensure teachers are aware of, and actively engaging in the highest standards of professionalism in their teaching. This shall include awareness of the Western Australian Professional Standards for Teaching as defined by the Teachers Registration Board of WA (TRBWA) and the Australian Institute for Teaching and School Leadership (AITSL) standards for teachers.
- Exhibit creative timetabling skills for the construction and maintenance of the annual College Timetable in consultation with the Deputy Principals.
- Provide major curriculum and course selection advice and input into Parent Seminars or Information Evenings held for various year groups with the relevant Deputy Principal.
- In conjunction with the Principal approve staff accreditation needs and processes and applications for Accreditation.
- Oversee and coordinate the College Staff Appraisal system.
- Coordinate new Staff Induction and Mentoring processes.
- Coordinate and determine Practicum placements.
- Provide a specific leadership presence at various major College events as agreed through the planned College Calendar and in shared manner with other members of the Executive Leadership Team.
- Assist the Deputy Principals in regards to significant pastoral or curriculum concerns for students.
- Serve in the Principal's absence, as requested.
- Other agreed duties negotiated with the Principal.



SELECTION CRITERIA

To be eligible for this position, an applicant must:

- Maintain active membership of the Catholic Church and a lifestyle which gives witness to its teachings,
- Have a minimum of a four-year teaching qualification to degree standard or equivalent,
- Be able to demonstrate appropriate experience and interpersonal skills gained in prior leadership positions,
- Possess Catholic Education WA Accreditation for Leadership,
- Have a minimum of seven (7) years relevant experience working in education,
- Be free of any impediment to full acceptance by the Catholic Church.

Time-line for Selection

- Position advertised Friday, 28 July 2017
- Closing date for applications Wednesday, 16 August 2017
- Interviews The week commencing Monday, 28 August
- Start date January 2018



VICE PRINCIPAL
MATER DEI COLLEGE
Conditions of Employment and Tenure

Given the seniority of this position, it would be expected that the successful applicant will have significant previous leadership experience in a Deputy Principal or equivalent leadership role.

Responsibility	Position reports to the College Principal
Tenure	Initial contract period of three years. Following successful review, a first renewal period of four years will be provided, followed by a second renewal period of three years, again after successful review. The position will be re-advertised in the tenth year of contract.
Remuneration	Mater Dei College is a Category 6 school; however consideration will be given to experienced applicants transferring from higher category schools by negotiation with the College Principal.
Salary Packaging	A range of salary packaging options are available as per other Catholic school employees in WA.
Leave	The Vice Principal position will attract the same leave entitlements as other employees of Catholic Education in WA although there is a clear expectation, that in regard to annual leave, members of the Mater Dei College Executive must: <ul style="list-style-type: none">• be at school one week prior to the commencement of staff at the beginning of year and• in negotiation with the Principal, be in attendance one full day prior to the start of the other three terms.



Application for the position of **Vice Principal**

Applicants for the position of Vice Principal are asked to include the following information as part of their application:

1. A covering letter outlining your interest in the position
2. A statement addressing the Selection Criteria and General Responsibilities required for the position
3. The completed Application Form including the contact details of referees (one of which must be your current employer)

Confidential enquiries to the Principal, Mrs Annette Morey
Closing date for the return of this application is
Wednesday, 16 August 2017

Applications should be marked 'Confidential', submitted in hard copy or electronically and addressed to the Principal.

Email: Executive Secretary to Principal, Mrs Barbra Moyle
barbra.moyle@mdc.wa.edu.au
Post: The Principal
Mater Dei College
PO Box 10, Joondalup WA 6919

1. Please fill in ALL sections of this form even if you wish to attach a Curriculum Vitae.
2. The Principal reserves the right to seek information from others not listed here, unless specifically requested not to do so.
3. Current TRBWA, Working with Children and Accreditation for Leadership are an essential criteria for employment to the role.
4. If you provide us with the personal contact information of others for referee purposes please inform them that you are disclosing this information to the Principal of the College. The College will not disclose this personal information to any third party and will dispose of it at the conclusion of this process.



APPLICATION FORM: VICE PRINCIPAL

1. PERSONAL INFORMATION

CHRISTIAN NAMES: _____

SURNAME: _____

Home Address: _____

Mobile no: _____

Home Telephone no: _____

Email: _____

Date of Birth: _____

Country of Birth: _____ Nationality: _____

Business Address: _____

Name / address of school
at which currently
employed: _____

Address for communication
with respect to this
application _____

Telephone no: _____

Are you a practising member of the Catholic Church? _____

Parish: _____

Priest: _____



2. QUALIFICATIONS

2.1 TERTIARY EDUCATION QUALIFICATIONS

Years attended	Institution	Qualifications	Major area(s)/Study

2.2 Other qualifications (including Religious Education qualifications):

Years attended	Institution	Qualifications	Major area(s)/Study

2.2.1 Have you completed Accreditation to Teach Religious Education?

2.2.2 Have you completed Accreditation to Leadership? _____

Date of completion _____



4. LEADERSHIP EXPERIENCE

Provide details of the leadership role and responsibilities and length of time in the position.

School	Position	Year start

Summarise or list the specific leadership and administrative skills and experience gained working in these roles



5. REFEREES

Names and addresses of persons who have consented to act as referees.
The Principal reserves the right to speak to persons not nominated by the applicant in regard to professional background.

5.1 Parish Priest
Name: _____
Parish: _____
Address: _____
Telephone: _____
Mobile: _____
Parish: _____

5.2 Professional Referee
(with whom you are currently working)
Name: _____
Position: _____
School: _____
Telephone: _____
Mobile: _____
Business: _____

5.3 Professional Referee
Name: _____
Position: _____
School: _____
Telephone: _____
Mobile: _____
Business: _____

5.4 Current Employer
Name: _____
Position: _____
School: _____
Telephone: _____
Mobile: _____
Business: _____

If you do not want the person nominated in 5.4 to be contacted please outline your reasons and if you wish, nominate an alternative person to whom you have been responsible in your employment.

Reason



6. Please provide a statement on your perceived suitability for this role in relation to fulfilling the selection criteria and in regard to the key aspects and responsibilities referred to in the Role Description.

This statement should be included here or attached separately and be no more than three pages.



7. OTHER RELEVANT INFORMATION

7.1 Membership or involvement in professional organisations or other educational or parish groups:

Prior to successful appointment, further copies and confirmation of any outstanding information pertaining to employment in the role, may be sought from you.
This will be outlined at interview along with the projected timeline to appointment, should you be invited to interview.

Thank you for your interest and for the submission of this application.

DECLARATION

- I declare that all the information provided in this application is true in all respects.
- I declare that I have not withheld information, which would have a bearing on my professional reputation or ability to carry out the duties required.
- I consent to all necessary reference checks being made in support of this application.
- I recognise that Mater Dei College is a smoke free work place.

SIGNATURE OF APPLICANT:

DATE:
