



CEOB Principal Selection Process 2016 (Internal)

This is the recommended procedure for all principal appointments for primary schools and diocesan secondary schools in the Diocese of Ballarat.

With reference to:

- BDSAC Principal Selection and Appointment Policy 2016
- CECV Recommended Conditions of Employment for Secondary Principals Nov 2014
- CECV Guidelines for the Employment of Staff 2016

1. The Vacancy

1.1 Declaration

After an incumbent principal notifies his/her governing authority* in writing of his/her intention to resign, take leave or retire, the governing authority:

1. Informs the Director and the Educational Consultant
2. Advises the staff in person
3. Advises the school community by letter and the parish community by the weekly bulletin

A copy of the letter is sent to the Director for communication to the wider diocesan education community.

*Note: There may be more than one governing authority for a given school.

1.2 Planning the Appointment Process

The Governing Authority meets with the Educational Consultant to plan out the timeline for the selection and appointment process.

The Educational Consultant advises the Catholic Education Office that the position can be advertised and the intended timeline for the selection process.

1.3 Advertising

The Manager: HR of the Catholic Education Office Ballarat (CEOB) manages the process of advertising.

The Governing Authority and the Educational Consultant approve the wording of the advertisement.

The advertisement may be lodged with:

- The Age
- All schools within the Diocese of Ballarat
- Catholic Education Commission Victoria (CEVN/CECV) Web-Site
- Other avenues as appropriate

Applications closing date is set - normally a period of about three weeks.

The school provides an information package (electronic) which could include:

- A school profile
- School Information booklet or similar
- Web links

- Current School Improvement Plan and Annual Action Plan

2. Application Package

The application package is made available on the CEOB website. The package contains:

- CEOB Procedures for the Selection and Appointment of Principals
- The Application Form.
- Template for cover letter and addressing the selection criteria in each of the five aspects of schooling
- Governor, Parish Priest and General Reference Forms.
- The School Information package

The Manager: HR (CEOB) acknowledges the receipt of applications and prepares the materials for the School Selection Panel.

3. Requirements for Principalship

The requirements for principals in the Diocese of Ballarat include:

- Membership of the Catholic Church and regular participation in the sacramental life of the faith community.
- An understanding of and demonstrated commitment to Catholic Education
- A period of recent experience in a leadership role within education
- Academic qualifications additional to teacher training and/or successful participation in appropriate post-graduate professional development activities. eg. Leadership, Theology/Religious Education.
- Registration as a teacher with the Victorian Institute of Teaching. (For interstate applicants, demonstration that you meet the requirements and are pursuing this).
- Normally a minimum of ten years relevant experience in education.
- Accreditation to Teach Religious Education in a Catholic School (CECV Policy 1.7).
- Completion of a successful criminal records check (this will be carried out, when required, by the CEO).
- Completion of a declaration, according to the requirements of the Victorian Registration and Qualifications Authority, regarding freedom from bankruptcy and suitability to work with children.
- A demonstrated commitment to personal and professional development.

4. Selection Criteria

The selection criteria for the position are outlined in Attachment A of the Application Form.

A declaration regarding suitability for working with children must be completed prior to processing of application.

5. Suitability and Eligibility

5.1 Administrative Process for Determining Suitability

- Applicants who fulfill the stated criteria and who are applying for their first principalship in the Diocese will be assessed through an administrative process overseen by the Director of Catholic Education.
- All applicants who satisfy both the eligibility and suitability criteria for the Local Panel shortlisting process will be notified by the CEO Administrative Officer shortly after the closing date for applications.
- In the case of ineligibility or unsuitability, the Director shall make formal contact with the applicant to explain why.

5.2 Ratification by the Bishop

Applicants who satisfy both the eligibility and suitability criteria for principalship are recommended to the Bishop for Local Panel shortlisting. Those applications that are ratified by the Bishop proceed to Local Panel shortlisting.

6. Consultation and Discernment

Documents such as the Community Profile and School Improvement Plan provides the Principal Selection Panel with insights into the future directions of the school and the qualities required of the in-coming principal.

6.1 Staff Consultation

Staff members (either individually or in groups) should have the opportunity to provide the Educational Consultant and other members of the Principal Selection Panel with their thoughts on the future directions of the school and the qualities required of the in-coming principal. This could be done via a survey, a meeting, or a combination of both.

6.2 School Advisory Council Consultation

The Educational Consultant meets with the School Advisory Council (SAC) to outline the appointment process and to provide them with the opportunity to give input to the community profile.

6.3 Community Consultation

At least one of the following:

- Family Survey: sent home and returned. Responses to be compiled by the Educational Consultant
- School Board members to contact families and compile a summary profile
- Community Meeting (if required) facilitated by the Educational Consultant

7. Principal Selection Panel

7.1 Membership

- The Governing Authority or their nominee.
- Educational Consultant
- One or two School/Parish Representatives (appointed by Parish Priest)
- Principal with experience of a similar size school

7.2 Panel Preparation

The Educational Consultant inducts the Panel on the process and responsibilities of the Panel prior to interviews (at least a week before). The Panel will then:

- Shortlist applicants (if necessary)
- Review applications
- Check Referees, asking each one about suitability for working with children
- Clarify Panel roles
- Develop the interview questions
- Establish criteria to guide discernment of the successful candidate
- Clarify the requirements of any legal obligations, including Ministerial Order 870

Shortlisted candidates are contacted by the Manager: HR (CEOB) and advised of the interview times, location and any preparation requirements.

Candidates who are not shortlisted receive a letter from the Manager: HR.

7.3 Interviews

- 45 – 60 minutes in length
- The location is to be determined by the Governing Authority
- There needs to be consistent questioning of all of the applicants
- Assessments need to be made against agreed criteria.

7.4 Decision

- The Panel follows up referees of likely candidates after the interview
- Time for reflection / refreshment / prayer should be built in to the decision making process
- The Panel makes a recommendation to the relevant Governing Authority
- The Governing Authority informs the Panel of his/her decision.

7.5 Appointment

- Once the Governing Authority has agreed with the decision of the panel, the Director is then informed of the decision
- The Governing Authority makes an offer to the preferred applicant
- Once accepted, the Director is notified and informs the Bishop
- The Educational Consultant confirms the appointment in writing (see template letter)
- The Educational Consultant notifies the unsuccessful applicants by phone.

8. Announcement Process

An announcement needs to be made simultaneously to the two relevant school staff communities.

Therefore:

- The Governing Authority informs SAC members prior to the wider school community by phone on the same day if possible.
- The Governing Authority writes a letter to be distributed to all families in the school community and puts a notice in the Parish bulletin.
- The Educational Consultant informs the CEOB Leadership Team and prepares a statement for the Director to send out to the wider diocesan community.

9. Contract Process

Once the position has been announced, the Director's Office will prepare the contract documents and forward them to the Educational Consultant to arrange signing.

10. Co-Principalship

Two educational leaders sharing the position can fill the position of principal. The Governing Authority has discretion to appoint Co-principals after discussion with the Director of Catholic Education

11. Interim Appointments

An interim appointment can be made. This appointment generally should not exceed 12 months. The Governing Authority may elect to advertise the interim position. An Interim Appointment applies when:

1. A Late Resignation

This applies when it is believed that there will be insufficient time to run the full process. Discussion between the Governing Authority and the Educational Consultant will take place. If they believe that an interim appointment needs to be made, this will be recommended to the Director.

2. No Suitable Candidates

Where the Principal Selection Panel determines that the applicants do not adequately meet the selection criteria:

- Following the shortlisting process and there is a recommendation to the Governing Authority that interviews do not proceed at this time, or
- Following interviews where no candidate is chosen, or
- Following interviews no candidate accepts the position

3. Principal on Extended Leave

An interim appointment will be made where a principal is on extended leave (generally 12 months or longer).

The principal position for an interim period can be filled by in the first instance by the Deputy Principal (second in-charge) of the school, where this is not appropriate then:

- Another teacher in the school
- Another Deputy Principal or Principal of another school
- Other experienced educational leader/s

The ongoing position will be advertised within the period of the interim appointment in the case of a late resignation or no suitable applicants.

If a principal on extended leave indicates that they wish to not return to the school, the ongoing position will be advertised.

All interim appointments are ratified by the Bishop.