

# Assistant Principal

## Staff Wellbeing and Development Applicants

### Information Form

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Lavalla Catholic College is seeking to appoint experienced and talented teachers for the following senior leadership positions commencing in 2020:

- **Assistant Principal Staff Wellbeing and Development (DP B)**

#### **Pre-Employment Checks:**

Lavalla Catholic College is committed to child safety and is legally required to obtain the following information about a person whom it proposes to engage to perform child-connected work:

- Working with Children Check status, or similar check;
- Proof of personal identity and any professional or other qualifications;
- The person's history of work involving children; and
- References that address the person's suitability for the job and working with children.

#### **Timeline:**

- Saturday 13 July Advertise: The Age, The Australian, College Website, Teachers on Net and CECV
- Saturday 20 July Advertise: The Age, The Australian, College Website, Teachers on Net and CECV
- Friday 26 July Applications Close (4.00pm)
- Wednesday 31 July shortlisting
- Thursday 8 August Interviews between 9.30pm and 4.30pm
- During the week commencing Monday 26 August Announcement of Assistant Principal Position will be made.

#### **Requirements:**

- An accompanying letter that addresses why you are applying for the position as well as the key selection criteria:
  - Commitment to the ethos, values and vision of Lavalla Catholic College as a Catholic school in the Marist tradition;
  - Background in theology, preferably at post-graduate level and a Masters level of educational background;
  - Demonstrated experience in working as an educator with young people and suitability for this work, including an understanding of child safety, appropriate behaviours when engaging with young people and legal obligations relating to child safety.
  - Have a proven record of success as a leader of learning in secondary schools, with an extensive knowledge of current educational theory and practice;
  - Demonstrated capacity to share in the work of the leadership of the College through being present at extra-curricular activities and representing the school at other forums;
  - Well-developed skills including strategic planning, decision-making, change management, problem solving, time- management and communication; and



- Demonstrated capacity and willingness to work collaboratively as part of the leadership team of school.
- A curriculum vitae that includes at least:
  - Relevant personal details;
  - Academic and Professional Qualifications;
  - VIT Registration Number;
  - Teaching Experience;
  - Leadership/Administrative experience;
  - Other relevant experience;
  - Relevant professional development for last three years;
  - Parish/Church involvement;
  - Other involvement that might support your application – Professional, Community, Recreational and other;
  - Contact details for three professional referees (including relationship to that person; email and telephone number).
- Marist Schools Australia Employee Checking and Working with Children Check Form.
- Confidential Referee Forms (3) to be sent by your referees directly via email as indicated below.

**Tenure:**

The successful applicant will be appointed to Lavalla Catholic College as a teacher in an ongoing capacity. In being appointed to the position of Assistant Principal, the successful applicant shall be appointed for an initial period of five years with the option of reappointment for one additional period of five years, subject to a successful appraisal during the fourth year. After this time, the position will be advertised internally and externally with the incumbent free to apply.

As part of the remuneration package the Assistant Principal will receive an allowance for use of their personal car, a mobile phone, iPad and notebook computer.

The Assistant Principal Staff Wellbeing and Development is appointed by the Principal and is responsible to the Principal for all aspects of staff wellbeing, professional standards and learning within the College as outlined in the strategic plan and the role description. Accordingly, **all required submissions are to be directed to:**

**The Lavalla Catholic College Principal's PA, Kellyann Armstrong, by email [pa@lavalla.vic.edu.au](mailto:pa@lavalla.vic.edu.au)**

**addressed to the Principal, Mr John M Freeman at Lavalla Catholic College**

**by no later than 4.00pm Friday, 26 July 2019.**