



Application for the position of Director Wellbeing

PLEASE NOTE: This position is remunerated at the level of Assistant Principal

Thank you for your interest in this leadership position. Please find enclosed an application and information package to assist you.

Attached are the following:

- An application form for completion
- Address selection criteria for Director Wellbeing
- Appointment process details
- How to apply
- Guidelines to assist in the completion of your application.

Details of the Selection Process:

Successful applicants who are short-listed will attend an interview. At the interview, there is a requirement to respond to a scenario on a specific topic which will focus on leadership for learning.

Your application together with all required documentation must be received by Catholic Education Diocese of Parramatta by close of business on the due date.

You will be kept informed of the progress of your application. Should you require any further information, please contact HR on 9840 5715 or email appointments@parra.catholic.edu.au

Yours sincerely

Kaylene Allison
HR Officer

4. Please attach certified copies of relevant academic qualifications

REFEREE REPORTS:

4. Applicants are required to supply reports from the following referees.

- Current Principal/Supervisor who can comment on your current performance and practices
- A professional referee who can comment on your current performance and practices
- Parish Priest Reference from **Parish of Worship** for comment on your practice and witness in the faith

NOTE: A PANEL MAY REQUEST FURTHER REFEREE REPORTS TO SUPPORT YOUR APPLICATION AT ANY STAGE DURING THE PROCESS.

The Application Package contains documentation for each of these nominated referees.

It is the applicant's responsibility to:

- Check that these people are prepared to be nominated as referees and will support the application.
- Forward this documentation by email or fax with closing date stated (i.e. Referee package to these people, as soon as possible, so that the selection process can proceed;
- Check before the closing date with each referee to ensure they have emailed/mailed their reference to the CEO.

NOTE: All references will be on file until the end of the calendar year and will be used for subsequent applications unless otherwise advised. (references will be destroyed at the end of EACH year)

Please forward by Email: appointments@parra.catholic.edu.au

How to Apply

Applicant information for Director Wellbeing Position

1. Address your formal letter of application to:
Mr Gregory B. Whitby - Executive Director of Schools
2. Supply resume, including Academic Record and employment details
3. Supply response to selection criteria for the role.
4. **Applicants are required to supply reports from the following referees.**

Current Principal/Supervisor who can comment on your current performance and practices

A professional referee who can comment on your current performance and practices

Priest Reference from **Parish of Worship** for comment on your practice and witness in the faith

NOTE: A PANEL MAY REQUEST FURTHER REFEREE REPORTS TO SUPPORT YOUR APPLICATION AT ANY STAGE DURING THE PROCESS.

- The Application Package contains documentation for each of these nominated referees.
5. All application materials to be received by close of business on the **due date**
 6. Send all application materials to:

HR Officer
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
 7. Those who are applying by email please email:
appointments@parra.catholic.edu.au

Catholic Education Diocese of Parramatta

Role description

Director Wellbeing



Catholic Education
Diocese of Parramatta

Role Description – Director Wellbeing

Purpose

The Director Wellbeing is responsible to the Principal and shares in the leadership of the Catholic Learning Community of St John XXIII and St Mark's, Stanhope Gardens by supporting the principal and leadership team. The Director Wellbeing exercises this responsibility by ensuring that the school delivers high quality contemporary learning and teaching for the community it serves which is embedded in the Catholic world view. It is a collaborative ministry of witness and service and part of the evangelising mission of the Church.

Key Accountabilities

In *Catholic Schools at a Crossroads*, school leaders are challenged to ensure that our Catholic schools:

- are truly Catholic in their identity and life
- are centres of 'the new evangelisation'
- enable our students to achieve high levels of 'Catholic religious literacy' and practice
- Are led and staffed by people who will contribute to these goals.

This position supports the system strategic intent of improving learning outcomes for all students and promoting a professional and rewarding working life for teachers as well as ensuring the school is recognisably Catholic.

Key accountabilities are leadership of the school and contribution to system leadership through the implementation of the Leadership Framework areas of:

- Catholic Culture
- Leading Pedagogy
- Leading Self and Others
- Stewardship

Selection Criteria

- A strong commitment to the Catholic faith in practice and lifestyle, witness and modelling
- Free from any impediment to full acceptance by the Church in lifestyle, witness and modelling.
- Demonstrated experience in leading and supporting the well-being requirements of students and staff
- Capacity to challenge and lead a school community that gives witness to the Catholic faith and its teaching and is aligned with the system strategic intent
- Minimum of four years professional qualification in education
- Substantial currency in Religious Education pedagogy and knowledge of Religious Education curriculum
- Attainment of a relevant Masters qualification or commitment to complete within four years of appointment
- A thorough understanding of restorative justice and the associated management processes
- Ability to lead the linking of learning and wellbeing
- Demonstrated experience in leading contemporary learning theory and practice within the school
- Demonstrated knowledge and effective use of technology across the curriculum
- Demonstrated commitment to ongoing professional learning and formation.
- Demonstrated capacity to innovate and collaborate as a member of a highly committed leadership team

Functions

Catholic Culture

Leadership includes assisting the principal to:

- ensure the school is recognizably Catholic and contributes to the evangelizing mission of the Church
- build the necessary relationships with the parish priest, parents, learning community, Catholic Education, Diocese of Parramatta and other partners contributing to the work of Catholic schooling.

Leading Pedagogy

Leadership includes assisting the principal to:

- plan, develop, implement and evaluate frameworks to deliver the system strategic intent
- establish goals and high expectations for all students and teachers
- plan and engage in professional learning with school staff on contemporary learning and teaching

Leading Self and Others

Leadership includes assisting the principal to:

- build the capacity and capabilities of self and others
- challenge existing practice to ensure reflection and continuous improvement
- work with colleagues as a leader and team-member

Stewardship

Leadership includes assisting the principal to:

- ensure effective stewardship of the financial and physical resources to optimise learning and provide a safe and welcoming environment
- oversee the implementation of all Diocesan and BOSTES policies and requirements.

Other functions include:

- contribute to system leadership
- undertake professional learning
- undertake performance review
- other duties as requested by the Principal and the Executive Director of Schools



General Application Form

(to be attached with Resume and other Documents)

Position Applied for

Name

Title _____

Surname _____

Preferred Name _____

Christian Names _____

Former Name (If Applicable) _____

Address

Home Address	Address for Correspondence
_____	_____
_____	_____
_____ Postcode _____	_____ Postcode _____

Phone & Email

Private _____ Business _____ Mobile _____

Email _____

How did you find out about this position?

Please complete and return with you application and a full resume to:
HR Officer
Catholic Education Diocese of Parramatta
Locked Bag 4, North Parramatta NSW 1750
Email : appointments@parra.catholic.edu.au



Employment Collection Notice

Privacy requirements – employment collection notice

Available at: <http://www.parra.catholic.edu.au/policy-central>

1. When you apply for this position you will provide CEDP (through our schools, Catholic Early Learning Centres (CELCS), Catholic Out of School Hours Care services (COSHCS) and offices) with personal information.
2. If you provide us with personal information, for example your name and address or information contained on your resume, we will collect the information in order to assess your application. We may keep this information on file if your application is unsuccessful in case another position becomes available.
3. Our Privacy- Statement sets out how you may access and seek correction of your personal information that we hold about you if you are unsuccessful for the position. However, there may be occasions when access is denied. Such occasions would include where access would have an unreasonable impact on the privacy of others. Our Privacy - Statement also sets out how you may complain about a breach of privacy and how we will deal with such a complaint. Our Privacy- Statement is available at: <http://www.parra.catholic.edu.au/privacy>.
4. We may disclose this kind of information to the following types of organisations: the Catholic Education Commission of NSW and the Catholic Commission for Employment Relations. We will also disclose this information with your consent or as required or authorised by law.
5. We are required to conduct a criminal record check and collect information regarding whether you are or have been the subject of an Apprehended Violence Order and certain criminal offences under Child Protection laws. We may also elect to collect personal information about you in accordance with these laws.
6. We may use service providers who provide certain services to us and our staff and students including data storage and contemporary online teaching tools. We may provide your personal information to such service providers in connection with the provision of these services. Our service providers may store, or process, data outside Australia, including in the United States, Singapore, Ireland and possibly other countries. We endeavour to find where these providers store their data and update this collection notice as such information becomes available to us. In addition, our email service provider may store and process emails in the United States or in any other country utilised by Google.
7. If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to us and why, that they can access that information if they wish and that we do not usually disclose the information to third parties.
8. You may obtain further information from the following:
 - For our schools: the school principal
 - For our CELCs: the CELC director
 - For our COSHCs: the COSHC supervisor
 - For our offices: Privacy Officer:
Catholic Education Diocese of Parramatta
Locked Bag 4
North Parramatta NSW 1750
T: 9840 5600.